

FACULTY OF ARTS

<http://arts.unimelb.edu.au/>

FACULTY STRUCTURE

Graduate Schools

Graduate School of Humanities and Social Sciences

<http://graduate.arts.unimelb.edu.au/>

Melbourne School of Government

<http://arts.unimelb.edu.au/melbourne-school-government/>

Schools

Asia Institute

<http://www.asiainstitute.unimelb.edu.au/>

School of Culture and Communication

<http://www.culture-communication.unimelb.edu.au/>

School of Historical and Philosophical Studies

<http://shaps.unimelb.edu.au/>

School of Languages and Linguistics

<http://languages.unimelb.edu.au/>

School of Social and Political Sciences

<http://www.ssps.unimelb.edu.au/>

Departments

There are no departments in the faculty.

Centres and Institutes for Research and Research Training

Details of the faculty's centres and institutes for research and research training can be found in the central list on University Secretary's web site: this list is regularly up-dated

(<http://www.unimelb.edu.au/Statutes/contents.html#S5>)

Other Academic Units

Research Unit for Multilingualism and Cross-cultural Communication

<http://rumaccc.unimelb.edu.au/>

FACULTY GOVERNANCE

The **Faculty Board** comprises the following members

- The dean, deputy dean and associate deans of the faculty
- The deans or respective nominees of the faculties of Architecture Building and Planning, Business and Economics, MDHS, MGSE, MLS, MSLE, Science and VCAM
- The heads of the schools of the faculty
- The faculty general manager
- Not more than one member for every ten members of the full-time teaching and research staff of the faculty who are nominated annually by the faculty in accordance with the procedures approved by Council on the recommendation of the faculty; up to one may be a fixed-term academic appointment of at least 12 months from the time of nomination
- Not more than two members of the staff of the University not eligible for appointment under the previous category who are concerned with the subjects in the courses for the degrees of the faculty, appointed by Council on the annual nomination of the faculty in accordance with the procedures approved by Council on the recommendation of the faculty
- Four members of the professional staff elected annually by and from the professional staff of the faculty in accordance with the procedures approved by Council on the recommendation of the faculty

The **Faculty Executive Committee** comprises the following members

- The dean
- The associate deans and Directors
- The heads of the schools of the faculty
- The Faculty Executive Manager

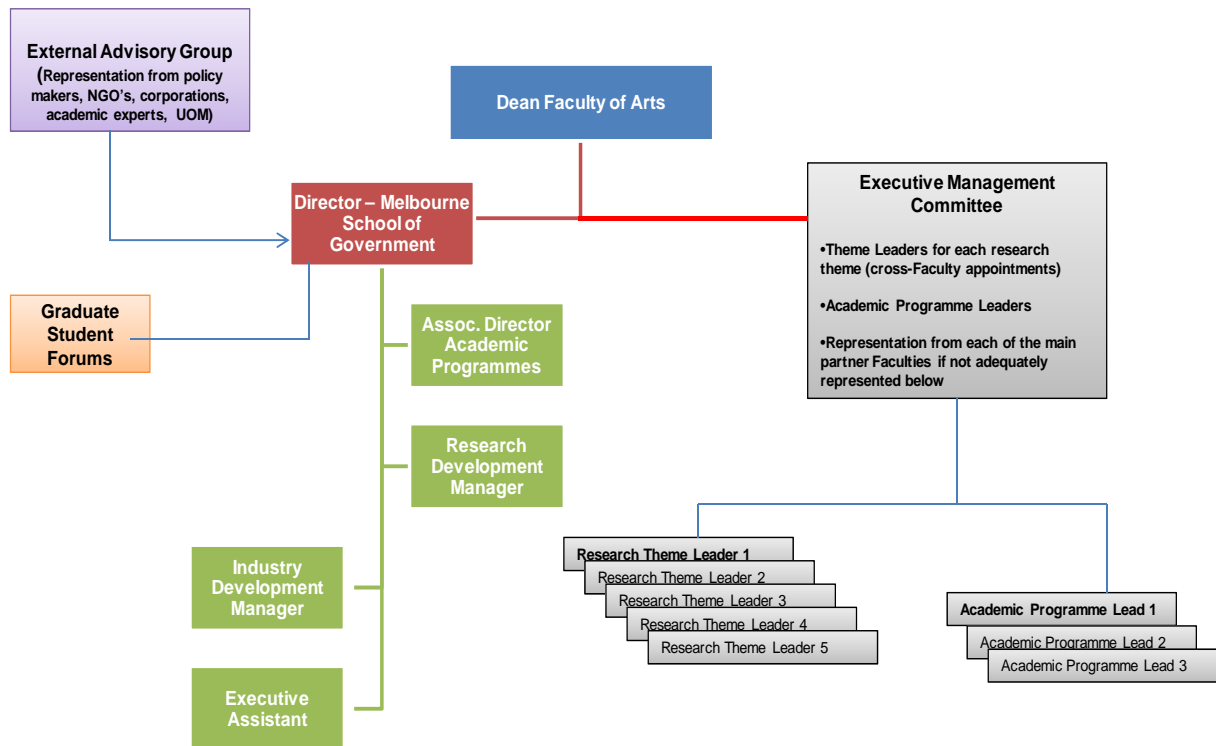
The **Graduate School of Humanities and Social Sciences** has the following governance arrangements.

1. The Graduate School of Humanities and Social Sciences ('graduate school') within the faculty of Arts ('faculty') encompasses all academic units of the faculty together with all members of its academic staff who have responsibilities in graduate teaching and/or research training. Academic units outside the faculty may also contribute to the graduate school's programs as required.
2. The overall purpose and responsibility of the graduate school is the planning and delivery of graduate teaching and overseeing the provision of research higher degree training within the faculty. It coordinates the contributions of departments both inside and outside the faculty to its graduate coursework education and research higher degree training.
3. Key accountabilities and responsibilities of the graduate school are as follows:
 - The graduate school is accountable through the dean to the Academic Board for the quality of the design and delivery of all graduate coursework programs offered by the faculty, whether in professional or specialist programs.
 - The graduate school collaborates with the School of Graduate Research in the conduct of research training within the faculty, including in relation to quality assurance .

- The graduate school is accountable through the dean to the vice-chancellor for the business success of its graduate coursework programs, including in relation to financial viability.
 - The graduate school is responsible for the recruitment and admission of graduate coursework students to the faculty, and for the quality of their Melbourne experience.
 - The graduate school is responsible pursuant to guidelines determined by the Academic Board and administered by the School of Graduate Research for the recruitment and admission of research higher degree students to the faculty.
 - The responsibilities of the graduate school include facilitating the emerging needs of and opportunities for multi-disciplinary programs in existing and new teaching and research areas, both within the faculty and in collaboration with other faculties and graduate schools.
 - The graduate school will create and maintain a business plan and report annually to the faculty and/or University on the outcomes achieved against that plan.
4. Except where Council has determined that another process for the appointment of a head of a graduate school will apply or that the dean of the faculty is so to act, the graduate school has a head ('the director', including any dean of a faculty appointed as head) appointed by Council on the recommendation of the vice-chancellor. Before making the appointment of a person other than the dean of the faculty, the vice-chancellor must consult with the dean of the faculty who will receive advice from members of the graduate school. The appointment of the head of the graduate school, whether such person be the dean of the faculty or another person, will normally be made for a period of up to five years in the first instance, and be renewable for further periods of up to five years.
 5. The director transacts the business of the graduate school. The director is responsible to the University, through the dean of the faculty where a different appointment, for implementing the policies determined by the University generally, by the faculty and by the graduate school, and for ensuring that the graduate school properly discharges its academic and administrative functions.
 6. The director may be supported by a deputy head who is to be appointed by the vice-chancellor on the recommendation of the dean of the faculty. Before making the recommendation the dean must consult with the director where that person is a separate appointment. In the absence of the director, or if no director has been appointed, the deputy head will transact the business of the graduate school.
 7. The faculty must establish one or more advisory committees (or boards), with expertise in fields relevant to the coursework programs of the graduate school. The committee(s) may exercise powers and undertake duties delegated by the faculty pursuant to statute 5.1.8, and will be chaired by the director or nominee. Membership of the committee(s) will be determined by the faculty but must include both University members and external members as appropriate to its mission. Committee responsibilities will include advising the director and graduate school on the graduate school business plan, receiving and commenting on the annual report of outcomes achieved against its objectives, and any other matters referred by the director or dean, as the case may be. The advisory committee(s) must meet at least twice a year.
 8. The faculty must also establish a graduate programs committee within the graduate school to advise the school and the faculty on all academic matters related to courses offered through the graduate school (unless such matters are dealt with by an

existing faculty committee which operates at both undergraduate and graduate levels). Membership of the graduate programs committee will be determined by the faculty but must include the director of the graduate school, representation from departments in the faculty that teach into courses offered by the graduate school, and graduate student representation. When an 'all-level' academic programs committee is considering graduate courses which utilise teaching resources from departments outside the faculty, its membership must be supplemented to include representation from those departments, unless otherwise co-opted to participate in those discussions.

Organisational Structure for the Melbourne School of Government



Name of School - as per Statute 5.1.3 (1)

The name "Melbourne of School of Government" is a provisional title only and is subject to change. It is intended that the name of the School will be ascertained after a market testing and brand development exercise has been undertaken. This will be recommended to Council if a change of name is required.

The Faculty of Arts is well placed to undertake such an exercise having developed and executed a similar process in 2009 for the naming of the Graduate School of Humanities and Social Sciences. It is to be noted that extensive internal and external stakeholder consultation via interviews, surveys will be undertaken before formalising a name for the School. It is likely that the outcomes of this exercise will be available in early 2013. An appropriate amendment for change of name will be tabled for Council approval if required at that stage.

Finally, it is likely that the University will seek external support from both government and philanthropic sources for the School. This may also have implications for the name of the School in due course. In the meantime, Council approval is sought for the establishment of the School to progress market testing activities under the provisional title of 'Melbourne School of Government'.

Appointment of Head for the Melbourne School of Government - as per Statute 5.1.3 (2a)

The new graduate school will be accountable through the Dean of the Faculty of Arts, Prof. Mark Considine to Academic Board for the quality of the design and delivery of all graduate coursework programmes offered by it and as outlined above.

In order to progress consultation on the design of new programmes to be offered by Melbourne School of Government and also lead market research activity, an Interim Director of the new graduate school has been appointed. This role will be formalised once Council approval has been secured and the role advertised externally to recruit a new Director for the Melbourne School of Government. **The Interim Director for the School is Prof. Helen Sullivan**, who is also Director of the Centre for Public Policy within the Faculty of Arts.

Director for the School of Government: This role is appointed by the Dean, Faculty of Arts in consultation with the Deans of the two Partner Faculties of Law and Business & Economics and in line with normal University/Faculty process. This role reports to the Dean, Faculty of Arts and works closely with the External Advisory Group and the core partnership Faculties and is responsible for the overall strategy, direction and oversight of the School's activities. This includes its engagement with the internal academic community and external stakeholders; ensuring harmony of activities across the institution and enabling appropriate institutional collaboration across areas of interest. In summary, the Head is responsible for all academic and administrative functions of the School.

Indicative duties of the Director will also include:

- Ensuring that capabilities across the institution that are relevant to the focus of the School are widely known,
- Co-ordinating the identification, networking and marketing of expertise related to the School's activities
- Working with the Executive Management Committee to identify, develop and deliver the core offerings under research, teaching, executive education and outreach
- Informing the Advisory Group of the plans and offerings of the School and seeking their recommendations
- Considering recommendations made by the Advisory Group and adopting these as appropriate
- Implementing the strategic, financial and business plans

Establishment of an External Advisory Group – as per Statute 5.1.3 (2d)

An External Advisory Group will be established for the Melbourne School of Government. Its composition will include representation from core external stakeholder communities including the public service, NGO sector, major corporations or industry associations, distinguished academics from external institutions and affiliate organisations and balanced political representation. The Group and will have an independent Chair. A high level summary of its role is described below:

Role of the External Advisory Group: The Group will provide advice to the Director on programme offerings and courses, seek opportunities to enhance the School's role and profile, make recommendations on performance areas via advice on the strategic plan, and consider and provide endorsement of the School's annual report.

It will meet regularly, and at least twice per annum. The appointment of the Provost to the Group will provide adequate institutional level representation from within the University.

Establishment of an Executive Management Committee – as per Statute 5.1.3 2(b)

An Executive Management Committee for the School will be established and it will provide support to the Director of the School on all academic matters related to the teaching, research, outreach and executive education activities. This Group will meet monthly and will provide the primary basis for collegial consultation on all academic matters related to the School's activities.

Role of Executive Management Committee: The Executive Management Committee for the School will consist of academic staff from across the University who have been identified and agreed to lead a research theme and/or an academic programme. They will work closely with the Director of the School to develop, execute the teaching, research and executive education activities of the School. Staff in this role will provide primary interface with the Partner Faculties and ensure that there is harmony between the offerings and activities of the new School and their native Faculty. The Executive Management Committee will retain representation at all times from the Partner Faculties either through the Research Theme Leads, the Academic Programme Development Leads or nominees of the Deans of Melbourne Law School and Faculty of Business & Economics.

Research Theme Leads: As per current practices across other research institutes, the School will appoint research theme leads to develop and support the research agenda including liaison with potential external stakeholders. It is intended that 5 research themes will be developed; however this may vary and is at the discretion of the Director.

Academic Programme Development Leads: As the School will develop 3 new degree programmes, a programme lead will be appointed for each. These individuals will be part of the Executive Management Committee for the School as outlined above.

Role of Partnership Faculties: Given the interdisciplinary nature of the School, the Faculties of Business and Economics and Law will have a significant role in supporting both the teaching and research activities of the School. As such they have been identified as and agreed to be 'Partner Faculties'. While it is likely that their presence on the Management Committee of the School will be covered through the Research Theme Lead and Academic Programme Lead roles described above, if this is not the case then nominees will be sought from both relevant Deans. This will ensure adequate representation on the governance structure of the School.

Annual Meeting of Partner Faculty Deans: In addition to the above, the Deans from the 3 main Faculties of Arts, Business & Economics and Law will meet at least once annually to review the annual performance of the School and agree the plan for the forthcoming year. Feedback from this meeting will be shared by the Dean of the custodial Faculty with the Director of the School.

Annual Meeting with DVC(R): The Dean Faculty of Arts and the Director School of Government will also meet once annually with the DVC(R) to report on and agree the forward plan with respect to research performance; particularly given the funding support being received via the Research at Melbourne agenda.

In order to support the operational activities of the School, the following new roles will be created including an Associate Director Academic Programmes, Research Development Manager, Industry Development Manager and Executive Assistant.

Establishment of Graduate Student Forums – as per Statute 5.1.3 2(c)

The Melbourne School of Government will organise two forums annually to consult with both coursework and research students of the School. The forums will include participation from the Director of the School, Academic Programme Directors for all programmes and appropriate professional and administrative staff within the Faculty. The forums will have representation from students on all programmes offered by the School. Three students from each programme will be invited to attend the bi-annual forum; student selection will take place on the basis of an expression of interest process run by the School at the beginning of each year.