



Policy and Governance Unit

ACADEMIC SENATE ELECTORAL RULES

Date approved	8 August 2008	Date Rules will take effect	Immediately	Date of Next Review	August 2012
Approved by	University Council				
Custodian title and e-mail address	Policy and Senate Support Officer governance@uow.edu.au				
Author	Policy and Senate Support Officer				
Responsible Faculty/ Division and Unit	Policy and Governance Unit, Academic Registrar's Division				
Supporting documents, procedures and forms of these Rules	Academic Senate Terms of Reference				
References and Legislation	University of Wollongong Act, 1989 (NSW) University of Wollongong By-Law, 2005 (NSW) Interpretation Act, 1987 (NSW) UOW Records Management Policy				
Audience	Public – accessible to anyone.				
Expiry date of Rules	Not applicable				

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1 Purpose of Rules

1. The purpose of these Rules is to specify the conduct of elections to and continuing eligibility for membership of the Academic Senate of the University of Wollongong.

2 Definitions

Word/Term	Definition (with examples if required)
Academic Senate	The Academic Senate is the principal academic body of the University of Wollongong and has responsibility for advising the Council and the Vice-Chancellor on matters relating to teaching, scholarship, research and related activities in accordance with its terms of reference.
Academic staff member	Person whose name appears on the Roll of academic staff kept under Part 4 Section 11 of the University of Wollongong By-Law (2005).
CEDIR	Centre for Educational Development & Interactive Resources
Close of nominations	The prescribed date and time by which nominations must reach the Returning Officer.
Delegated Authority	A person given delegated authority under the Delegations of Authority Policy.
Determined by lot	The name of each candidate who received the same number of votes is written on separate and similar slips of paper, the slips are folded so as to prevent identification and mixed and drawn at random. The candidates whose names are drawn are elected until all available positions are filled.
Elected member	Member who occupies a position on Academic Senate as a result of their election.
Elected non-student member	Academic staff member who occupies a position on Academic Senate as a result of their election by and from a Faculty, the Academic Services Division or the Research Institute Directors.
Ex-officio member	Member who occupies a position on Academic Senate by virtue of their official position within the University.
Faculties	Includes the Sydney Business School and the Graduate School of Medicine.
Failed election	An election in which errors not covered by these Rules are adjudicated by the Returning Officer to have improperly affected the outcome.
Leave of absence	The period of approved leave for an elected committee member, of less than six months.
Non-academic staff member	Person whose name appears on the Roll of non-academic staff kept members under Part 4 Section 12 of the University of Wollongong By-Law (2005).
Postgraduate student	Persons whose names appear on the Roll of postgraduate students kept under Part 4 Section 14 of the University of Wollongong By-Law (2005), other than persons so enrolled who are members of the staff of the University.
Proxy vote	A vote which is cast by a person, who is not eligible to vote, on behalf of an ex-officio member who is eligible to vote, in accordance with these Rules.

Word/Term	Definition (with examples if required)
Returning Officer	The person nominated to oversee the conduct of elections in accordance with these Rules.
Roll	List of persons eligible to nominate and vote in an election conducted in accordance with these Rules.
Scrutineer	The person nominated by a candidate for election to monitor the process of vote counting and any determination by lot on behalf of the candidate.
Secret ballot	A vote in which each voter's choice is secret but the totalled votes are public.
Student member	Member who occupies a position on Academic Senate as a result of their election by and from the student body. The student members of Academic Senate comprise four undergraduate students and two postgraduate students.
Three consecutive terms	Three consecutive terms of office that includes at least one whole term of office for any position for which an election is held in accordance with these Rules.
Undergraduate student	Persons whose names appear on the Roll of undergraduate students kept under Part 4 Section 13 of the University of Wollongong By-Law (2005), other than persons so enrolled who are members of the staff of the University.

3 Application and Scope – Exclusions or Special Conditions (if any)

1. These Rules apply to elections for:
 - a. elected non-student members of Academic Senate
 - b. student members of Academic Senate
 - c. Academic Senate members to other committees, and
 - d. the Chair of Academic Senate and Deputy Chair of Academic Senate.
2. These Rules do not apply to elections conducted for positions on the University Council.
3. These Rules may be applied by Faculties, Divisions and Institutes when conducting elections for committees in Faculties, Divisions and Institutes.

4 Term of Office and Timing of Elections

Student Members of Academic Senate

1. The term of office of student members of Academic Senate is one year.
2. Elections for student members of Academic Senate are held on or after 1 August and before 30 November for the term 1 January to 31 December of the following year.

Elected Non-student Members of Academic Senate

3. The term of office of elected non-student members of Academic Senate is two years.
4. Elections for non-student members of Academic Senate are held biennially on or after 1 April and on or before 30 May for a term commencing 1 July of that year and concluding 24 months later on 30 June.

Chair and Deputy Chair of Academic Senate

5. The term of office of the Chair of Academic Senate and the Deputy Chair of Academic Senate is two years.

6. Elections for the Chair of Academic Senate and the Deputy Chair of Academic Senate are to be held biennially at the last meeting of Academic Senate occurring prior to 30 June for a term commencing 1 July of that year and concluding 24 months later on 30 June.

5 Election of Non-student Members of Academic Senate

Eligibility to Vote and Eligibility to Stand for Election

1. Any person who is named on the relevant roll of Faculty staff, Academic Services Division staff or Research Institute Directors is eligible to stand for and vote in elections of non-student members to Academic Senate.
2. The Returning Officer for elections conducted under these Rules shall cause to be prepared, at the time of distribution of the notice of election, a roll which contains the names of:
 - a. for Faculties – all academic staff members of the relevant Faculty
 - b. for the Academic Services Division – all staff members as defined in Clause 11.5
 - c. for Research Institute Directors – all staff members who are a Director of a Research Institute as defined in Clause 11.7.
3. Subject to Clauses 5.6 and 5.7, any person eligible to stand for and vote in elections for non-student members of Academic Senate is eligible to be nominated for election to Academic Senate.
4. Persons eligible to vote in elections for non-student members of Academic Senate are not obliged to vote.
5. As ex-officio members of Academic Senate, Deans of Faculties are not eligible to be nominated for election to Academic Senate.

Limitation on Term of Office

6. Elected non-student members of Academic Senate are limited to serving three consecutive terms on Academic Senate.
7. Members who have served three consecutive terms on Academic Senate are not precluded from being nominated again providing that at least one term of office has passed.

Returning Officer

8. The Returning Officer for the election of non-student members of Academic Senate shall be a member of non-academic staff employed in a position in the relevant Faculty, Academic Services Division or Institute appointed by the relevant Dean, Head of Division or, in the case of the Research Institute Directors, the Deputy Vice-Chancellor (Research).
9. In the performance of any of the Returning Officer's functions under these Rules, the Returning Officer may be assisted by such persons as the Returning Officer appoints.
10. Subject to these Rules, an election is to be conducted in such manner as the Returning Officer determines.

Timing of Elections

11. The interval between the date of the notice of election and the date of the meeting at which the election is to be held shall be not less than 21 and not more than 28 days.

Notice of Election

12. The Returning Officer shall give notice of election and invite nominations for non-student members of Academic Senate by email notification to eligible persons and by such other means that the Returning Officer considers appropriate.
13. The notice of election is to state:
 - a. the number of positions to be elected, determined in accordance with Clause 11

- b. the eligibility requirements for candidature
- c. the date by which nominations must be received
- d. the date on which the election will be conducted, and
- e. the process by which nominations for election will be accepted.

Nominations

14. Nominations shall be in writing and shall be submitted to the Returning Officer no later than 5pm on the day that is seven days prior to the date on which the election is to be conducted.
15. Any person eligible to stand for election may nominate themselves or be nominated by another person eligible to stand for election. All persons nominated by another person must indicate their consent to stand for election, by forwarding written consent to the Returning Officer no later than the close of nominations.
16. If, at the close of nominations, the number of valid nominations is equal to the number of persons to be elected, the Returning Officer is to declare the persons nominated to be elected.
17. If, at the close of nominations, the number of valid nominations is less than the number of persons to be elected, the Returning Officer is to declare the eligible persons nominated to be elected and the resulting vacant position(s) shall be filled according to the provisions in Clauses 9.3, 9.4 and 9.5.

Voting

18. If, at the close of nominations, the number of valid nominations exceeds the number of persons to be elected, voting shall occur and shall be by personal ballot at the meeting nominated in the notice of election.

Counting of Votes

19. The Returning Officer is responsible for the counting of votes and shall ensure that the secrecy and integrity of the ballot is maintained.
20. Where there is an equality of votes for an available position or positions, the person or persons to be elected to that or those positions will be determined by lot by the Returning Officer.

Declaration of Results

21. Where an election is held to elect one person, the Returning Officer is to declare as elected the candidate who receives the highest number of votes.
22. Where an election is held to elect more than one person, the Returning Officer is to declare as elected the candidates who received the highest number of votes.
23. The Returning Officer is to provide the Policy and Senate Support Officer with a copy of the declaration of results within seven days of the poll.

6 Election of Student Members of Academic Senate

Eligibility to Vote and Eligibility to Stand for Election

1. Undergraduate and postgraduate students who are named on the rolls of undergraduate and postgraduate students as defined in Clause 2 are eligible to vote in the election of students to Academic Senate.
2. Subject to Clauses 6.4 and 6.5, any student eligible to vote is eligible to stand for election to Academic Senate.
3. Persons eligible to vote in elections for student members of Academic Senate are not obliged to vote.

Limitation on Term of Office

4. Elected student members of Academic Senate are limited to serving three consecutive terms on Academic Senate.
5. Members who have served three consecutive terms on Academic Senate are not precluded from being nominated again providing that at least one term of office has passed.

Returning Officer

6. The election of student members of Academic Senate is to be conducted by a Returning Officer and may be conducted by means of a physical election or an electronic election.
7. The Returning Officer for election of student members of Academic Senate is to be the Senior Manager, Policy and Governance Unit, Academic Registrar's Division or an alternate appointed by that Senior Manager.
8. In the performance of any of the Returning Officer's functions under these Rules, the Returning Officer may be assisted by such persons as the Returning Officer appoints.
9. Subject to these Rules, the election is to be conducted in such manner as the Returning Officer determines.

Timing of Elections

10. In the conduct of the election, the following intervals are to be allowed:
 - a. between the date of publication (or other display) of the notice of election and the date and time for close of nominations—not less than seven days,
 - b. between the close of nominations and the making available of voting forms—not less than seven days and not more than 14 days,
 - c. between the making available of voting forms and the date and time by which completed voting forms must be submitted to the Returning Officer—not less than 14 days and not more than 28 days.

Notice of Election

11. The Returning Officer is to give notice of the election by:
 - a. publishing the notice on the Internet by means of the website of the University, and
 - b. any other means that the Returning Officer considers appropriate.
12. The notice of election is to:
 - a. state the number of persons to be elected, which shall be determined in accordance with Clause 11, and the qualifications for candidature
 - b. specify the form of the nomination and the means by which it is to be submitted to the Returning Officer, and
 - c. prescribe a date and time for the close of nominations.

Nominations

13. The Returning Officer is not to accept a nomination unless:
 - a. it is in writing in the form specified in the notice of election
 - b. it is signed by two persons whose names appear on the appropriate roll
 - c. the person nominated has consented to stand for election by a notice in writing given to the Returning Officer before the time prescribed for the close of nominations or by a notation to that effect on the nomination form, and
 - d. it is received by the Returning Officer before the time prescribed for the close of nominations.

14. If, at the close of nominations, the number of valid nominations is equal to the number of persons to be elected, the Returning Officer is to declare the persons nominated to be elected.
15. If, at the close of nominations, the number of valid nominations is less than the number of persons to be elected, the Returning Officer is to make one further call for nominations in the manner specified in Clause 6.11 and expiring seven days after the date of publication.
16. If, at the close of further nominations, the number of valid nominations is less than the number of persons to be elected, the Returning Officer is to declare the persons nominated to be elected, and the resulting vacant position(s) shall be filled according to the provisions in Clause 9.3, 9.4 and 9.5.
17. If, at the close of nominations, the number of valid nominations exceeds the number of persons to be elected, the Returning Officer is to send or make available by post or by other means (including electronic) a voting form to those persons entitled to vote. When sending by post, the voting form is to be sent to the address shown in respect of those persons on the appropriate roll.

Voting Form

18. Each voting form is to contain the names of the candidates in alphabetical order.
19. Each voting form is to be accompanied by or is to provide electronic access to a form of declaration or other means of verification that the person so voting is qualified to vote at the election.
20. If a voting form has been lost or destroyed, a duplicate may be issued by the Returning Officer upon receipt of a written declaration that the voting form has been lost or destroyed.
21. Each voting form sent or otherwise made available to an elector is to be accompanied by or is to provide electronic access to a notice which:
 - a. specifies the date and the time by which the completed voting form must reach the Returning Officer
 - b. contains instructions for the transmission (whether electronically or otherwise) of the completed voting form to the Returning Officer, and
 - c. states the date and time when the votes will be counted.

Voting

22. The voter is to mark a cross on the voting form opposite the name of each candidate for whom the voter votes, but the number of candidates for whom a vote is cast is not to exceed the number of persons to be elected.

Counting of Votes

23. At the date and time appointed for the counting of votes, the Returning Officer is to:
 - a. count or cause to be counted by computer the votes cast in accordance with the procedures for counting votes approved by the Returning Officer and published on the Internet by means of the website of the University, and
 - b. ensure that the secrecy and integrity of the ballot is maintained.

Declaration of Results

24. Where an election is held to elect one member, the Returning Officer is to declare as elected the candidate who receives the highest number of votes.
25. Where an election is held to elect more than one member, the Returning Officer is to declare as elected the candidates who received the highest number of votes.
26. Declaration of those elected shall take place not more than seven days after voting has concluded.

Equality of Votes

27. Where there is an equality of votes for an available position or positions, the person or persons to be elected to that or those positions will be determined by lot by the Returning Officer.

7 Election of Academic Senate Members to other Committees

Eligibility to Vote and Eligibility to Stand for Election

1. Subject to any specific eligibility requirements for that or those positions, any member of Academic Senate is eligible to stand for and vote in elections of Academic Senate members to other committees.
2. Subject to any specific eligibility requirements for that or those positions, any member of Academic Senate who is eligible to stand for and vote in elections for Academic Senate members to other committees is eligible to nominate for such positions,
3. Academic Senate members eligible to vote in elections for Academic Senate members to other committees are not obliged to vote.
4. The Returning Officer shall cause to be prepared a roll of Academic Senate members at the time of distribution of the notice of election.
5. Any person whose name is not on the roll of Academic Senate members and who believes that they are entitled to vote may be permitted by the Returning Officer to vote, provided they can satisfy the Returning Officer of their membership status prior to the commencement of the meeting at which the election is conducted.

Returning Officer

6. The Returning Officer for the election of Academic Senate members to other committees is the Policy and Senate Support Officer.
7. In the performance of any of the Returning Officer's functions under these Rules, the Returning Officer may be assisted by such persons as the Returning Officer appoints.
8. Subject to these Rules, the election is to be conducted in such a manner as the Returning Officer determines.

Timing of Elections

9. The interval between the date of notice of election and the date of the Academic Senate meeting at which the election is to take place shall be not less than 21 days.

Notice of Election

10. The Returning Officer shall give notice of election and invite nominations by email notification to all eligible persons and by such other means that the Returning Officer considers appropriate.
11. The notice of election is to state:
 - a. the number of persons to be elected
 - b. the eligibility requirements for candidature
 - c. the date by which nominations must be received
 - d. the date on which the election will be conducted, and
 - e. the process by which nominations for election will be accepted.

Nominations

12. Nominations shall be in writing and shall be submitted to the Returning Officer no later than 5pm on the day that is seven days prior to the date on which the election is to be conducted.
13. Any person eligible to stand for election may nominate themselves or be nominated by another person eligible to stand for election. All persons nominated by another person must

indicate their consent to stand for election by forwarding written consent to the Returning Officer by the close of nominations.

14. If, at the close of nominations, the number of valid nominations is equal to the number of persons to be elected, the Returning Officer is to declare the persons nominated to be elected.
15. If, at the close of nominations, the number of valid nominations is less than the number of persons to be elected, the Returning Officer is to declare the eligible persons nominated to be elected and the resulting vacant position(s) shall be filled according to the provisions in Clauses 9.3, 9.4 and 9.5.

Voting

16. If, at the close of nominations, the number of valid nominations exceeds the number of persons to be elected, voting shall occur and shall be by personal ballot at the meeting nominated in the notice of election.

Counting of the Votes

17. The Returning Officer is responsible for the counting of votes and shall ensure that the secrecy and integrity of the ballot is maintained.
18. Where there is an equality of votes for an available position or positions, the person or persons to be elected to that or those positions will be determined by lot by the Returning Officer.

Declaration of Results

19. Where an election is held to elect one person, the Returning Officer is to declare as elected the candidate who receives the highest number of votes.
20. Where an election is held to elect more than one person, the Returning Officer is to declare as elected the candidates who received the highest number of votes.

8 Election of Chair and Deputy Chair of Academic Senate

Eligibility to Stand for Election

1. Subject to Clauses 8.8 and 8.9, any Associate Professor or Professor of the University is eligible to nominate or be nominated for Chair of Academic Senate or Deputy Chair of Academic Senate.
2. The Returning Officer for elections for the Chair of Academic Senate and Deputy Chair of Academic Senate shall cause to be prepared, at the time of distribution of the notice of election, a roll which contains the names of all Associate Professors and Professors of the University who are not Heads of Academic Units or Deans.
3. Subject to Clauses 8.8 and 8.9, any Associate Professor or Professor eligible to stand for the Chair of Academic Senate or Deputy Chair of Academic Senate is eligible to nominate or be nominated for such position.

Eligibility to Vote

4. All current members of Academic Senate are eligible to vote in elections for the Chair of Academic Senate and Deputy Chair of Academic Senate.
5. The Returning Officer for the election of Chair of Academic Senate and Deputy Chair of Academic Senate shall cause to be prepared a roll of Academic Senate members at the time of distribution of the notice of election.
6. Any person whose name is not on the roll of Academic Senate members and who believes that they are entitled to vote may be permitted by the Returning Officer to vote, provided they can satisfy the Returning Officer of their membership status prior to the commencement of the meeting at which the election is conducted.
7. Persons eligible to vote for the Chair of Academic Senate and Deputy Chair of Academic Senate are not obliged to vote.

Limitation on Term of Office

8. An academic staff member who is elected as Chair of Academic Senate or Deputy Chair of Academic Senate is limited to serving three consecutive terms in that position.
9. An academic staff member who has served three consecutive terms as either Chair of Academic Senate or Deputy Chair of Academic Senate is not precluded from being nominated again for a further term or terms in that position provided that at least one term of office has passed.

Returning Officer

10. The Returning Officer for the election of Chair of Academic Senate and Deputy Chair of Academic Senate is the Policy and Senate Support Officer.
11. In the performance of any of the Returning Officer's functions under these Rules, the Returning Officer may be assisted by such persons as the Returning Officer appoints.
12. Subject to these Rules, the election is to be conducted in such a manner as the Returning Officer determines.

Timing of Elections

13. The interval between the date of notice of election and the date of Academic Senate meeting at which the election is to take place shall be not less than 21 days.

Notice of Election

14. The Returning Officer shall give notice of election and invite nominations by email notification to all eligible persons and by such other means that the Returning Officer considers appropriate.
15. The notice of election is to state:
 - a. the positions to be elected
 - b. the eligibility requirements for candidature
 - c. the date by which nominations must be received
 - d. the date on which the election will be conducted, and
 - e. the process by which nominations for election will be accepted.

Nominations

16. Nominations shall be in writing and shall be submitted to the Returning Officer no later than 5pm on the day that is seven days prior to the date on which the election is to be conducted.
17. Any person eligible to stand for election may:
 - a. nominate themselves or
 - b. be nominated by another person eligible to stand for election or
 - c. be nominated by a person who is a current member of Academic Senate.

All persons nominated by another person must indicate their consent to stand for election by forwarding written consent to the Returning Officer by the close of nominations.

18. If, at the close of nominations, the number of valid nominations is equal to the number of persons to be elected, the Returning Officer is to declare the persons nominated to be elected.
19. If, at the close of nominations, the number of valid nominations is less than the number of vacancies, the Returning Officer is to declare the eligible person nominated to be elected and the resulting vacant position(s) shall be filled according to the provisions in Clauses 9.3, 9.4 and 9.5.

Voting

20. If, at the close of nominations, the number of valid nominations exceeds the number of persons to be elected, voting shall occur and shall be by personal ballot at the meeting of Academic Senate at which the election is to be conducted.

Counting of the Votes

21. The Returning Officer is responsible for the counting of votes and shall ensure that the secrecy and integrity of the ballot is maintained.
22. Where there is an equality of votes for an available position, the person to be elected is to be determined by lot by the Returning Officer.

Declaration of Results

23. The Returning Officer is to declare as elected the candidate who receives the highest number of votes.

9 Vacancies

Vacation of Office

1. The office of a member of Academic Senate becomes vacant if the member:
 - a. dies or
 - b. declines to act or
 - c. resigns the office by writing under his or her hand addressed to the Policy and Senate Support Officer or
 - d. becomes a mentally incapacitated person (as defined in the Interpretation Act, 1987 (NSW)) or
 - e. is an elected member and is absent from three consecutive meetings of Academic Senate of which reasonable notice has been given and has not, within six weeks after the last of those meetings, applied for and been granted a leave of absence from Academic Senate or
 - f. is an elected non-student member and commences a period of leave of absence of greater than six months' duration, or
 - g. ceases to be qualified for election or appointment.

Appointments to fill certain vacancies

2. In the event of a vacancy in the office of any elected non-student member of Academic Senate occurring within one year of the date on which the member's term of office would have expired, such vacancy is to be filled by a person who is nominated by the relevant Dean, Head of Division or, in the case of the Research Institute Directors, the Deputy Vice-Chancellor (Research) and who is appointed by the Academic Senate Standing Committee.

Elections to fill certain vacancies

3. An election to fill:
 - a. a vacancy in the office of an elected member of Academic Senate whose term has more than one year remaining;
 - b. a vacancy pursuant to Clause 5.17, 6.16, 7.15 or 8.19; or
 - c. a vacant position on another committee previously held by a person elected or nominated by Academic Senate under Clause 7,

is to be conducted by the Returning Officer specified in Clause 8.10 at a scheduled meeting of Academic Senate Standing Committee.

4. The Returning Officer is to advise the members of Academic Senate Standing Committee of the election to be held by including a notice of the election with the papers circulated with the agenda for the meeting.
5. The election is to be conducted in such manner as may be determined at the Academic Senate Standing Committee meeting.

Elections to fill vacancy of Chair or Deputy Chair of Academic Senate

6. Elections for the Chair of Academic Senate or the Deputy Chair of Academic Senate occurring after the vacation of either office in circumstances set out in Clause 9.1 must be held at the next available meeting of Academic Senate after the office is vacated and are to be conducted in the manner specified in Clause 8.

10 General

Scrutineers

1. In every election conducted in accordance with these Rules, each candidate is entitled to nominate a scrutineer to monitor the process for the counting of votes and any determination by lot.

Election not invalidated by certain errors

2. An election conducted under these Rules is not invalid only because:
 - a. the name of a person who is entitled to be on a roll kept under these Rules is omitted from the roll or
 - b. an eligible voter did not receive a voting form or did not see or (where applicable) receive a notice of election, or
 - c. some other kind of procedural irregularity occurs which, in the opinion of the Returning Officer, is minor and does not prejudice the fairness of the election process.

Custody of Voting Forms

3. The voting forms and records for all elections conducted in accordance with these Rules are to be kept in safe custody by the Returning Officer for a period of at least six months after the election.
4. Voting forms and records may be destroyed at any time after six months, except when an objection has been received within that period about an election, in which case the voting forms and records for the election may only be destroyed with the approval of Academic Senate.

11 Elected Members on Academic Senate

Faculties

1. The number of academic staff members to be elected by and from each Faculty is determined by subtracting the Dean and Faculty-nominated ex-officio positions for that Faculty from the number of positions allocated for that Faculty.
2. Faculties must have at least 50% of their allocated positions available to elected members.
3. The number of positions allocated for each Faculty is determined using the calculations set out in Schedule 1 of these Rules.

Academic Services Division

4. The number of members elected by and from the Academic Services Division is two.
5. For the purposes of these Rules, "Academic Services Division" includes:
 - a. Woolyungah Indigenous Centre academic staff members

- b. Learning Development staff members
- c. the Library staff members, and
- d. CEDIR academic staff members.

Additional Criteria

- 6. Faculties and the Academic Services Division may specify additional eligibility criteria (such as gender balance in representation or minimum representation for the Faculty's schools or units) for the elected position or positions available provided that the additional criteria:
 - a. are approved by the Dean;
 - b. are specified in the notice of election, and
 - c. are not improperly discriminatory.

Research Institute Directors

- 7. The number of members elected by and from the Research Institute Directors is one.
- 8. For the purposes of these Rules, "Research Institutes" includes:
 - a. ARC Key Centre for Asia Pacific Social Transformation Studies (CAPSTRANS)
 - b. Centre for Health Service Development
 - c. Centre for Medical Bioscience
 - d. Centre for Medical Radiation Physics
 - e. Centre for Medicinal Chemistry and Pharmacology
 - f. Centre for Statistical and Survey Methodology
 - g. Engineering Manufacturing
 - h. Engineering Materials Institute
 - i. GeoQuEST Research Centre
 - j. Institute for Conservation Biology and Law
 - k. Institute for Superconducting and Electronic Materials
 - l. Intelligent Polymer Research Institute / ARC Centre of Excellence for Electromaterials Science
 - m. Oceans and Transnational Security
 - n. Information & Communication Technology (ICT) Research Institute
 - o. Illawarra Health and Medical Research Institute (IHMRI)
 - p. SMART Infrastructure Facility
 - q. Any other Research Institute formed/created by UOW since the last review of these Rules.

Students

- 9. The number of undergraduate students elected to Academic Senate is four.
- 10. The number of postgraduate students elected to Academic Senate is two.

12 Roles and Responsibilities

Policy and Governance Unit

- 1. The Policy and Governance Unit shall:
 - a. ensure that elections are conducted in a timely manner
 - b. comply with the terms of these Rules

- c. provide advice to Returning Officers when requested, and
- d. ensure that any review of these Rules is undertaken in consultation with the University community.

Faculties, Academic Units and Institutes

- 2. Faculties, the Academic Services Division and Research Institute Directors shall:
 - a. ensure that elections are conducted in a timely manner, and
 - b. provide the Policy and Senate Support Officer with a copy of the declaration of results for elected non-student members of Academic Senate.

13 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	8 August 2008	University Council	Major revision of Electoral Procedures for Senate and Faculties, resulting in new <i>Academic Senate Electoral Rules</i> .
2	17 April 2009	University Council	Migrated to UOW Procedure Template as per Policy Directory Refresh. Clause 7.1 and Clause 7.2 updated to clarify right of student members to stand for and vote in elections of Academic Senate members to other committees. Clause 9.3 amended to provide for Academic Senate Standing Committee to fill vacancies arising in elected Academic Senate members on other committees.
3	9 October 2009	University Council	Clause 9.3 amended to clarify the process for filling a vacancy in a position on another committee under Clause 7. New Clause 11.6 added to provide for Faculties and Academic Services Division to set additional eligibility criteria, Clause 11.8 amended to update list of research institutes and to provide for the inclusion of future Research Institutes. Minor grammatical and spelling corrections.

Schedule 1: The number of allocated positions on Academic Senate for each Faculty

Number of academic staff members in Faculty	Number of members on Academic Senate
>=100	11
75 – 99	9
50 – 74	7
30 – 49	5
<= 29	3