

STATUTE 5.3 - THE DEANS AND OTHER OFFICERS

Council to appoint deans

- 5.3.1 (1) In accordance with procedures determined by Council from time to time, Council must appoint a dean for each faculty from the professors, readers or senior lecturers of the faculty who are-
- (a) members of the faculty; or
 - (b) members of the full-time academic staff of any of the departments or schools of the faculty.
- (2) Notwithstanding sub-section (1)-
- (a) the dean of the faculty of Medicine, Dentistry and Health Sciences is to be appointed by Council from the professors of that faculty; and
 - (b) the dean of Melbourne School of Engineering is to be appointed from the professors and readers of that faculty.
- (3) The dean of Melbourne School of Land and Environment is to be appointed by Council after receiving advice through that faculty board's participation on the selection committee.
- (4) Council may require a faculty to advise on the provisions to be made to permit the dean to perform his or her duties effectively.
- (5) Notwithstanding any of the foregoing provisions, where Council resolves it to be appropriate it may appoint a person to be dean of any faculty who is not a University staff-member provided that such appointment coincides with further conditions which ensure that the provisions of sub-sections (1) or (2) are simultaneously met.

Period of appointment of deans

- 5.3.2 (1) In this section 'initial appointment' includes the appointment of a former dean who last held office as dean more than one year before the date of appointment.
- (2) Subject to sub-section (3), the period of appointment of a dean is to be determined by Council at the time of making the appointment but is not to exceed five years and, in the case of an initial appointment, is to be for not less than three years, unless Council in special circumstances decides otherwise.
- (3) The office of dean becomes vacant if the person appointed as dean ceases to be qualified to hold office.

Re-appointment of deans

- 5.3.3 A person appointed as a dean is eligible for re-appointment if the person remains qualified to hold that appointment.

Powers and duties of deans

- 5.3.4 In addition to any other powers and duties conferred or imposed on a dean by any other statute or by regulation, the dean-
- (a) is responsible for the execution in the faculty of the policies of the faculty and the University;
 - (b) exercises a general superintendence over the educational and administrative business of the faculty and its departments;
 - (c) may require from any member of the academic staff of the faculty a statement of the work being done by that member;
 - (d) may obtain from the academic and professional staff of the faculty, the heads of the departments and schools within the faculty, the provost, and the senior vice-principal, any information or assistance the dean requires in order to carry out his or her duties effectively;
 - (e) when appropriate, must inform Council or other bodies of faculty resolutions;
 - (f) must inform the faculty of any resolution of Council or the Board affecting the faculty and must provide other information as may be necessary for the performance of the faculty's functions;
 - (g) must convene meetings of the faculty-
 - (i) at his or her discretion; or
 - (ii) on the written request of the vice-chancellor or the provost; or
 - (iii) on the written request of either ten members of the faculty or one fifth of the membership of the faculty, whichever is the less;
 - (h) by reason of the office is a member of the faculty and of the committees of the faculty and,

- unless the dean decides otherwise, presides at all meetings of the faculty or committees of the faculty;
- (i) has access at all times to the books, accounts and records of the faculty and the departments and schools of the faculty.

Deputy deans

- 5.3.5 (1) Subject to sub-section (2), there must be in each faculty a deputy dean who is-
- (a) elected by and from members of the faculty in the second half of each year for the ensuing year; or
- (b) if an election is not conducted in accordance with paragraph (a), appointed by Council for a period of one year pursuant to a resolution of the faculty and on the nomination of the dean of the faculty from members of the faculty and members of the full-time academic staff of the departments of the faculty who are professors or readers or, if the faculty so resolves, senior lecturers.
- (2) (a) The faculty of Medicine, Dentistry and Health Sciences may elect any of its members who are professors to the office of deputy dean for a period not exceeding five years.
- (b) The faculty of the Victorian College of the Arts may appoint a deputy dean from members of the faculty who are professors or associate professors for a period not exceeding five years.
- (3) The office of deputy dean becomes vacant if the person appointed as deputy dean ceases to be qualified to hold that office.

Casual vacancies in office of deputy dean

- 5.3.6 (1) Subject to sub-sections (2) and (3), a casual vacancy in the office of deputy dean is to be filled by election, by members of the faculty concerned, of an eligible person who holds office for the remainder of the term of the person whose vacancy is filled.
- (2) If a casual vacancy occurs within three months of the expiration of the term of office of the deputy dean, the faculty may resolve not to fill the vacancy for the remainder of the term.
- (3) If a casual vacancy occurs in the office of deputy dean in the faculty of the Victorian College of the Arts, the faculty may appoint another deputy dean pursuant to section 5.3.5(2)(b) for the balance of the unexpired term.

Powers and duties of deputy deans

- 5.3.7 Subject to the Act and the statutes, a deputy dean-
- (a) chairs any meeting of the faculty or committee of the faculty, if the dean so requires;
- (b) by reason of the office, is a member of the faculty and all committees of the faculty; and
- (c) performs the duties and exercises the powers of the dean which have been delegated to the deputy dean by the dean.

Establishment of office of associate dean, assistant dean and clinical dean

- 5.3.8 (1) On the recommendation of a faculty, Council may establish one or more offices of associate dean or assistant dean of the faculty.
- (2) In establishing an office of associate dean or assistant dean, Council must consider any recommendation of the faculty in relation to the office and must specify the period and conditions of appointment of an associate dean or assistant dean.
- (3) On the recommendation of the faculty of Medicine, Dentistry and Health Sciences, Council may establish one or more offices of clinical dean of that faculty.

Election or appointment of associate deans, assistant deans and clinical deans

5.3.9 The faculty may from time to time elect one of its members to fill an office established under section 5.3.8 or, pursuant to a resolution of the faculty and the nomination of the dean of the faculty, Council may appoint an associate dean or assistant dean or clinical dean of the faculty of Medicine, Dentistry and Health Sciences for any period and on any conditions determined by Council.

Powers and duties of associate deans, assistant deans and clinical deans

5.3.10 Subject to the Act, the statutes and the regulations, an associate dean or assistant dean or clinical dean of the faculty of Medicine, Dentistry and Health Sciences must perform the duties and exercise the powers of the dean which have been delegated to him or her by the dean.

Acting deans

- 5.3.11 (1) Council may, on the recommendation of the dean of a faculty or, if the office of dean is vacant, on the recommendation of the faculty, appoint a person who is eligible for appointment as dean to act as dean for any period and on any conditions determined by Council.
- (2) If the office of dean of any faculty is vacant or the dean is absent or unable to act, the duties of the dean are to be performed by-
- (a) an acting dean; or
 - (b) if an acting dean has not been appointed, or the acting dean is absent or unable to act, the deputy dean of the faculty; or
 - (c) if the deputy dean is absent or unable to act, an associate dean or an assistant dean; or
 - (d) if an associate dean or an assistant dean is absent or unable to act, a professor who is a member of the faculty nominated by the faculty for the purpose; or
 - (e) if no such person is present and able to act, any person who is eligible to hold office as dean of the faculty who is nominated by the vice-chancellor until Council decides otherwise.

Making of regulations

5.3.12 Council may, by regulation, make rules and give directions concerning the appointment of, and conduct of, any of the officers referred to in this statute.

[s. 14 en. 15/8/95, s. 1 (4) en. 4/11/96, s. 4 (j) repealed 5/7/99,
ss. 1, 2, 4, 5(1), 8 -10 am., s. 5(2) renumbered (3) and 5(2) en.,
ss. 11 and 13 repealed, ss. 12 and 14 renumbered 11 and 12 11/11/02, s 1 (3) made, s. 1 (3) and (4) renumbered (4) and (5), 13/9/04,
s. 5.3.5 am, s. 5.3.6 am 11/9/06 effective 1/1/07, am approved by Minister 13/3/08, s.5.3.6 am 1/9/08 approved by Minister
10/12/08..]