

## **FACULTY OF SCIENCE STRUCTURE AND GOVERNANCE**

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

### **FACULTY STRUCTURE**

#### **Graduate Schools**

Melbourne Graduate School of Science

#### **Schools**

BioSciences

Chemistry

Earth Sciences

Ecosystem and Forest Sciences

Geography

Mathematics & Statistics

Physics

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

#### **Other Academic Units**

Office for Environmental Programs

Bio21 Molecular Science and Biotechnology Institute

Note: Bio21 is governed by University Regulation 5.1.R2

#### **Overall structure**

The Faculty of Science comprises:

- a Dean with overall responsibility for the activities of the Faculty
- Associate and Assistant Deans responsible for strategy development in particular portfolios as defined by the Dean
- a Director of The Melbourne Graduate School of Science who is also the Associate Dean (Graduate Programs) and is appointed by and reports to the Dean
- a Faculty Secretariat responsible for implementation of the strategies and management of the activities of the Faculty
- Heads of Schools who carry primary responsibility for the delivery of teaching and learning, research and engagement activities of their Schools as defined in University, Faculty and School plans.
- Directors of Faculty research centres and institutes, including those for which the Faculty of Science plays a custodial role.

The following committees and activities provide advice to the Dean on strategic and management issues and provide the opportunity for feedback to the Dean from members of the Faculty on any matter of relevance to the Faculty.<sup>1</sup>

#### **The Faculty of Science Planning and Resources Committee**

Composition:

Dean (Chair)<sup>2</sup>  
Deputy Dean  
Associate Deans  
Heads of Schools  
Head of the Bio21 Institute  
Faculty Executive Director  
Senior members of the Secretariat as determined by the Dean

Meeting Frequency:

- meetings monthly (other than January)
- additionally when called by the Dean

#### **The Faculty of Science Forum**

Composition:

All staff of the Faculty of Science

Meeting Frequency:

- meetings at least twice a year, one coinciding with the Vice Chancellor's 'Roadshow'
- additionally when called by the Dean

#### **Dean's Board of Advisors**

Composition:

A senior member of a science-related industry (Chair)  
Dean  
Associate Dean (Research and Industry)  
Faculty Executive Director  
Members of Faculty Executive, as required for specific items of discussion  
One or more representatives from relevant government departments  
One or more representatives from relevant industries  
One or more alumnus of the Faculty of Science

Meeting Frequency:

- meetings twice per year or additionally when called by the Dean
- business may also be conducted by circulation of documents

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<sup>1</sup> It should be noted that University structures exist for management of the New Generation BSc, a University degree, and these structures are not described or duplicated here but are an important component of the activities of the Faculty of Science.

<sup>2</sup> While the task of chairing the meeting may be delegated, the Dean remains the accountable officer for the faculty.

### **The Faculty of Science Student Liaison Group**

#### Composition:

Dean

Associate Deans

Manager, Graduate School of Science

One undergraduate student representative enrolled in a subject administered by a budget unit of the Faculty of Science

One representative of the Professional Science Masters courses

One representative of the Research training Science Masters courses

One representative of the RHD courses

One representative nominated by the Science Students Society

#### Meeting Frequency:

- once per semester or additionally as called by the Dean

#### **Other Committees**

The Dean, with advice from the Planning and Resources Committee, may establish committees to advise on specific portfolios. These include, but are not limited to, committees to advise on academic programs, research and industry, international activities, engagement, environmental health and safety and equal opportunity matters.

## GRADUATE SCHOOL OF SCIENCE STRUCTURE AND GOVERNANCE

### Overall structure

Governance is managed within the Faculty of Science structure, described above, with the following additional specific components.

### Responsible Officer

The Head of the Graduate School of Science is the Dean of Science, but responsibility for Graduate School of Science business and University policy implementation will be delegated to the Director of the Graduate School/Associate Dean (Graduate Programs).

### Melbourne Graduate School of Science Academic Programs Committee.

#### Composition:

The Director, Melbourne Graduate School of Science, being the Associate Dean (Graduate Programs)<sup>3</sup> in the Faculty of Science (Chair)

The Dean

The Manager, Melbourne Graduate School of Science

Members of Faculty of Science Departments appointed by the Planning and Resources Committee on the advice of the Dean

Members of departments outside of the Faculty of Science that teach into courses offered by the graduate school, appointed by the Planning and Resources Committee on the advice of the Dean

A Science postgraduate student, nominated by the University of Melbourne Postgraduate Association

#### Meeting Frequency :

- four times per year or additionally when called by the Associate Dean (Graduate Programs)
- business may also be conducted by circulation of documents

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<sup>3</sup> The titles 'Director, Graduate School of Science' and 'Associate Dean (Graduate Programs)' are alternatives, the former to be used in student or externally-focused activities and the latter to be used for internal Faculty of Science activities