

Faculty of Veterinary and Agricultural Sciences

Governance

The Faculty of Veterinary and Agricultural Sciences brings together the Faculty of Veterinary Science and the Department of Agriculture and Food Systems of the disestablished Melbourne School of Land and Environments. Effective governance requires the alignment of structures with processes and people. This governance structure is designed to provide efficient and effective governance of a faculty that is larger and more diverse than was either of the previous entities.

The underlying principles are of a one department faculty and clear reporting lines within matrix management of portfolios by the Dean, a Deputy Dean, and six Associate Deans. Academic staff will be assigned to administrative sections led by a Section Head. The Associate Deans will be aided in fulfilling their roles by advice and guidance provided by Constitutive, Standing and Ad Hoc committees which will also ensure representation of academic and professional staff in the governance and administration of the Faculty.

The Faculty's professional staffing, headed by the Faculty's Executive Director, is provided elsewhere.

Structure

The academic governance organisational chart is provided in Figure One. Figure Two provides the proposed professional staff organisational chart (pending BIP processes).

People and Roles

Dean

Responsible for delivery of Faculty strategic goals. Reports to the Provost and Vice-Chancellor.

Deputy Dean

Standing role as Acting Dean in the Dean's absence; line management of the Campus Directors (Dookie, Parkville and Werribee); chair of Dookie Management Committee; chair of the Faculty's Agriculture External Advisory Board; responsible for oversight of Faculty Centres and Institutes; other activities as determined by the Dean. Reports to the Dean.

Associate Dean – Academic Staff

Responsible for management of promotions and performance development of academic staff through Section Heads. Manages staff disciplinary actions or investigations (in consultation with the Dean). Chairs the Staff Prizes and Awards Committee and the Committee of Section Heads. Ensures compliance of staff with University regulations and policies. Direct reports include Section Heads. Reports to the Dean.

Associate Dean – Clinical Programs

Responsible for provision of clinical material and facilities to support delivery of clinical training programs and extramural studies by Doctor of Veterinary Medicine students. Responsible for managing the Veterinary Hospital budget and effective and efficient delivery of clinical services, teaching and research by the Veterinary Hospital. Direct report; Director – Veterinary Hospital and the Veterinary Hospital Finance Manager. Reports to the Dean.

Associate Dean – Learning and Teaching

Responsible for ensuring efficient and effective delivery of all undergraduate and graduate course work programs in the Faculty. Ensures that all Faculty policies and processes are compliant with University, State and Federal regulations and statutes. Represents the Faculty on the Associate Dean – Learning and Teaching committee, the BSc and BBiomed Course Committees and other committees as directed. Ensures that the Faculty is represented on applicable Academic Board and University committees. Direct reports include Director – Agricultural Programs, Director – DVM, Director – BSc and BEnv Programs, Director – Food Systems Programs and Assistant Dean – Students (Agriculture, Veterinary Preclinical, Veterinary Clinical). Reports to the Dean.

Associate Dean – Research

Responsible for effective and efficient delivery of research and research training through developing and implementing the research strategy of the Faculty. Ensuring that early career researchers are mentored effectively. Represents the Faculty on the Committee of Associate Deans of Research and other committees as directed. Ensures that the Faculty is represented on other appropriate Academic Board and University committees. Direct report; Director – Research Training. Reports to the Dean.

Associate Dean – Engagement and Partnerships

Responsible for managing development, implementation and maintaining on-going relationships of strategic partnerships and programs by the Faculty. Oversees international activities. Direct reports – Director – International, Director – China, Director – Continuing and Professional Education. Reports to the Dean.

Associate Dean – Curriculum Strategy

Responsible for innovation in curriculum design and delivery in all course work programs for which the Faculty is the custodian. Responsible for initiation and implementation of new courses and subjects. Direct Report; Director – Future Programs. Reports to the Dean.

Director – Agricultural Programs

Responsible for effective and efficient delivery of the Bachelor of Agriculture and higher degree coursework programs in agriculture and related fields (as determined by the Associate Dean – Learning and Teaching). Reports to the Associate Dean – Learning and Teaching.

Director – Food Systems Programs

Responsible for effective and efficient delivery of undergraduate and post-graduate coursework programs in food systems, including food quality, and related fields as determined by the Associate Dean – Learning and Teaching. Reports to the Associate Dean – Learning and Teaching.

Director – DVM

Responsible for effective and efficient delivery of DVM. Reports to the Associate Dean – Learning and Teaching.

Director – BSc and BEnv

Responsible for effective and efficient delivery of teaching into subjects and majors in the Bachelor of Science and Bachelor of Environments, and other degrees as determined by the Associate Dean – Learning and Teaching. Reports to the Associate Dean – Learning and Teaching.

Director – Research Training

Responsible for development of strategy (with Associate Dean – Research) for research training, development of relevant policies and practices and for effective and efficient management of recruitment, enrolment, progress, candidature and graduation of research higher degree students within the Faculty. Reports to the Associate Dean –Research.

Director – International

Responsible for managing on-going international relationships and for initiating, developing and implementing new relationships with international institutes, universities and other partners to advance the learning and teaching, research and engagement aims of the Faculty. Marketing and Communications Manager, to deliver effective international recruitment and marketing of coursework and research higher degree programs offered by the Faculty. Represents the Faculty on the appropriate committees and working parties. Reports to the Associate Dean – Engagement and Partnerships.

Director – China

Responsible for developing and implementing Faculty strategy for engagement with China and Asia. Reports to the Associate Dean – Engagement and Partnerships

Director – Continuing and Professional Education

Responsible for delivery of effective and profitable continuing and professional non-award education by the Faculty. Reports to the Associate Dean – Engagement and Partnerships.

Director – Future Programs

Responsible for identification of opportunities in teaching and learning at the level of breadth subjects, certificates, diplomas and course degree programs. Develops plans and business cases for delivery of new and innovative award coursework programs by the Faculty. Reports to the Associate Dean – Curriculum Strategy.

Assistant Dean – Students (one each for Agriculture, Veterinary Preclinical, and Veterinary Clinical)

Responsible for managing the student experience at their nominated campus, with a view to providing support to students in courses offered by the Faculty, participating in feedback sessions from students about their experience, and providing pastoral support. The Assistant Dean – Students are responsible for ensuring that students and staff are aware of the student wellbeing guidelines for the Faculty. Report to the Associate Dean – Learning and Teaching.

Campus Director (one each for Dookie, Parkville, Werribee)

Responsible for providing academic oversight of management of the Faculty's campus facilities by chairing the respective campus management committee, being a liaison between academic staff and professional staff responsible for property management, and for chairing quarterly campus staff meetings. Reports to Deputy Dean.

Faculty Executive

The Faculty Executive shall be advisory to the Dean. It will be composed of:

- Dean (Chair)
- Deputy Dean (Deputy Chair)
- Faculty Executive Director

- Associate Dean – Academic Staff
- Associate Dean – Clinical Programs
- Associate Dean – Engagement and Partnerships
- Associate Dean – Learning and Teaching
- Associate Dean – Research
- Associate Dean – Curriculum Strategy
- Faculty Finance, Strategy and Planning Manager
- Faculty Academic Programs Manager

The Faculty Executive meets 11 times a year.

Faculty Board

The Faculty Board shall be the venue for consultation by the Dean and Deputy Dean with academic and professional staff in the Faculty. It will be composed of:

- Dean, (Chair)
- Deputy Dean (Deputy Chair)
- Faculty Executive Director
- Associate Deans
- Directors
- Campus Directors
- Chairs of Constitutive and Standing Committees
- Section Heads
- Faculty Finance, Strategy and Planning Manager
- Faculty Academic Programs Manager
- Director – Veterinary Hospital
- Directors of Faculty Centres or Institutes
- Presidents of the Parkville and Werribee Veterinary Students Society of Victoria
- Chair of the Bachelor of Agriculture Student Committee
- One representative RHD student elected from each of the Dookie, Parkville and Werribee campuses
- One representative professional staff member elected from each of the Dookie, Parkville and Werribee campuses
- Level E academics
- Two Level B, C or D academics elected by each section

The Faculty Board meets at least three times a year.

Committee Reporting Structure (Table One)

Faculty committees are composed of three types:

1. Constitutive committees chaired by the Dean or an Associate Dean and reporting directly to the Faculty Executive.
2. Standing Committees that are chaired by nominees of the Dean or Associate Deans and which report to the relevant Constitutive Committee.
3. Ad hoc committees, advisory groups and working parties that report to the appropriate Associate Dean or nominee, or the Dean.

Constitutive Committees

All constitutive committees report to the Faculty Executive through their chair, who shall be the relevant Associate or Director.

- Learning and Teaching Committee: Chair – Associate Dean – Learning and Teaching
- Research and Research Training: Chair – Associate Dean – Research
- Parkville Management Committee: Chair – Campus Director (Parkville – both sites combined)
- Werribee Management Committee: Chair – Campus Director (Werribee)
- Dookie Management Committee: Chair – Deputy Dean
- Environmental Health and Safety Oversight Committee: Chair – Associate Dean – Academic Staff (or delegate) (with reports from EHS committees for Dookie, Parkville and Werribee).
- Agriculture External Advisory Committee
- Veterinary Science External Advisory Committee

Standing Committees

These committees report to the designated Constitutive Committee or Associate Dean.

- Course Unsatisfactory Progress Committees (DVM and, separately, BAg and course work programs)
- Scholarships Committee x 2 (DVM and, separately, BAg and coursework programs)
- Board of Examiners x 5 (DVM 1&2 , DVM3 and DVM4, and, separately, B. Agriculture and coursework programs)
- Teaching Review meetings (DVM and, separately, BAg, coursework programs, BSc BEv, breadth subjects and food systems programs)
- Staff – Student Liaison Committees x 3(DVM 1 2 , and 3 , B. Agriculture and coursework programs)
- Selection Committee (DVM)
- Selection Committee –Postgraduate coursework programs
- Animal Users Committee – Werribee
- Animal Houses Committee – Parkville
- Research Training Committee
- Research Scholarships Committee
- Residency Training Committee
- Engagement and Partnerships Committee
- Academy of Learning and Teaching
- EHS Committee - Werribee
- EHS Committee - Parkville
- EHS Committee – Dookie
- Equal Opportunity Committee
- Veterinary Hospital Board
- Staff Prizes and Awards Committee
- Committee of Section Heads

Ad hoc Committees, Working Parties or Advisory Groups:

The reporting lines for these committees are determined at the time the committee is established and as appropriate for the purpose of the committee. These committees may report to a Constitutive Committee, Standing Committee, Associate Dean or Dean.

- Veterinary Hospital Executive Committee
- Veterinary Hospital Infection Control Committee
- Primary Industries Climate Challenge Centre Management Committee

Table One – Constitutive and Standing Committees

Constitutive Committee (CC)	Standing Committees (reports to CC)	Chair of Standing Committee
Learning and Teaching	Academy of Learning and Teaching	Associate Dean – Curriculum Strategy
	Course Unsatisfactory Progress x 2	Associate Dean – Learning and Teaching (or nominee)
	Scholarships Committee x 2	Dean or nominee
	Board of Examiners	Dean nominee
	Teaching Review meetings	Associate Dean – Learning and Teaching (or designee)
	Staff – Student Liaison Committees	Associate Dean – Learning and Teaching (or designee0)
	Selection Committee (DVM)	Dean
	Selection Committee – Postgraduate coursework	Associate Dean – Learning and Teaching (or nominee)
Werribee Management Committee	Animal Users Committee	Campus Director nominee
Parkville Management Committee	Animal Houses Committee	Associate Dean – Research nominee
Dookie Management Committee		
Research and Research Training Committee	Research Training Committee	Director – Research Training
	Research Scholarships Committee	Director – Research Training
	Travel Awards Committee	Associate Dean – Research
Environmental Health and Safety Oversight Committee	EHS Committee - Werribee	Associate Dean – Academic Staff nominee
	EHS Committee - Parkville	Associate Dean – Academic Staff nominee
	EHS Committee - Dookie	Associate Dean – Academic Staff nominee
Agriculture External Advisory Committee		Dean or nominee
Veterinary Science External Advisory Committee		Dean or nominee
Other (reports to:)		
	Veterinary Hospital Executive Committee	Associate Dean – Clinical Programs
Reports to the Associate Dean – Clinical Programs	Veterinary Hospital Infection Control Committee	Associate Dean – Clinical Programs nominee
Reports to the Dean	Equal Opportunity Committee	Associate Dean – Academic Staff nominee
Reports to University Council	Veterinary Hospital Board	External Appointee
Reports to the Dean	Prizes and Awards	Deputy Dean
Reports to the Deputy Dean	Primary Industries Climate Challenge Centre	Deputy Dean or nominee
Reports to the Dean	Engagement and Partnerships Committee	Associate Dean – Engagement and Partnerships
Reports to the Dean	Committee of Section Heads	Associate Dean – Academic Staff

Figure One – Academic Governance Organisational Chart

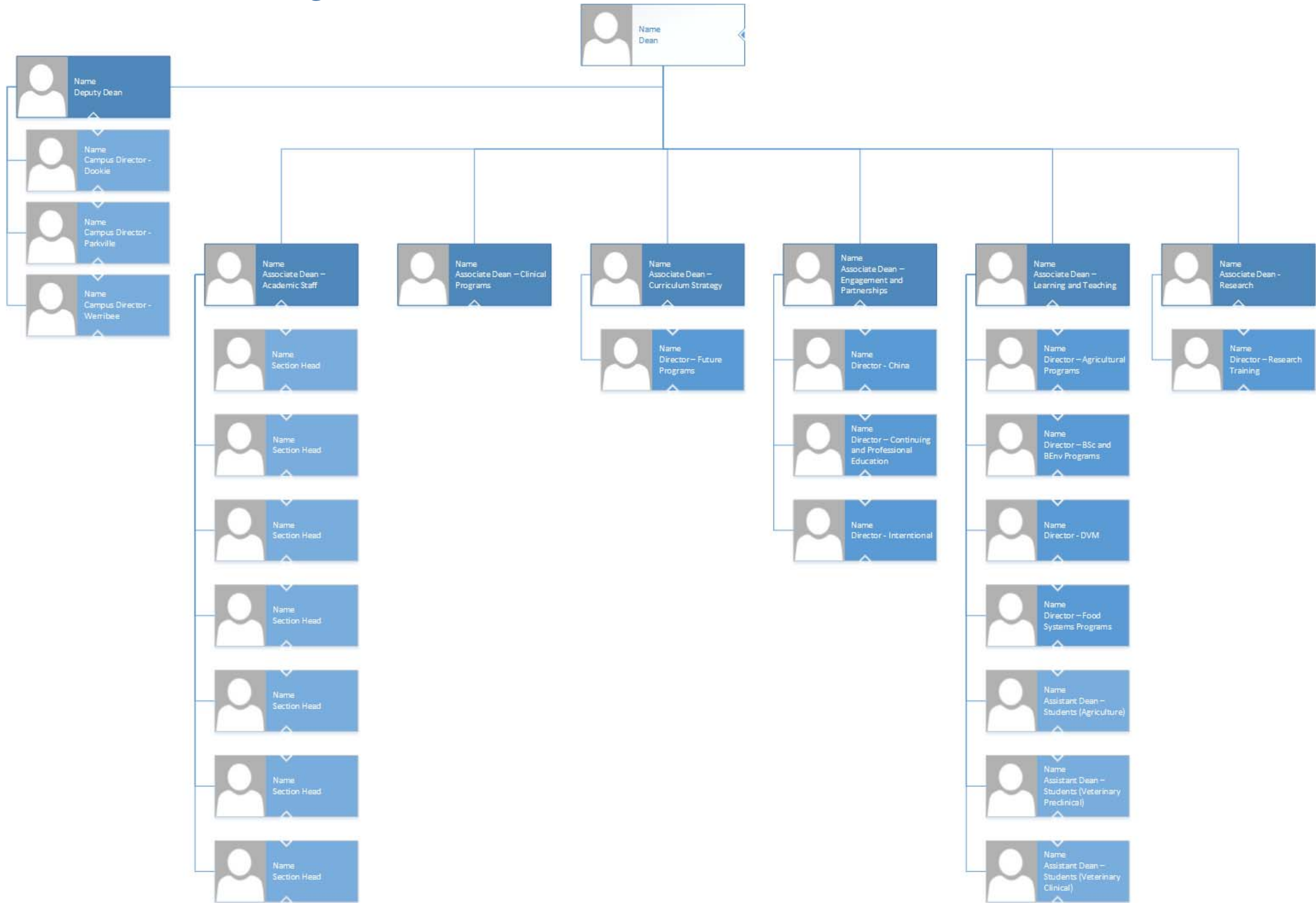
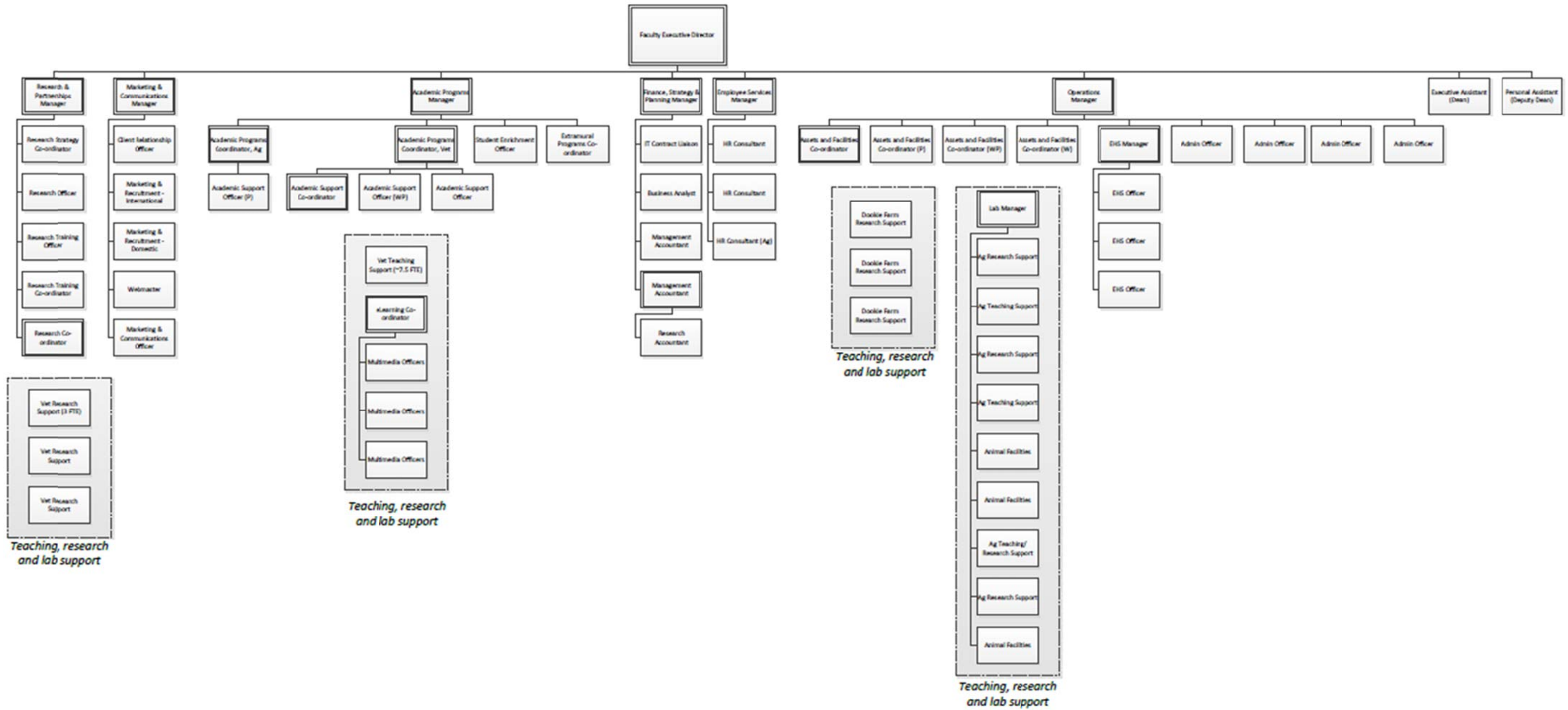


Figure Two – Professional Staff Organisational Chart – draft only as at 6 June 2014 (subject to consultation)



Note: chart excludes externally funded staff and transitional roles; some roles may be part time