

# FACULTY OF BUSINESS AND ECONOMICS

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

## FACULTY STRUCTURE

Melbourne Business School

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

<http://mbs.edu>

Commerce Student Centre

<http://fbe.unimelb.edu.au/csc>

## Departments

Accounting

<http://fbe.unimelb.edu.au/accounting>

Business Administration

<http://fbe.unimelb.edu.au/businessadministration>

Economics

<http://fbe.unimelb.edu.au/economics>

Finance

<http://fbe.unimelb.edu.au/finance>

Management and Marketing

<http://fbe.unimelb.edu.au/managementmarketing>

Melbourne Institute of Applied Economic and Social Research

<http://melbourneinstitute.com/>

## 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>)

## Faculties Research Centres

A full list of the Faculty of Business and Economics Centres can be found at

[http://fbe.unimelb.edu.au/research/research\\_centres](http://fbe.unimelb.edu.au/research/research_centres)

## **FACULTY GOVERNANCE**

### **FACULTY CONSULTATIVE COMMITTEE**

#### **Membership**

- All full-time academic and professional staff of the Faculty
- All part-time academic and professional staff of the Faculty at 0.5 and above
- All full-time academic and professional staff of the Melbourne Business School, excluding those staff appointed as adjuncts
- Three currently full time enrolled students in the Faculty
  - A nominee of the Business and Economics Graduate Student Association
  - A nominee of the Commerce Students Society
  - A nominee of MUOSS

#### **Terms of Reference**

The committee may initiate and make suggestions to the Deans, as well as respond to and make comment on advice provided by the Deans, on a range of issues including but not limited to the following:

- The academic programs offered by the Faculty
- The research outcomes of the Faculty
- The Faculty's global engagement activities and plans
- The finances, management and leadership structure within the Faculty
- Major developments and initiatives proposed by the Faculty
- Other matters which relate to the Faculty's mission

### **BUSINESS AND ECONOMICS BOARD**

#### **Membership**

- The Deans
- Up to four academic or professional staff of the Faculty appointed by the Deans
- Chair appointed by the Vice-Chancellor on advice from the Deans to be selected from among the directors
- No fewer than ten external directors who are highly respected and well-known within the corporate, government and community sectors with not less than seven members being alumni of the Faculty or University

Members of the business and economics board form the board of management of *The Melbourne Foundation for Business and Economics*, with the power to co-opt additional members as reflected in University Trust Record 7.269

<http://www.unimelb.edu.au/unisec/utr/utr7.html>

#### **Terms of Reference**

- Provide advice and support the development of world-class programs in both the undergraduate program and the graduate school
- Assist in the development of links between the Faculty and the wider business, government and community sectors for students, research and other purposes and facilitate advocacy on behalf of the Faculty
- Assist in the positioning of the Faculty within the University
- Provide stewardship of The Melbourne Foundation for Business and Economics

## **FACULTY EXECUTIVE COMMITTEE**

### **Membership**

- The Deans
- The Deputy Deans (MBS)
- The Deputy Dean (Faculty)
- Associate Dean (Global Engagement)
- Executive Director (External Relations)
- Associate Dean (Research)
- Associate Dean/CEO Executive Education
- Executive Director (MBS)
- Executive Director (FBE)
- Heads of Department (5)
- Director, Melbourne Institute of Applied Economic & Social Research

### *In attendance*

- Financial Controllers (2)
- Executive Director, MBA Programs
- Director, Centre of Excellence in Learning and Teaching

Note: Membership of Faculty Executive Committee will be reviewed by 1 May 2014.

### **Terms of Reference**

- To review and approve the Faculty's mission, strategic plan and budget, and propose for approval the MBS mission, strategic plan and budget to the MBS Ltd Board
- To develop and review strategies and policies that will meet; key performance indicators, external accreditation requirements, the mission and the strategic plan
- To monitor the Faculty's performance against its strategic objectives
- To advise the Deans on the management of the Faculty's resources
- To advise the Deans on the performance of the teaching and learning, research and engagement activities within the Faculty and on policies and procedures that will improve their performance
- To review and approve recommendations from Faculty committees
- To provide advice on any other matters requested by the Deans
- To establish committees and working groups as may be necessary for the conduct of its business

## **EXECUTIVE TEAM**

### **Membership**

- Deans (Chair)
- Deputy Dean (Faculty)
- Deputy Deans (MBS)
- Executive Director (MBS)
- Executive Director (FBE)

### **Terms of Reference**

- To initiate and formulate the Faculty's strategic plan
- To determine and approve operational business activities
- To monitor the Faculty's operational performance against KPIs
- To manage the Faculty's resources according to the Faculty's strategic plan
- To monitor performance of the teaching and learning, research and engagement activities within the Faculty and to develop policies that will improve performance
- To make recommendations on all Faculty business for approval by Faculty Executive

## **SENIOR ACADEMIC LEADERSHIP GROUP**

### **Membership**

- Deans (Chair)
- Deputy Dean (Faculty)
- Deputy Deans (MBS)
- Head, Accounting
- Head, Business Administration
- Head, Economics
- Head, Finance
- Head, Management & Marketing
- Director, Melbourne Institute of Applied Economic & Social Research

This is an informal meeting hence no terms of reference.

## **BUDGET REFERENCE GROUP**

The Budget Reference Group (BRG) will consist of the combined membership of the Executive Team and the Senior Academic Leadership Group. Within the parameters established by the annual University-wide Planning and Budget Conference, the BRG will prepare the budget policy and budget(s) for review and approval by Faculty Executive (and MBS Ltd Board).

## **RESEARCH COMMITTEE**

### **Membership**

- Associate Dean (Research) Chair
- Deputy Dean (Faculty)
- One member from each department appointed annually by the Head of Department who is normally of at least senior lecturer level with strong evidence of research grants and publication experience
- Manager, RHD Programs
- Manager, Research Professional Support Unit

In attendance

- Financial Controllers (2)

### **Terms of Reference**

- To develop policy which will implement the Faculty's mission and strategic research agenda and where necessary to make recommendations to the Faculty Executive Committee on matters which pertain, but are not restricted, to:
  - strategies and mechanisms that will assist staff improve their research performance in nationally and internationally recognised areas
  - linking research activities to engagement outcomes and providing advice to the External Relations Committee
  - benchmarking research performance in respect of research grants, income from research contracts, publications output and citations against other leading and comparable tertiary institutions and agencies
  - disseminating information prepared by Melbourne Research Office with reference to commonwealth and state government policies to ensure that the Faculty's research strategies align with policies adopted by the University and associated funding initiatives
- Regular reviews of the performance of research centres within the Faculty with respect to costs, grants income, publications and their achievement in advancing the Faculty's research agenda and mission
- Enhancement of communications between the Faculty and the University by monitoring communication pathways between the Faculty and the office of the Deputy Vice-Chancellor (Research) and Melbourne Research Office (MRO) so as to ensure effective collaboration on research performance and the implementation of research policy
- Provision of advice to the graduate programs committee regarding the curriculum for research higher degrees so as to facilitate the training of higher degree students for the disciplines of the Faculty
- Distribution of monies and administration, as appropriate, the Faculty's research funds to the Faculty's research support schemes, e.g. Faculty research grants, early career research grants, visiting research scholar awards, Kinsman studentships and prizes
- Review and monitor the effectiveness and outcomes of the Faculty's research funding schemes and other initiatives in relation to the Faculty's strategic research goals and the Faculty mission
- Review and monitor the effectiveness of the Faculty's research support activities and initiatives, e.g. research databases to Faculty researchers to ensure that research outcomes are optimised

- Provision of an interface between the Faculty and the University's information systems that support research activities (e.g. Information Services on e-repositories, Information Education Services on library acquisitions and subscriptions), and monitor the mechanisms for the dissemination of this information within the Faculty
- Receipt of recommendations and reports from the special studies program committee (long) and develop criteria to ensure that proposed study programs are aligned with the research goals and mission of the Faculty
- Receipt of reports from the Faculty's human research ethics advisory committee and monitor project approvals to ensure compliance with the University's human research ethics committee

## **GRADUATE PROGRAMS COMMITTEE**

### **Membership**

- Deputy Deans (MBS) – Chair
- Heads of the Teaching and Research Departments or nominee (5)
- Associate Dean (Global Engagement)
- Executive Director (External Relations)
- Executive Director (MBA Programs)
- A Program Director (to be rotated on an annual basis)
- Associate Dean (Research)
- Director, Centre for Excellence in Learning and Teaching
- Graduate Student Centre Managers
- A Graduate Student Representative

### **In attendance**

- Financial Controllers (2)
- Manager, RHD programs

### **Terms of Reference**

- Monitor the curricula of all graduate coursework and research higher degree programs and make recommendations for all major changes to these programs to the Faculty Executive Committee.
- Define and develop a graduate research training policy which will meet the Faculty's strategic goals in teaching and research. In developing this policy the Committee will seek the advice of the Faculty's Research Committee.
- Delegate to the Chair of the Committee authority to approve the following academic matters
  - Minor subject changes and minor changes to assessment requirements
  - Late changes to subjects and courses.
- Liaise with the University's Academic Programs Committee and any other relevant committees in preparation for reporting to Academic Board.
- Liaise with the University Research and Higher Degrees Committee and refer to that committee all changes to research degree programs.
- Make recommendations to the Faculty Executive Committee regarding the introduction of: new courses and any major changes to existing courses, pathways or changes to the policies relating to student selection, progress and supervision.
- Provide reports and recommendations as required to the Faculty Executive on action and approvals taken by the committee on the following:
  - consistency of the Faculty's graduate programs with the Australian Qualifications Framework
  - responses to teaching and learning issues raised across the University;
  - variations to pathways to graduate programs;
  - a portfolio of elective subjects that can be optimally and efficiently delivered across graduate programs;

- reviews of graduate programs;
  - monitoring accredited programs e.g. AACSB, EQUIS, CPA;
  - the development and implementation of Faculty policy guidelines in relation to graduate teaching and learning;
  - monitoring, including any changes as required, the quality of student experience through the various mechanisms used to assess student experience, e.g. the Course Experience Questionnaire (CEQ), the Subject Experience Survey (SES), the Melbourne Experience Survey (MES);
  - transition programs and careers services for graduates provided by the Faculty;
  - the need for and design of services and facilities provided to students including teaching spaces and information services;
  - the provision of programs and activities which enhance the diversity and mobility of the student body and enhance the experience of international graduate and research higher degree students in the Faculty including the integration of international and domestic students;
  - any other matters it considers appropriate for review by the Faculty Executive Committee.
- Liaise with the Bachelor of Commerce Course Standing Committee on matters that arise of relevance to both committees.
  - Provide advice to the Associate Dean and Director (Executive Education) on synergies between graduate studies/ research training and executive education.



## **EXTERNAL RELATIONS COMMITTEE**

### **Membership**

- Executive Director (External Relations) and Associate Dean (Global Engagement) – Chair
- One Head of Department (nominated by the Heads)
- Deans (2)
- Directors, Advancement (2)
- Directors, Marketing MBS
- Director, Marketing and Communications FBE
- Directors, Communications MBS
- Director (IRO) or other senior University member
- A representative of the Office of Admissions.

### **Terms of Reference**

The External Relations Committee will provide advice to the Deans and the Faculty Executive Committee on strategic and operational matters concerning relations with external stakeholders. The specific activities of this committee will include, but not be limited to:

- Development of the Faculty's engagement strategy, taking account of the University's engagement strategy and international plans.
- Develop policy and procedures as necessary for the pursuit of the Faculty's engagement strategy including:
  - Engagement with local and international alumni and alumni associations;
  - Marketing and promotion of the Faculty locally and internationally;
  - Development and maintenance of relationships with local and international educational institutions;
  - Recruitment of students locally and internationally;
  - Maintenance of a diverse student body;
  - Development and maintenance of links with business, government, unions and NGOs locally and internationally;
  - Advancement activities;
  - The funding and provision of local and international scholarships.
- Monitoring of operational activities related to the Faculty's engagement strategy.
- Provision of reports to Faculty Executive and the Faculty Advisory Board.

The Scholarship Committee is a sub-committee of the External Relations Committee. It meets twice a year and its membership is drawn from the membership of the External Relations Committee, but also includes the Financial Controllers (2).

## **ENVIRONMENTAL HEALTH AND SAFETY COMMITTEE**

### **Membership**

- *Voting members*- Management (2)
  - Manager, Human Resources (Chair)
  - Staff member to be nominated by the Executive Director
  
- *Staff representatives (5)*
  - One representative from each work area (5). These representatives are either:
    - Employee Health & Safety Representatives elected under the terms of the OH&S Act (2004), where practicable, or
    - Other staff representatives of the Faculty
  
- *Non-voting members*
  - A Commerce Student Society (CSS) representative, nominated by the President of the CSS.
  - A representative of the Graduate Student Association of the Faculty of Business and Economics
  - An environmental representative nominated by the Executive Director of the Faculty

### **Terms of Reference**

- Formulate and review initiatives, standards, rules and procedures relating to environment, health and safety in the Faculty.
- Report issues, and forward recommendations to the Faculty Executive Committee, on pertinent OHS matters concerning the Faculty.
- In addition the Committee can also make recommendations to, and seek resolutions from, the University's Occupational Health and Safety Committee.

## **STAFF EQUITY AND DIVERSITY COMMITTEE**

### **Membership**

- Nominee of the Dean (Chair)
- Deputy Dean (Faculty)
- One member of academic staff from each department
- One member of professional staff from each department
- One representative of the Centre for Excellence in Learning and Teaching, nominated by the Director of the Centre
- One representative of the Graduate School of Business and Economics, nominated by the Manager of the School,
- One representative of the Commerce Student Centre, nominated by the Manager of the CSC,
- Manager, Human Resources
- Secretary: to be appointed by the Executive Director

### *Co-option*

- The Committee may from time to time co-opt up to two additional members to its membership. Any co-opted member must have an expertise in matters pertinent to the Committee's terms of reference.
- A co-opted member is a full member of the committee.
- All co-opted members should have their membership reviewed by the Committee annually

### **Terms of Reference**

The terms of reference of the Staff Equity and Diversity Committee are as follows:

- develop an EO strategy in line with Faculty business plan and University staff equity and diversity framework
- ([http://www.hr.unimelb.edu.au/\\_data/assets/pdf\\_file/0012/331122/StaffEquityAndDiversityFramework2008-2012.pdf](http://www.hr.unimelb.edu.au/_data/assets/pdf_file/0012/331122/StaffEquityAndDiversityFramework2008-2012.pdf))
- provide advice on the formulation of policy relating to staff equity and diversity
- (<http://www.hr.unimelb.edu.au/advice/equity-diversity/planning/policies>)
- make recommendations to the Faculty Executive Committee on how to increase awareness of equity and diversity principles especially as they relate to the Victorian Equal Opportunity Act and the Equal Opportunity for Women in the Workplace Act;
- to make recommendations to the Faculty Executive Committee on the expenditure of funds available for the purpose of staff equity and diversity;
- to encourage the dissemination of information relating to staff equity and diversity;
- to prepare an annual report on matters relating to staff equity, diversity and equal opportunity in the workplace for submission to the Faculty Executive Committee.

## **INFORMATION TECHNOLOGY COMMITTEE**

### **Membership**

- Chair appointed by the Executive Directors
- One member from each Department appointed by the Head of Department/Institute
- A representative from the Centre for Excellence in Learning and Teaching
- IT Manager (MBS)
- ITS Liaison Manager
- A Department Service Manager
- A representative of the Information Services division appointed by the head of the service.
- Secretary: appointed by Executive Directors

### **Terms of Reference**

- Receive advice from departments, on the development and impact of new Information Technology policy, as well as changes to existing IT policies, regarding IT applications that affect teaching, research and engagement activities.
- Review and monitor current IT service levels, and consider new IT projects on a regular basis by prioritising these projects to central IT.
- Provide advice to the Academic Board's IT Committee and the University's central IT division regarding proposed University policies, and the impact of their implementation to the Faculty of Business and Economics.
- Report issues, and forward recommendations to the Faculty Executive Committee, on pertinent IT matters concerning the Faculty.

## **MBS BOARD OF DIRECTORS**

### **Membership**

In accordance with the current terms of its Constitution, the MBS Board shall comprise the following members:

- three directors (appointed by the University of Melbourne)
- Ten directors (elected by the Donor Members of MBS)
- The Vice-chancellor of the University of Melbourne
- the Dean of the MBS (appointed by the MBS Board)
- the President of The Melbourne University Business School Association (or its successor)
- one academic staff member (elected by and from the academic staff)

The Chairman, who is selected by the ten Donor Member directors of the Board, is the official spokesperson for the Board, unless the Board determines otherwise. In the absence of a Chair, another director may chair all or part of a meeting.

Maximum tenure of a director is 10 years upon which he or she must retire.

### **Purpose**

The Board is ultimately responsible for the oversight and review of the strategy, operations, administration of and overall governance of MBS.

The Board's key objectives include:

- overseeing development of, and reviewing and approving, the strategic direction of MBS;
- establishing goals for MBS and monitoring the achievement of those goals;
- appointing, reviewing and approving the terms of remuneration of the Dean;
- having regard to the interests of MBS' members (being the University and the Donors) proactively lead MBS by identifying value that can be achieved for the benefit of students and Alumni; and
- to foster excellence in teaching, learning and research at MBS;
- Enhancing the reputation of the School

## **STUDENT REPRESENTATIVE COUNCIL**

### **Membership**

The SRC shall consist of no fewer than eight and no more than twelve elected officers, each entitled to one vote.

Following SRC elections the following executive positions are to be elected by the SRC and must be occupied at all time:

- President
- Vice President
- Treasurer
- Secretary

In order to be eligible to stand for election to the SRC the candidate must be an enrolled Melbourne Business School student.

SRC Officers are elected for four MBS academic terms. Elected SRC officers may stand for election as many times as they are eligible.

### **Purpose**

The Student Representative Council (SRC) is elected to achieve the best possible outcome for the student body.

Responsibilities of the SRC include, but are not limited to:

- Advocating on behalf of the students
- Determining student needs and working to help fulfil them
- Allocating funds to clubs and student-initiated events, activities and programs
- Fostering a sense of MBS Community
- Providing a link between students and other MBS stakeholders