

**FACULTY OF VICTORIAN COLLEGE
OF THE ARTS AND MELBOURNE
CONSERVATORIUM OF MUSIC**

STRUCTURE

AND

GOVERNANCE ARRANGEMENTS

FACULTY OF THE VICTORIAN COLLEGE OF THE ARTS AND MELBOURNE CONSERVATORIUM OF MUSIC

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

FACULTY STRUCTURE

The faculty comprises two divisions:

Victorian College of the Arts

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

Melbourne Conservatorium of Music

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

Graduate Schools

There are no graduate schools in the faculty

Schools

Victorian College of the Arts has the following schools:

School of Art

<http://vca.unimelb.edu.au/art>

School of Performing Arts

<http://vca.unimelb.edu.au/performingarts>

School of Film and Television

<http://vca.unimelb.edu.au/ftv>

School of Contemporary Music

http://vca.unimelb.edu.au/contemporary_music

Departments

There are no departments in the faculty

Centres and Institutes for Research and Research Training

There are no centres and institutes for research and research training listed in the central University list

Other Academic Units

Centre for Ideas

<http://vca.unimelb.edu.au/cfi>

Centre for Cultural Partnerships

<http://vca.unimelb.edu.au/ccp>

Wilin Centre for Indigenous Arts

<http://vcam.unimelb.edu.au/wilin>

FACULTY GOVERNANCE

Faculty Board

Membership

- The dean
- The professors, associate professors, readers, senior lecturers of the full-time and part-time staff of the faculty (Levels B to E) who are employed on an on-going basis or have a fixed-term contract of more than one year's duration
- Faculty General Manager
- Manager, Student Centre
- Two members elected by and from the professional staff of the faculty
- One member elected by and from the undergraduate students of each of the two divisions in the faculty for a term of one year
- One member elected by and from the graduate students of each of the two divisions in the faculty for a term of one year
- Two members from any of the faculties of Arts, Science, Architecture Building and Planning and Melbourne Graduate School of Education appointed by the Dean of VCAMCM for a period of two years

Terms of Reference

- Provide, subject to the direction of the Academic Board of the University with respect to award courses, academic oversight and quality assurance of academic programs and courses of study in the Faculty
- Provide advice to the Academic Board on the conduct and content of such programs and courses of study
- Provide academic oversight and quality assurance of non-award and short courses offered by the Faculty
- Make recommendations to the Academic Board relating to the academic affairs of the Faculty and in particular, make recommendations relating to instruction, studies, examinations and assessments, research, degrees, diplomas, certificates and other awards, and to discipline in the Faculty
- Report to the Academic Board and the University on matters submitted to it for report, and exercise such other powers, and discharge such other duties as are conferred or imposed upon it by the University of Melbourne Act and relevant legislation of the University
- Provide comment on and input to the Faculty strategic and operational plan and relevant academic program performance reports as requested by the Dean
- Receive, note and action reports from its standing committees as appropriate
- Subject to the general provisions that apply to faculties under Statute 5.1, regulate its own proceedings

Faculty Executive

Membership

- Dean (Chair)
- Associate Deans
- Director of the Melbourne Conservatorium of Music
- Director of the VCA
- Faculty General Manager

Terms of Reference

- Provide advice to the Dean as the accountable officer on the strategic and operational planning, management and performance of the Faculty
- Act on behalf of the Faculty Board between Board meetings in the resolution of urgent matters
- Ensure that the formulation, refinement and implementation of policy and priorities are in harmony with established and developing University policy, procedures and statutory responsibilities
- Serve as the coordinating and steering committee for matters referred to the Faculty Board by the two Schools of the Faculty
- Advise the Dean as appropriate on resource allocation to enable the Faculty to implement its programs and meet its priorities; recommend approval of the annual Faculty budget and monitor expenditure against budget
- Advise the Dean on student load management in the Faculty

Melbourne Conservatorium of Music Executive

Membership

- Director of the Conservatorium (Chair)
- Up to four (4) senior staff nominated by the Director
- Conservatorium Operations Manager
- Dean
- Faculty General Manager

Terms of Reference

- Provide advice to the Director as the accountable officer on the strategic and operational planning, management and performance of the Conservatorium
- Serve as the coordinating and steering committee for Conservatorium business, both policy and operational matters
- Advise the Director as appropriate with respect to management of the budget and staffing profile of the Conservatorium
- Advise the Director on student load management in the Conservatorium

VCA Executive

Membership

- Director of the VCA (Chair)
- Heads of the VCA Schools
- VCA Operations Manager
- Dean
- Faculty General Manager

Terms of Reference

- Provide advice to the Director as the accountable officer on the strategic and operational planning, management and performance of the VCA
- Serve as the coordinating and steering committee for VCA business, both policy and operational matters
- Advise the Director as appropriate with respect to management of the budget and staffing profile of the VCA
- Advise the Director on student load management in the VCA

VCA&MCM Advisory Board

Membership

- nine members appointed by Council who together possess outstanding expertise in the fields serviced by the VCA&MCM, being in the visual and performing arts and other relevant sectors, as well as in education, training, research and corporate governance;
- the director and dean, VCA&MCM; and
- one additional member appointed by Council.

Terms of Reference

- strategic policy development and contribution in relation to the VCA&MCM's education and training, research, commercial and community relations programs and directions;
- arts sector and community needs for new and existing courses offered by the VCA&MCM;
- promoting the programs of the VCA&MCM within the arts sector and wider community;
- the development of the VCA&MCM's reputation and financial benefaction;
- participating in the selection committee convened to recommend the appointment of the director and dean, VCA&MCM;
- the advisory board regulates its own proceedings;
- the advisory board meets as and when required but not less than twice each year;
- the quorum for a meeting of the board is not less than one half of its total membership; and

- it may constitute such committees and working parties as required to support the strategic development of the VCA&MCM on the advice and request of the director and dean, VCA&MCM.