

Governance

University Curriculum Committee

The Constitution of the University Curriculum Committee.

This committee operates in accordance with the [UWA Principles for the Operation of Committees](#) and [UWA Rules for the Operation of Committees](#). Members must act in accordance with the [University Committee Members' Code of Conduct](#).

Constitution

1 Committee of the Academic Board

The University Curriculum Committee is a standing committee of the Academic Board.

2 Role

- (1) The role of the Committee is to —
 - (a) consider and make recommendations to the Academic Council on proposals submitted through the appropriate process for the introduction of new curriculum offerings;
 - (b) approve changes to curriculum, where relevant;
 - (c) advise and make recommendations to the Education Committee on policy and strategic matters relating to the academic structure and framework of coursework courses;
 - (d) provide coursework curriculum development advice to schools, other University bodies or officers as appropriate.

3 Membership

- (1) The Committee comprises:
 - (a) the Deputy Vice-Chancellor (Education) as Chair;
 - (b) the Chair of Academic Board, or nominee;
 - (c) the Pro Vice-Chancellor (Academic), or nominee;
 - (d) the Dean of the Graduate Research School, or nominee;
 - (e) the Academic Secretary;
 - (f) nominee of the Pro Vice-Chancellor (Indigenous Education);
 - (g) the Academic Coordinator for the Bachelor of Philosophy (Honours);
 - (h) the Chairs, Boards of Studies;
 - (i) the President of the UWA Student Guild, or nominee;
 - (j) the President of the Postgraduate Students' Association, or nominee;
 - (k) five persons nominated by and from the Heads of School or in the absence of an elected Head of School an alternative Head of School may attend;
 - (l) two co-opted members, if required for balance or specific expertise.
- (2) The Chair may appoint a Deputy Chair and an Associate Chair from among the members to perform essential duties under delegated authority.
- (3) The Chair may invite one or more persons to attend meetings to provide advice on specific areas or agenda items.

4 Terms of office

- (1) Members under 3(1)(k) have a three-year term of office but may be reappointed at the end of that period.
- (2) Co-opted members under 3(1)(l) are appointed for two years and may be reappointed for a second term only.

5 Members' absence and nominees

- (1) In the event that a member is unable to attend a meeting, that member may nominate a person to attend that meeting in their stead.
- (2) Nominations must be in writing and received by the Executive Officer prior to the relevant meeting.

6 Skills and/or qualifications of members and nominees

- (1) It is required that members and nominees have a leadership role within the education portfolio in their respective functional area, or other leadership role related to teaching and learning, and this important role is to be taken into account when nominees are appointed.

7 Quorum

- (1) The quorum for the committee is half the number of members plus one.

8 Decisions

- (1) All matters are decided by a majority of the members present and voting.
- (2) Each member has a vote.
- (3) The chair of the meeting has an ordinary vote and a casting vote.
- (4) Invitees or standing invitees do not have a vote.

9 Frequency of meetings

- (1) The Committee normally meets up to 10 times each year in the months of February to November but may meet more frequently if required.

10 Delegations

- (1) Where new curriculum proposals comply with approved policy, the Chair, Deputy Chair or Associate Chair have delegated authority to steer such proposals direct to the Academic Council for consideration.
- (2) The Committee delegates to the Chair or to the Executive Officer, as appropriate, the responsibility to consider and approve minor curriculum changes or administrative changes as part of the annual curriculum change process or the fast-track change process.
- (3) The Committee delegates to the Chair the responsibility to consider and determine academic results that are not routine in nature, e.g. the award of joint-honours classifications.
- (4) The Committee delegates to the Bachelor of Philosophy (Honours) Selection Group oversight of the selection process for admission to the Bachelor of Philosophy (Honours) degree course and to make and action decisions that are within the parameters of established Terms of Reference.