

Registration of Expression of Interest

Academic Board Membership

Appointed Academic Expert – Further Information

EXPRESSIONS OF INTEREST TO BE SUBMITTED NO LATER THAN 4 PM, FRIDAY 26 AUGUST 2022

- Please type or use **BLOCK** letters

Staff wishing to nominate are asked to complete the accompanying Expressions of Interest (EOI) submission form. Completed EOIs may be submitted by:

Email to: [mail to: secretariat@jcu.edu.au](mailto:secretariat@jcu.edu.au)

or

Mail to: *Mr Ian Troupe, Secretary to the Academic Board
EOI – Academic Board Membership – Appointed Academic Expert
Secretariat, James Cook University, Townsville Qld 4811*

Enquiries to: (07) 4781 4961

The process of the appointment of 'experts' and additional members will be undertaken being mindful of geographic reach, gender and organisational membership, and consistent with the process of appointment of members of Council Committees. The selection will be undertaken by the Academic Board Executive (Chairperson of the Academic Board, Vice Chancellor and the Deputy Chairperson of the Academic Board).

Procedures for the Appointment of Expert Members to the Academic Board

1. Eligibility for appointment

The Board has six expert member positions in the areas of:

1. **Research;**
2. **Teaching and Learning** (forthcoming vacancy);
3. **Engagement;**
4. **Indigenous Expertise;**
5. **Scholarship** (forthcoming vacancy); and
6. **Quality**(forthcoming vacancy).

The Board has three expert positions available from 17 September 2022 in the areas of Teaching and Learning, Scholarship and Quality. Members of staff wishing to be considered by the Academic Board Executive (Chairperson of the Academic Board, Vice Chancellor and Deputy Chairperson, Academic Board) for appointment to one of three expert positions available on the Academic Board shall:

- 1.1. Hold an appointment at James Cook University.
- 1.2. Hold an academic qualification.
- 1.3. May, but are not required to hold a current academic position.
- 1.4. Nominated by a supervisor and a JCU colleague/member of staff.
- 1.5. Provide evidence of their demonstrated expertise in the area for which they are nominating in the categories listed below, and provide a statement on what they can contribute in terms of their expertise and knowledge of governance:
 - *Teaching and Learning*
 - *Scholarship*
 - *Quality*

2. Appointment Process Term of Appointment

- 2.1. Calls for Expressions of Interest from eligible members of staff.
- 2.2. Academic Board Executive considers submissions and appoints three expert members to the Academic Board and, confirms the term of office that each appointed member will hold being for a period of not less than one-year and not longer than two-years.
- 2.3. The term of office may be terminated by the person so appointed or by the Academic Board, upon three months' notice in writing.

The duties of a member of the Academic Board are below for your reference.

Categories:

Staff who are academically qualified, are invited to submit an expression of interest for membership of the Academic Board under one or more of the following three areas of academic expertise, (please note you do not need to be a current academic but must be able to address the relevant criteria. The list below is indicative but not essential):

Teaching and Learning

- Teaching practitioner
- Citation awardee
- Learning and Teaching Innovator (Technology, Flex/Blended)
- Understanding of OLT grants or other L & T funding sources

Scholarship

- Critical analysis
- Intellectual commentator
- Scholarly Publications
- Experience/Leadership
- Engagement across the Academy

Quality

- Policy knowledge
- Tertiary Education Quality Standards Agency (TEQSA) knowledge
- Australian Qualifications Framework (AQF) knowledge
- Audit/Quality Assurance knowledge
- TEQSA panel expert

Duties and Responsibilities of a member of the Academic Board**Members – Roles and Responsibilities**

All Board members have a responsibility to:

- read the agenda papers;
- attend meetings and participate in discussion;
- be prepared to consider options and to vote on motions;
- consider the implications of decisions on the efficiency, effectiveness and public standing of the University;
- participate in occasional working parties or other support activities;
- consult with constituencies as appropriate, and within the limits of confidentiality where required; and
- keep the Chairperson, Secretary or Committees Officer informed if they cannot attend a meeting or meet any particular deadlines.

All members, *ex officio* and appointed members, have a responsibility to act in the best interests of the Board and the University.

Members bring to the Board their unique experience, expertise, values, insights and interests, including interests some members may have in particular segments of the University community. When participating in the decision-making of the Board, each member should seek to support decisions which provide the greatest benefit to the University. In this regard, members are expected to put forward their own points of view but ones that take into account the needs and requirements of the University.

Members – Declaration of Conflicts of Interests

Members are required to bring to the Chairperson's attention any actual, perceived and potential conflicts of interests that they might experience as a Board member.

This could arise as a result of the Board discussing a matter in which a member might have a direct interest (e.g. a financial interest). Depending on the matter, it may be sufficient for the member to be absent from the meeting during consideration of the item, or to refrain from voting on a motion.

The Chairperson, in consultation with the Secretary, will advise on the most appropriate action when informed of the potential conflict of interests.

Policy: [Code of Conduct for the University Council](#)

Policy: [Conflicts of Interests Policy – University Council and its Committees](#)

Procedure: [Conflicts of Interest Procedure – University Council and its Committees](#)

Resignation from Board

A member wishing to resign from the Board must provide formal notice of their intention by letter to the Chairperson with a copy to the Secretary.

The letter should contain a brief explanation for the resignation and the expected date of resignation. This will allow for any preparation to fill the vacancy left by the resigning member in a timely manner.

Terms of Appointment

The Academic Board membership terms of appointment are available at Section 4.8 of the [Academic Board Charter](#).

Conduct of Meetings

Meetings of the Board shall be conducted in accordance with the Standing Orders of Council, which apply to all Boards, Committees and Sub-Committees of the Council.