## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preface</td>
<td></td>
</tr>
<tr>
<td>Faculty Structure</td>
<td>1</td>
</tr>
<tr>
<td>Schematic Diagrams of Academic, Business and Committee Structures</td>
<td>3</td>
</tr>
<tr>
<td>Faculty Committee Membership, Functions and Meeting Procedures 2013</td>
<td>7</td>
</tr>
<tr>
<td>Faculty Executive Committee</td>
<td>9</td>
</tr>
<tr>
<td>Deanery Committee</td>
<td>10</td>
</tr>
<tr>
<td>Faculty Advisory Committee</td>
<td>11</td>
</tr>
<tr>
<td>Dean’s External Advisory Council</td>
<td>12</td>
</tr>
<tr>
<td>Other Faculty Committees</td>
<td>13</td>
</tr>
<tr>
<td>Academic Programs and Policy Committee and its four subcommittees</td>
<td>13</td>
</tr>
<tr>
<td>Budget Reference Group</td>
<td>19</td>
</tr>
<tr>
<td>Equity and Staff Development Committee</td>
<td>20</td>
</tr>
<tr>
<td>Faculty Institutes, Centres and Departments Committee</td>
<td>20</td>
</tr>
<tr>
<td>Faculty Museums Coordinating Committee</td>
<td>21</td>
</tr>
<tr>
<td>Honours Committee</td>
<td>22</td>
</tr>
<tr>
<td>International Committee</td>
<td>22</td>
</tr>
<tr>
<td>Occupational Health, Safety &amp; Environment Committee</td>
<td>23</td>
</tr>
<tr>
<td>Reconciliation Action Plan Committee</td>
<td>24</td>
</tr>
<tr>
<td>Research Committee</td>
<td>25</td>
</tr>
<tr>
<td>Research Strategy Committee</td>
<td>25</td>
</tr>
<tr>
<td>Research Training Committee</td>
<td>26</td>
</tr>
<tr>
<td>Rural Health: Faculty Consultative Committee</td>
<td>27</td>
</tr>
<tr>
<td>Space Management Committee</td>
<td>28</td>
</tr>
<tr>
<td>Committee</td>
<td>Page</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Special Studies Program (Long) Committee</td>
<td>29</td>
</tr>
<tr>
<td>Strategic Workforce Planning Advisory &amp; Implementation Committee</td>
<td>29</td>
</tr>
<tr>
<td>Student Marketing and Recruitment Committee</td>
<td>30</td>
</tr>
<tr>
<td>Trusts and Donations Committee</td>
<td>31</td>
</tr>
<tr>
<td>Web Governance Committee</td>
<td>31</td>
</tr>
<tr>
<td><strong>Leadership: Roles and Responsibilities in the five Graduate Schools</strong></td>
<td>33</td>
</tr>
<tr>
<td>Melbourne Dental School</td>
<td>34</td>
</tr>
<tr>
<td>Head &amp; Associate Dean Responsibilities and relevant School Committees</td>
<td></td>
</tr>
<tr>
<td>Melbourne School of Health Sciences</td>
<td>39</td>
</tr>
<tr>
<td>Head &amp; Associate Dean Responsibilities and relevant School Committees</td>
<td></td>
</tr>
<tr>
<td>Melbourne School of Population and Global Health</td>
<td>43</td>
</tr>
<tr>
<td>Head &amp; Associate Dean Responsibilities and relevant School Committees</td>
<td></td>
</tr>
<tr>
<td>Melbourne School of Psychological Sciences</td>
<td>45</td>
</tr>
<tr>
<td>Head &amp; Associate Dean Responsibilities and relevant School Committees</td>
<td></td>
</tr>
<tr>
<td>Melbourne Medical School</td>
<td>47</td>
</tr>
<tr>
<td>Head &amp; Associate Dean Responsibilities and relevant School Committees</td>
<td></td>
</tr>
<tr>
<td>Melbourne Medical School Academic Centres</td>
<td>51</td>
</tr>
<tr>
<td>MMS Academic Centre Chair &amp; Assistant Dean’s Responsibilities</td>
<td></td>
</tr>
<tr>
<td>Melbourne Medical School Department Head’s Responsibilities</td>
<td>53</td>
</tr>
<tr>
<td>MMS Departments</td>
<td></td>
</tr>
<tr>
<td><strong>Leadership: Roles and Responsibilities in the Faculty Research Entities:</strong></td>
<td>55</td>
</tr>
<tr>
<td>Institutes, Centres and Departments</td>
<td></td>
</tr>
<tr>
<td><strong>Other Centres and Institutes for Research and Research Training within the Faculty of Medicine, Dentistry and Health Sciences</strong></td>
<td>59</td>
</tr>
<tr>
<td>Appendix 1: The University of Melbourne Statute 5.1</td>
<td>61</td>
</tr>
</tbody>
</table>
Preface

This paper sets out the governance arrangements for the Faculty of Medicine, Dentistry and Health Sciences as required under the new legislative framework introduced by the University in December 2009, titled University of Melbourne Act 2009.

The following four Melbourne Graduate Schools were approved by Council in 2009 and commenced operation on the 1 January 2010:

- The Melbourne Medical School
- The Melbourne Dental School
- The Melbourne School of Health Sciences
- The Melbourne School of Population Health

The governance arrangements of these four Graduate Schools, which include the establishment of a number of Academic Centres within the Melbourne Medical School, were approved by Council on 10 May 2010.

The Academic Centres within the Melbourne Medical School were built upon the concept of ‘geographic clusters’ and were developed in order to facilitate a consolidated business service delivery across multiple academic units at the local level, and to facilitate cross-disciplinary interaction at the academic level.

The Melbourne School of Psychological Sciences was approved by the Vice Chancellor in 2011 and by Council in 2012. This fifth school - The Melbourne School of Psychological Sciences - commenced operation on the 1 January 2012.

In December 2012 the Vice Chancellor approved locating the Nossal Institute for Global Health (NIGH) within the Melbourne School of Population Heath and that the name of this Graduate School be changed to the Melbourne School of Population and Global Health. These changes came into effect from 1 January 2013.

The governance arrangements within the Faculty have been decided within the framework of Statute 5.1.2 and include the following:

- Clear structures for teaching, research training, clinical education and research activities
- An executive structure
- The use of the Faculty Advisory Council as a consultative mechanism at faculty level and staff fora within graduate schools to enable academic and professional staff consultation
- Representation of students from undergraduate, postgraduate coursework and higher degree research students on Faculty Advisory Council and various mechanisms within the Graduate Schools for engagement with students.
- Consultation with external stakeholders on the graduate school’s external advisory boards and the Dean’ External Advisory Committee. External memberships include Chief Executive Officers and or Board members of affiliated teaching hospitals and medical research institutes, representatives of professional bodies, and members of other relevant government and non-government organizations.

The Faculty has also been progressively developing a number of Faculty Institutes and Centres in order to consolidate some of its research and engagement strengths and in 2012 three new
departments were established in the Faculty to reflect the enhanced relationships between the University of Melbourne and some selected medical research institutes (MRIs).

The governance arrangements for the Faculty, the five graduate schools and the various research entities are outlined this document titled, *Faculty of Medicine, Dentistry and Health Sciences Structure and Governance Arrangements 2013*. The structure and governance arrangements of the Faculty are continually evolving and this document will be updated quarterly.

This document is available to read and download from The University of Melbourne website on the Faculty Medicine, Dentistry and Health Sciences homepage on the University Secretary’s Department homepage.
Faculty Structure

Faculty of Medicine, Dentistry and Health Sciences (FMDHS)
http://www.mdhs.unimelb.edu.au/

Graduate Schools

FMDHS comprises five graduate schools:
- Melbourne Medical School
- Melbourne Dental School
- Melbourne School of Health Sciences
- Melbourne School of Psychological Sciences
- Melbourne School of Population and Global Health

Departments

The departments of the Faculty are grouped under two graduate schools as follows:

Melbourne Medical School
The Melbourne Medical School has twenty four departments, twenty-two are clustered into academic centres and two of which remain unclustered.

- Anatomy & Neuroscience
- Biochemistry & Molecular Biology
- St Vincent Hospital Clinical School
- Royal Melbourne Hospital Clinical School
- Austin Hospital Clinical School
- Clinical School Rural
  - Western Clinical School *
  - Northern Clinical School *
- General Practice
- Medicine at Austin Health
- Medicine at Royal Melbourne Hospital (RMH)
- Medicine at St Vincent’s Hospital
- Medicine (NorthWest) *
- Microbiology & Immunology
- Obstetrics & Gynaecology +
- Ophthalmology +
- Otolaryngology
- Paediatrics
- Pathology
- Pharmacology and Therapeutics
- Physiology
- Psychiatry
- Radiology
- Rural Health
- Surgery at Austin Health
- Surgery at Royal Melbourne Hospital
- Surgery at St Vincent’s Hospital
- Surgery (NorthWest) *

* is a section of the North West Academic Centre and is not a separate department
+unclustered department

Melbourne School of Health Sciences
The Melbourne School of Health Sciences has three departments:

- Nursing
- Social Work
- Physiotherapy
- Department of Audiology & Speech Pathology
Centres and Institutes for Research and Research Training

The Faculty is responsible for a number of Institutional Centres (involving only University of Melbourne participants); Collaborative Centres (formed in association with other institutions and Cooperative Research Centres. An up-to-date listing can be found at:
http://www.unimelb.edu.au/research/research-institutes-centres.html

The Centres listed below marked# are listed on the UoM register of Centres and Institutes for Research and Research Training.

Faculty Institutes, Centres and Departments

- Faculty Centre for Youth Mental Health#
- Peter Doherty Institute for Infection and Immunity*
- Melbourne Neuroscience Institute
- Department of Medical Biology (Walter and Eliza Hall Institute)
- The Sir Peter MacCallum Department of Oncology
- Florey Department of Neuroscience and Mental Health
- Medical Bionics Department

Melbourne School of Population and Global Health

The Melbourne School of Population and Global Health has a number of research entities and is currently in the process of an internal restructure.

- Nossal Institute for Global Health
- Centre for Health & Society#
- Centre for Health Policy Programs & Economics#
- Centre for International Mental Health#
- Centre for MEGA Epidemiology#
- Centre for Womens Health, Gender and Society#
- McCaughey VicHealth Centre for Community Wellbeing#
- Australian Health Workforce Institute#
- Indigenous Eye Health Unit
- Vaccine and Immunisation Research Group
- Population Mental Health Group
- Sexual Health Unit

Other Academic Units

Melbourne Medical School Academic Centres

The Melbourne Medical School has eight academic centres:

- Eastern Hill Academic Centre
- Royal Melbourne Hospital Academic Centre
- Austin Academic Centre
- North West Academic Centre
- Rural Health Academic Centre
- Biomedical Sciences Academic Centre
- General Practice & Primary Health Care Academic Centre
- Royal Children’s Hospital Academic Centre
Schematic Diagrams of Academic Business and Committee Structures

FMDHS Academic Structure

FMDHS Business Structure

FMDHS Faculty Committees
Faculty Committee Membership, Functions and Meeting Procedures 2013

Faculty Executive Committee
Deanery Committee
Faculty Advisory Committee
Dean’s External Advisory Council
and
Other Faculty Committees
Faculty Executive Committee

Terms of Reference
The Executive Committee provides a forum for consideration of policy matters and for advice to the Dean on the following matters:

- Faculty strategy and major policies for research and research training; teaching and learning; and community and partnership engagement.
- Relations with government and major partners both national and international
- Relations with University management
- Senior Appointments
- Major Projects
- Management of resources including:
  - Financial Planning
    - Forward estimates of revenue and expenditure
    - Faculty budget model
  - Financial Management
    - Faculty finance policy and procedures
    - Variance analysis and reporting
    - Compliance
- Workforce Planning

In addition, this Committee reviews reports of all the other committees of the Faculty.

Under Responsible Division Management (RDM), despite what may be implied by the name of this committee, all committees are advisory to the Dean.

Membership
- Dean (Chair)
- Deputy Dean
- Faculty General Manager
- Director Resources & Planning
- Six Portfolio Associate Deans, (Research, Academic, External Relations, Indigenous Development, Equity and Staff Development and International)
- Five Heads of Graduate Schools (Melbourne Medical School, Melbourne Dental School, Melbourne School of Health Sciences, Melbourne School of Population and Global Health and Melbourne School of Psychological Sciences)

Attendance and circulation of papers
The Committee secretary attends the meetings of the Executive and the papers are circulated to the Associate Dean, Research Training, Faculty Service Group Directors & Managers and to School & Melbourne Medical School Academic Centre Managers. The minutes of the Faculty Executive Committee are summarised into FEC Monthly Reports and circulated to members of the Faculty Advisory Council.

Meetings and Reporting
The Executive Committee meets fortnightly from February to December subject to the existence of sufficient business to warrant a meeting; additional meetings may be held at any time by request of the Dean. Every alternate meeting has a focus on financial planning and financial management and is referred to as FEC Finance.
Deanery Committee

Terms of Reference
The Deanery Committee provides a forum to co-ordinate Faculty portfolios and to oversee Faculty business services. This Committee provides an opportunity for the exchange of information across the range of Faculty portfolios and advises the Dean on cross portfolio issues. This Committee develops and implements the Faculty business services model and coordinates Faculty business services.

Membership
- Dean (Chair)
- Deputy Dean
- Faculty General Manager
- Senior Policy & Strategy Adviser
- Business Partnerships Development Manager
- Director Bachelor of Biomedicine Program
- Assistant Vice-Chancellor (MDHS Projects)
- 8 Portfolio Associate Deans, (Research, Academic, External Relations, Commercialisation, Equity and Staff Development, Indigenous Development, International and Research Training
- Director, Resources & Planning Unit
- Director, Faculty Research Unit
- Director, Advancement & Communications Unit
- Director, Human Resources Unit
- Director, Major Projects Unit
- Manager, Student Centre
- Manager, Academic Programs and Policy Unit
- Manager, Occupational Health Safety and Environment (OHSE)
- Manager, International Engagement Unit

Meetings and Reporting
The Deanery Committee meets monthly as required and additional meetings may be held at any time by request of the Dean.
Faculty Advisory Council

Terms of Reference
The Faculty Advisory Council functions as a forum for broad Faculty-wide consideration of major policy and planning issues and for provision of advice to the Dean. In particular the Faculty Advisory Council considers:

- Strategic plans
- Business principles
- Strategic performance review
- Annual reports of schools, institutes and portfolios

Membership
- Dean
- Deputy Dean
- Faculty General Manager
- Senior Policy and Strategy Adviser
- Business Partnerships Development Manager
- Assistant Vice-Chancellor (MDHS Projects)
- Associate Deans (8)
- Heads and Managers of Melbourne Schools (10)
- Faculty Institute and Centre Directors and Managers (9)
- Chairs and Managers of MMS Academic Centres (16)
- Heads of Departments MMS, MSHS and Directors of Centres MSPGH (35)
- Hospital Sites requiring representation (1)
- Clinical Deans/Directors of Medical and other Professional Education (9)
- Directors and Managers of Faculty Units (9)
- Student Representatives (3 with one each from Undergraduate, Coursework and RHD)
- Professional Staff Representatives (2)

Meetings and Reporting
The Faculty Advisory Council meets six times a year from February to December.

Meetings may be subsumed by Faculty Planning and Budget Conferences and additional meetings may be held at any time by request of the Dean.

The minutes taken at the regular meeting and summary notes from Faculty Conferences are made available to all Faculty MDHS staff on the Faculty intranet. The minutes are also kept by The University of Melbourne’s Records Services, in both hardcopy and on TRIM.
Dean’s External Advisory Council

Terms of Reference
The Dean’s External Advisory Council provides strategic input and advice with respect to the Faculty’s future plans.
The Dean’s External Advisory Council will normally meet three times a year with the Dean and members of the Faculty’s senior executive leadership group to:
1. Provide general strategic advice and support to the Dean and the Faculty
2. Facilitate increased opportunities to develop and enhance partnerships and collaborations with industry, research organizations and health service providers
3. Assist in the development of links between the Faculty and the wider business professional communities
4. Facilitate advocacy on behalf of the Faculty with government and the broader community
5. Assist the Faculty with fundraising and profile raising activities

Membership
Members of the Dean’s External Advisory Council will be:
1. Highly respected and well known within corporate, government, professional and/or community sectors
2. Highly able to influence decision makers.
3. Strongly engaged with the Faculty and its vision.
4. Usually invited to join for a period of up to 3 years, renewable by mutual agreement.
Other Faculty Committees 2013

The Faculty has a number of other Committees and Subcommittees which are listed here in alphabetical order. All these other Faculty Committees advise the Dean through Faculty Executive Committee:

- **Academic Programs and Policy Committee** and its four Subcommittees:
  - The Inter-professional Education and Practice Subcommittee;
  - The Clinical Placements Subcommittee
  - The Indigenous Health Subcommittee
  - eLearning and Online Learning Subcommittee
- **Budget Reference Group**
- **Equity and Staff Development Committee**
- **Faculty Institutes, Centres and Departments Committee**
- **Faculty Museums Coordinating Committee**
- **Honours Committee**
- **International Committee**
- **Occupational Health, Safety & Environment Committee**
- **Reconciliation Action Plan Committee**
- **Research Committee**
- **Research Strategy Committee**
- **Research Training Committee**
- **Rural Health: Faculty Consultative Committee**
- **Space Management Committee**
- **Special Studies Program (Long) Committee**
- **Strategic Workforce Planning Advisory & Implementation Committee**
- **Student Marketing and Recruitment Committee**
- **Trusts and Donations Committee**
- **Web Governance Committee**

The terms of reference and membership of these Other Faculty Committees are outlined below:

**Academic Programs and Policy Committee**

**Terms of Reference**

The Academic Programs & Policy Committee (APPC) has responsibility for provision of information and advice on policy matters relating to coursework teaching and learning to Faculty Executive. It provides a forum for the consideration of policy matters in relation to the whole undergraduate and postgraduate coursework curriculum.

In particular, the Academic Programs & Policy Committee has responsibility for monitoring and developing strategies in relation to coursework teaching and learning as follows:

- monitoring compliance with policies established by the Academic Board to ensure that academic programs are of the highest quality and standards
- collating and analysing student evaluation reports from the schools and making recommendations based on these data to the Faculty Executive Committee
- monitoring and developing policy in regard to clinical placements of the Faculty;
- overseeing the operation of higher degree by coursework and postgraduate/diploma programs and on any changes recommended
- making recommendations to Faculty Executive on the establishment of any new graduate coursework programs with respect to their academic content, aligned with Faculty’s strategic direction, and financial viability
- overseeing the operation and teach out (as appropriate) of the undergraduate medical, dentistry, oral health therapy, nursing science, social work and physiotherapy curriculum and on any changes recommended
- developing policy for the marketing and recruitment of students for graduate coursework programs;
- facilitating health education research
- facilitating and coordinating indigenous student selection and support
- facilitating interschool discussions on curriculum development and implementation
- facilitating inter-professional learning in the Faculty
- developing policy and process in relation to the offering of postgraduate coursework scholarships and prizes

The Academic Programs & Policy Committee may also exercise delegated responsibility from Faculty in the following respects:

- approving proposals for new, and changes to, existing undergraduate and postgraduate courses administered by Faculty, as submitted by the respective graduate schools of the Faculty for lodging and endorsement by the University’s Academic Programs Committee. Approval also of proposals affecting teaching undertaken by academic Centres/graduate schools of the Faculty in other courses within the University as submitted by the respective graduate schools of the Faculty for submission to the relevant administering Faculty.
- accepting administrative responsibility on behalf of Faculty subject to policies regulating the higher degree coursework and postgraduate/graduate diploma programs administered by Faculty.

Membership

- Associate Dean (Academic) (Chairperson)
- Teaching and Learning Coordinators (6)
- Faculty Honours Co-ordinator
- Representative of UoM Commercial Ltd. nominated by the Executive Dean of UoM Commercial Ltd.
- Associate Dean (Research Training)
- Academic staff of the Faculty appointed by nomination (6). Where more than 6 nominations are received the Faculty Executive Committee will vote on nominations
- Chair of the Clinical Placements Subcommittee
- Chair of the Inter-professional Education and Practice Subcommittee
- Chair of the Indigenous Health Subcommittee
- Chair of the eLearning and Online Learning Subcommittee
- MDHS Student Centre Manager
- MDHS Academic Programs And Policy Unit Manager

The Academic Programs & Policy Committee will hold two student themed meetings per year, where the agenda will be student led. Student representatives will be invited to participate in these meetings.
The Committee has power to co-opt additional members as it considers necessary. The University Council policy is to increase the participation of women in decision making. Up to two additional female members may be co-opted annually by the Committee after taking account of the gender composition of the Committee.

The quorum is 30% of the current membership.

**Meetings and reporting**
The Committee will meet as required but at least six times per year. The Committee will report to Faculty Executive Committee.

**Procedures for Election**
The term of office of the elected representatives shall be for two years with a rotating membership. No elected person shall be eligible to serve for more than two consecutive terms. An election for at least one position in each of the two categories shall be held ordinarily in November each year. Newly elected members of the Committee take office from 1 January following the election.

Following the calling of nominations for a vacancy or vacancies, if more than the required number of nominations is received, a secret postal ballot will be held on a first-past-the-post system.

With the approval of Faculty, the Committee may establish standing or ad hoc Subcommittees. The following Subcommittees have been established:

1. The Inter-professional Education and Practice Subcommittee
2. The Clinical Placements Subcommittee
3. The Indigenous Health Subcommittee
4. The eLearning and Online Learning Subcommittee

The membership and terms of reference of these four Subcommittees are outlined below:

**Inter-professional Education and Practice Subcommittee**

**Terms of Reference**
The Inter-professional education and practice Committee is a Subcommittee of the Academic Programs & Policy Committee. Its area of scope will include graduate entry to health professional courses, vocational training programs, postgraduate coursework, certificates and intensive programs offered through the UoM Commercial Ltd.

It will be responsible for the following activities

1. defining inter-professional education and practice in the context of MDHS graduate programs
2. identifying current inter-professional education and teaching practices across the Faculty
3. researching evidence regarding inter-professional education and practice outcomes
4. benchmarking best practice in inter-professional education and practice
5. identifying and exploring opportunities for inter-professional education and practice in the new graduate entry health professional programs
6. acting as a resource to inform the Faculty Academic Programs & Policy Unit
7. conducting research in inter-professional education and practice

**Membership**
- Associate Dean (Academic) or nominee (Chair)
- Representative from each graduate school within the Faculty, to be nominated by the head of school after consultation with the Associate Dean (Academic)
- Director, Medical Education Unit or nominee
- Manager Academic Programs & Policy Unit
- MDHS Student Centre Manager
- Executive Officer Academic Programs & Policy Unit

**Quorum** - 5 members

**Meeting frequency** - The Inter-Professional Education and Practice Subcommittee will meet four times per year.

**Reporting lines** - The Inter-Professional Education and Practice Subcommittee will report to the Academic Programs & Policy Committee.

---

**Clinical Placements Subcommittee**

**Terms of Reference**
The Clinical Placements Subcommittee replaced the Deans and Clinical Deans Committee and will be responsible for the following activities:

1. Ensure policy and procedures are established to maintain the health and safety of students on clinical placement
2. Monitor compliance with appropriate requirements for clinical placements of health professional students in the Faculty
3. Monitor the quality of student clinical placement, including the quality of the training of clinical teachers.
4. Provide strategic advice and guidance to Academic Programs and Policy Committee concerning the co-ordination and growth of student placement in the hospitals and in the community
5. To assist the Chair of the CPC and Director of the APPU to establish and maintain ongoing relationship with the Department of Human Services, Department of Health and Ageing and other relevant bodies with respect to clinical placements of students.
6. Monitor clinical student allocation systems
7. Monitor the adequacy of resources available for student placements and make recommendations where appropriate. Encourage, where appropriate, the sharing of resources.

**Membership**
- Associate Dean (Academic) or nominee (Chair)
- Representative from each graduate school within the Faculty involved in student placement to be nominated by the head of school
- Faculty OHSE Manager
- Manager, MDHS Academic Programs & Policy Unit
- Manager, MDHS Student Centre

Executive support provided by the Academic Programs & Policy Unit

**Quorum** - 5 members
Meeting frequency - The Clinical Placements Subcommittee will meet four times per year.

Reporting lines - The Clinical Placements Subcommittee will report to the Academic Programs & Policy Committee

**Indigenous Health Subcommittee**

**Terms of Reference**

1. Develop mechanisms to ensure a collaborative approach with the Centre for Indigenous Education in the recruitment and retention of indigenous students
2. Provide strategic advice and guidance in the development of programs for attracting indigenous students into health professional programs
3. Develop mechanisms to enable engagement with FMDHS Advancement Office to consider specific and discreet projects, particularly with respect to providing programs for targeting and mentoring secondary school students
4. Set targets for recruitment and graduation of indigenous health professionals.
5. Development mechanisms to enable the establishment of a support network for indigenous students across MDHS with a Faculty wide focus including structured mentoring arrangements, support through individual tailored learning plans and collaboration with other Universities in the region which have a health science focus
6. Provide strategic advice and guidance in the establishment of a staff development program in Indigenous health
7. Ensure policy and procedures are established for providing support for RHD training for Indigenous students

**Membership**

- Associate Dean (Indigenous Development) (Chair)
- Associate Dean (Academic)
- At least one representative from each graduate school within the Faculty to be nominated by the head of school
- Director of Murrup Barak, Melbourne Institute for Indigenous Development
- A representative of the Rural Health Academic Clinical Centre to be nominated by the Chair & Assistant Dean of the Centre
- Associate Dean (External Relations) or nominee
- Associate Dean (Research) or nominee
- Up to two indigenous students enrolled in the Faculty of Medicine, Dentistry and Health Sciences to be appointed by the chair after calling for expressions of interest from qualified students
- Manager, MDHS Academic Programs & Policy Unit

Executive support provided by the Academic Programs & Policy Unit

**Quorum** - The quorum is 30% of the current membership.

Meeting frequency - The Indigenous Health Subcommittee will meet three times per year.

Reporting lines - The Indigenous Health Subcommittee will report to the Academic Programs & Policy Committee
eLearning and Online Learning Subcommittee
Terms of Reference
The eLearning and Online Learning committee is a sub-committee of the Academic Programs and Policy Committee. It will oversee quality management, academic development and operational issues relating to eLearning and Online Learning across all coursework programs of the Faculty of Medicine, Dentistry and Health Sciences.

It will be responsible for the following activities:

- providing a vision and strategic direction for all eLearning and Online Learning initiatives at the Faculty, including prioritisation of key eLearning and Online Learning projects;
- developing policies relating to eLearning and Online Learning;
- making recommendations to the APPC for the allocation of resources to eLearning and Online Learning Responsibilities;
- advising on a long-term vision for the effective and distinctive use of eLearning and Online Learning within the Faculty;
- assisting in the development and maintenance of a Faculty-wide eLearning and Online Learning strategy within the Learning and Teaching Plan that encompasses all campuses and academic programs;
- advising on specific eLearning and Online Learning initiatives to support curriculum renewal designed to enhance the academic experience.
- reviewing, evaluating and benchmarking eLearning and Online Learning systems, initiatives and practice, so as to determine and recommend best practice;
- advising the Faculty on resource requirements and implications for eLearning and Online Learning as part of a broader integrated learning strategy, including making recommendations to the Faculty on key technological options;
- developing a communication strategy to facilitate dissemination of eLearning and Online Learning initiatives, possibilities and best practice across the Faculty.

Membership

- Associate Dean (Academic) (or nominee) (Chairperson) (1)
- Directors of Teaching and Learning (or nominee) from each of the Melbourne Medical School, the Melbourne Dental School, the Melbourne School of Population & Global Health, and the Melbourne School of Psychological Sciences (4)
- Three (3) representatives of the Melbourne School of Health Sciences to be nominated by the Head of School (3)
- Director (or nominee) of the Bachelor of Biomedicine (1)
- A representative from each of the Clinical Schools of the Melbourne Medical School to be nominated by the Director of Medical Education (6)

The Committee may establish working parties to assist in meeting its terms of reference as and when necessary. The quorum will be 30% of the membership. The Committee will meet, as required, but at least three times per year.

The Committee will report to the Academic Programs and Policy Committee (APPC) and Executive support will be provided by the Academic Programs and Policy Unit.
Budget Reference Group
Terms of Reference

The functions of the BRG include the following:

- Develop detailed indicative budgets for schools including validating underlying assumptions and data integrity on load, space etc
- Develop strategies for income maximization and expenditure minimization.
- Develop a budget risk profile and provide advice as to relevant mitigation strategies
- Support the development of a successful strategy to influence allocations. Seek approval for proposed funding changes or investments.
- Prepare draft Faculty triennium budgets for Dean, Deputy Dean, and other key stakeholders.
- Develop detailed implementation plans to support proposed budget changes including developments and savings targets
- Ensure that key milestones and activities are delivered on business processes review and strategic procurement targets. As appropriate provide resources and support to ensure outcomes are delivered.
- Ensure that draft budgets are developed in partnership with Heads of School
- Ensure that Schools, Faculty and the University work in a coordinated manner to support the sign off of Faculty and university Plans. This includes student load estimates, major project development etc.
- The BRG must meet on a regular basis to monitor implementation and other matters referred to it by the Resources and Planning Unit, FEC or senior management of the University. It is anticipated that BRWG will meet at least monthly over the 6 to 9 months preceding final operating budget submission.

Membership

- Deputy Dean (Chair)
- Heads of School or Nominee x 5
- Faculty General Manager
- Associate Dean Research
- Associate Dean Academic
- Director, Resources and Planning
- MDS School Manager
- MSHS School Manager
- MMS Director, Policy and Planning
- MMS Manager, Biomedical Sciences Academic Centre
- MSPS School Manager
- MSPGH School Manager

Other members, including representation from Associate Dean Portfolios, Heads of Department, Human Resources, Faculty Research Unit, Resources and Planning Unit may be co-opted as required.
Equity and Staff Development Committee

Terms of Reference

- To provide advice to MDHS Faculty Executive on MDHS equity and staff development matters;
- To assist relevant University Committees and groups, for example, University Network for Equal Opportunity, and to report on objectives in monitoring career progress of MDHS staff that relate to equity and diversity;
- To seek feedback from MDHS staff on the Faculty's progress on equity and diversity;
- To promote career advancement opportunities for MDHS staff through information and training initiatives.

Membership

The role of members is to:

- Report to Heads of relevant business units (schools, Departments, academic Centres and institutes) on ESD matters
- Liaise between ESD Committee and academic and professional staff in MDHS schools, Departments and institutes
- Contribute to identifying activities that fulfill the terms of reference of the ESD Committee
- Actively participate and contribute to implementation of activities identified by the ESD Committee as priorities

Standing members

- Associate Dean, Equity and Staff Development (Chair)
- Deputy Dean
- Faculty General Manager or nominee

The Committee will have broad representation from professional and academic staff of MDHS, at all levels of seniority, to ensure relevant equity and staff development issues can be canvassed. The aim will be to have at least one member from each of the Faculty’s business units on the ESD Committee. Members serve an initial term of three years, after which they can re-apply.

Faculty Institutes, Centres and Departments Committee

Terms of Reference

The FICDC will provide advice and recommendations to the Faculty Executive Committee. Specific terms of reference include:

1. Development and oversight of policies and principles guiding Faculty institutes, centres and departments.
2. Establishment of reporting lines of the Faculty institutes, centres and departments to the Dean.
3. Ensuring that Faculty and University policies, procedures and performance expectations for research training are being upheld.
4. Ensuring that HR processes are flexible enough to facilitate appointment of honoraries and joint employment models and the process for new appointments (dual appointments and joint performance review).
5. Financial responsibilities including the administration of competitive grant funding, Faculty overheads, and access to infrastructure.

6. Eligibility of the different Centres, Departments and Institutes for Faculty/Central funding schemes (for example Melbourne Early Career Researcher Scheme, Melbourne Research Grants Support Scheme, Faculty large equipment grant scheme, Faculty Fellowships and scholarships). Financial implications of increasing the pool of eligible applicants will be a key issue.

7. Analyses and monitoring of research-related performance indicators and research training to maximise outcomes for the Faculty and University.

8. Consideration of the requirement of a business unit to manage the administration of the relationship including the input from legal, financial operations and Human Resources.

**Membership**

- Associate Dean (Research) Chair
- Director Bachelor of Biomedicine Program
- Three to five senior researchers from the Faculty with due consideration for discipline expertise. The nominees should have an ongoing interest and understanding of the complexity of collaboration across the Faculty.
- Faculty General Manager
- Relationships Manager for the enhanced relationship with some Medical Research Institutes
- Representative from the Resources and Planning Unit
- Manager, Research Development and Funding, Faculty Research Unit
- PVC (Research Partnerships) will be invited to attend the meetings; however they will not be a formal member of the committee.

**Frequency of meetings**

Meetings should occur quarterly to maximise the opportunities for timely assessment, implementation and review of partnership relationships over the course of the academic year.

**Faculty Museums Coordinating Committee**

**Terms of Reference**

- To advise the Dean on behalf of the three Faculty museums
- To develop a vision and a strategy for the Faculty and for the schools on the most appropriate ways of managing these three significant collections, so as to increase their value as teaching and research resources and to increase their value to the University and to the broader community.
- To drive further synergies between the three museums, facilitate shared resourcing efforts and to address shared issues such as the MMS 150th anniversary and potential opportunities in the proposed Melbourne Gateway Project.
- To boost the public relations capacity of the three museums and facilitate a stronger voice at the Faculty and University level.
Membership
The membership would include the following and the Committee would have the power to co-opt as necessary:
- Chair – A member of the Deanery Committee
- Deputy Chair
- The three Faculty museum curators
- The UoM Cultural Collections Coordinator
- Academics to reflect the disciplines in the Faculty, from research and teaching & learning
- A senior medical historian
- An advancement Faculty representative.

Honours Committee
The Dean is Chair of this Committee. Membership is co-opted as required with expertise from appropriate disciplines. Analysis of data relating to selection of nominees for awards and assistance with nomination material is through the Faculty Research Unit.
This Committee meets as required.

International Committee
Terms of Reference
The MDHS International Committee functions as a forum for Faculty-wide consideration of policy and planning matters relating to internationalisation. The role of this Committee is to discuss, coordinate, monitor, review and make recommendations to the Dean via FEC on the Faculty’s international strategy.

The International Committee will:
- Review and monitor the Faculty’s International Plan and International Strategy ensuring alignment with the University’s international direction
- Advise on strategies for the global positioning and international engagement of the Faculty
- Advise on the development and renewal of Faculty, school and departmental partnerships with international partners
- Provide a forum for cross-Faculty discussion and consultation in regards to international matters
- To provide a mechanism for communication between the Faculty and school/departmental International Committees, the University’s International Advisory Group (IAG) and International Engagement Forum (IEF)

Membership
- Deputy Dean
- Associate Dean (External Relations) – Chair
- Associate Dean (International) – Deputy Chair
- Associate Deans (Academic, Research, Research Training)
- Assistant Dean (China)
- Heads of each MDHS School
- Head, Nossal Institute for Global Health
- Faculty General Manager
Meeting Schedule and Reporting
The International Committee will meet four times per year or more often as required. Oversight of this Committee is by the Dean, through the Faculty Executive Committee.

Occupational Health, Safety & Environment Committee
Terms of Reference
1. The Committee is a consultative committee of the Dean of the Faculty of Medicine, Dentistry and Health Sciences, reporting to the Dean through the Faculty Executive to advise senior management on all aspects of environment, health and safety in the Faculty.
2. The Committee acts on behalf of the Dean, to develop policies and procedures in the context of the University’s statutory responsibility in the areas of environment, health and safety.
3. The Committee provides a health and safety consultative mechanism for FMDHS management, staff and students to:
   1. Facilitate cooperation between management, staff and students in instigating, developing and carrying out measures designed to ensure the health and safety of staff and students throughout FMDHS. This includes, identifying, discussing and proposing resolutions on injuries, near misses and other OHSE issues affecting FMDHS.
   2. Endorse and monitor the FMDHS OHS Management Plans.
   3. Monitor, review and disseminate standards, relevant legislation, University guidelines and Faculty work procedures relating to environment health and safety.
4. The Committee shall regularly review ongoing requirements to maintain its accreditation under the Victorian WorkCover Authority’s Self Insurer scheme.

Membership
- Five Senior Management Representatives
  - The Dean FMDHS or nominee (Chair)
  - Faculty General Manager
  - Two senior staff members with clinical or laboratory experience
  - School or Academic Centre Manager
- Five Health and Safety Representatives within FMDHS
- Committee Executive - Faculty OHSE Manager
- Non-voting attendees
  - Student Representative/s (invited on yearly basis)
Other observers by invitation

The minimum membership required for a quorum shall be the chair plus three additional voting members. There shall be an equal number of employee and management representatives if a vote is required. Members are selected by the Chair or Deputy Chair from an expression of interest.

Reporting

- The Committee shall meet at least four times per year.
- The Committee provides formal reports to the Dean through the Faculty Executive Committee and Faculty Advisory Council and the Committee posts the minutes on the FMDHS OHSE Intranet pages which are available to all staff and students.

Reconciliation Action Plan Committee

Terms of Reference

The terms of reference for the MDHS Reconciliation Action Plan Committee are to inform and guide the development of the Faculty’s response to The University of Melbourne’s Reconciliation Action Plan, in particular to:

a) Inform the development of genuine and effective partnerships between the Faculty and Aboriginal and Torres Strait Islander communities
b) Identify opportunities to build understanding and respect between Indigenous and non-Indigenous Australians with the Faculty
c) Develop strategies to enhance the recruitment and retention of Aboriginal and Torres Strait Islander students
d) Develop a Faculty specific Indigenous Employment Framework

Membership

- Associate Dean (Indigenous Development) (Chair)
- Director MDHS Human Resource
- Associate Dean (Academic)
- Associate Dean (Equity and Staff Development)
- Associate Dean (Research Training)
- Associate Dean (External Relations)
- Chair Rural Health Academic Centre
- Up to two co-opted experts in Indigenous development external to the Deanery
- Indigenous Development Project Officer
- Indigenous Elder or Respected Person from the local Aboriginal community

Quorum – The quorum is 30% of the current membership

Meeting frequency – The Reconciliation Action Plan Committee will meet as required, and not less than quarterly.

Reporting lines – The Reconciliation Action Plan Committee will report to the Faculty Executive Committee
Research Committee

Terms of Reference
The Committee provides:

- Development of policies and strategies to optimize the research productivity of the Faculty
- Advice on policy matters and recommendations on issues relating to interactions between the Faculty and affiliated Medical Research Institutes and affiliated Hospitals
- Development of policy on promotion of the recruitment of postgraduate research students
- Allocation of research funds specified for Restricted Purposes from Faculty Trust Funds
- Advice to the University on allocation of other research funds e.g. for the Melbourne Early Career Research Grants, Major Equipment Grants, the Melbourne Research Grants Scheme and fellowships
- Advice on matters relating to commercialisation of research through the Commercialisation Working Group

Membership
- Associate Dean (Research) - Chair
- Associate Dean (Research Training) – Deputy Chair
- Associate Dean (Commercialisation)
- Five Heads of Schools
- Eight Research Domains coordinators
- Specialist expertise to be co-opted by the Associate Dean (Research) for provision of particular expertise from Schools or disciplines when the Committee is making awards in particular disciplines or as required.

Research Strategy Committee
The FMDHS Research Strategy Committee (FRSC) was formed in 2010 to consider Faculty specific issues and to contribute to setting the University research agenda. The overarching role is to provide high-level strategic guidance and advice on the research direction and activities of the Faculty. The Committee should work closely with the Faculty Research Committee (FRC). The FRSC as well as its major role, to make recommendations on allocation of research funds from Faculty and University courses, also provides advice on the development of policies and strategies to optimize the research productivity of the Faculty. The FRSC reports to the Faculty Executive Committee.

Terms of Reference
1. Develop and advise on the Faculty’s research strategies and policies, particularly in regard to external factors and the positioning of the Faculty nationally and internationally;
2. Advise as required on research strategic plans developed at University, Faculty and School level;
3. Identify emerging research disciplines and opportunities and monitor the Faculty’s research capability;
4. Advise and review the establishment of new research centres (as appropriate);
5. Determine policies for retention, recruitment of top researchers, mentoring or ultimately replacement of underperforming researchers
6. Provide timely advice on strategic approaches to bids for internal and external funding opportunities, taking into account
- international, national, University and Faculty research priorities,
- the coordination of bids for external funding (as appropriate),
- promotion of inter-departmental/inter-Faculty/inter-institutional multi-disciplinary research;

7. Consider any issues relating to research in the Faculty as referred to the Committee by Faculty, Melbourne Research or other authoritative University Committees, (as appropriate).

Membership
- Associate Dean (Research) (Chair)
- Dean of MDHS or alternate
- Heads of Melbourne Medical School, Melbourne Dental School, Melbourne School of Health Sciences, Melbourne School of Population & Global Health.
- Two Faculty senior academic researchers
- Two University senior academic researchers outside MDHS
- Director of the Faculty Research Unit
- Specific invitees as relevant

Meetings
Meetings to occur on a quarterly basis for two hours and as required to maximise the opportunities for timely assessment, implementation and review of research activity over the course of the academic year.

Research Training Committee
Terms of Reference
The Research Training Committee (RTC) has responsibility for provision of information and advice on policy matters relating to research training to Faculty Executive. The RT Committee is supported by staff of the Faculty Research Unit (FRU). The Committee coordinates, facilitates and maintains academic governance and compliance of research higher degree programs. The RT Committee has oversight of the development of new research higher degree programs, working closely with schools and research domains of the Faculty.

In particular, the RTC has responsibility for monitoring and developing strategies in relation to Research Training as follows:
- Quality of research student supervision.
- Research Higher Degree (RHD) student progress.
- Research Higher Degree (RHD) completion rates and load.
- RHD scholarships.
- RHD recruitment
- RHD course approval and changes: Review and approval of all course proposals and course changes relating to: Masters by Research and Research Doctorates.
- Provision of information and advice to the Faculty on:
  - policy matters relating to University regulations and proposals affecting RHDs; and
  - strategies and operational activities to support the achievements of University and Faculty RHD targets.
- Relationships with research partners in regard to RHD matters.
The RTC may provide policy advice relating to minor research thesis aspects of Honours, Masters or coursework doctoral degrees upon request from the Academic Programs Committee. The Committee has specific responsibility and delegated decision-making powers in regard to Research Higher Degree course approvals, research scholarships, prizes and awards relating to RHD.

Membership
- Associate Dean (Research Training) - Chair
- Associate Dean (Research) – Deputy Chair
- Faculty Honours Co-ordinator
- Coordinator, Master of Science (Biomedical & Health Sciences)
- One representative from each School of the Faculty
- One representative from an Academic Centre of the Melbourne Medical School
- One representative selected from the Research Domain Coordinators
- One representative from affiliated Medical Research Institutes
- One representative from Medical Research Institutes with Enhanced Agreements
- Other members co-opted as required for their expertise in matters relating to RHDs.

In attendance
- Manager, Research Training, Faculty Research Unit
- Research Training Coordinator, (Operations), MDHS Student Centre
- Research Training Officer, Faculty Research Unit (Secretariat)

Meeting schedule
The Research Training Committee is required to meet every quarter or more often as required.

Rural Health Faculty Consultative Committee
This Committee was established after the 2008 Review of Rural Academic Structures and Funding. The Committee meets twice a year in February and in October.

Terms of Reference
1. To co-ordinate Faculty policy and practice in regard to rural health, in regard to teaching and learning, research support, student recruitment and placements.
2. To facilitate and strengthen links within the Faculty.

Membership
- Chair, the Dean or nominee of the Dean
- The Faculty General Manager,
- Associate Dean (Academic),
- Associate Dean (Research),
- Director, Medical Education Unit,
- Chair, Rural Health Academic Centre (RHAC),
- RHAC Director Teaching and Learning,
- RHAC Research Coordinator,
- MMS Director Policy & Planning,
- Manager Academic Programs and Policy Unit, and
- Heads of the five Melbourne graduate schools in the Faculty (or their nominees)
Space Management Committee

Statement of Purpose
The purpose of this Committee is to ensure that space across the Faculty remains affordable and is managed effectively within the Faculty.

Space across the Faculty is defined as ‘a designated area in which the Faculty and or its staff operate from. This can be on or off campus and in owned or leased premises whether or not the space has historically been subject to ‘charging’,

This Committee needs to fully consider, and where appropriate co-ordinate the space implications of new and major projects. The Committee needs to liaise closely with the Faculty Research Strategy Committee and the Budget Reference Group. This is a Subcommittee of Faculty Executive Committee (FEC) and makes recommendations to FEC.

Terms of Reference
1. Establish the strategy(ies) for managing space within the Faculty
2. Develop the Faculty space management policy including the development space management protocol and appropriate performance metrics to assess the current and or planned utilisation of space in an equitable manner.
3. Develop and monitor the Faculty space management plan
4. Make recommendations to FEC regarding the handling of space charges within the Faculty budget model
5. Oversee space implications related to new major projects, new teaching programs/courses and new research initiatives, including the need to return space no longer required to the UoM in conjunction with property and campus services.
6. Maintain a complete record of current and emerging allocation of space decisions and oversee the development and maintenance of appropriate records of the use and costs of space.

Membership
- Dean or nominee (Chair)
- Faculty General Manager
- Director, Resources and Planning
- Director Major Projects FMDHS
- Assistant Vice Chancellor (MDHS Major Projects)
- Heads of School (or their nominees or alternates); due to the size of the MMS there needs to be one representative for on-campus and off-campus academic Centres
  - Head (Melbourne Medical School)
  - Representative on-campus MMS Academic Centre
  - Representative off-campus MMS Academic Centre
  - Head, Melbourne School of Health Sciences
  - Head, Melbourne Dental School
  - Head, Melbourne School of Population & Global Health
  - Head, Melbourne School of Psychological Sciences
- Biomedical Science Representative
- Representative of Faculty Institutes
• Associated Dean Research (for research related space issues)
• Associate Dean Academic (for teaching related space issues)
• Property and Campus Services Representative

Meetings
Meetings will initially be held monthly and may change to bi-monthly depending on project requirements.

Special Studies Program (Long) Committee
The SSP (L) Committee meets twice a year to consider applications from eligible staff wishing to apply for a special studies program of more than two months durations. These applications will have been previously approved by the relevant Head of department.
The SSP (L) Committee comprises the following academic staff:
• The Associate Dean (Research) – Chair
• The Associate Dean (ES&D)
• Head of School or nominee

In general, the Committee does not meet face-to-face but communicates via email.

Strategic Workforce Planning Advisory & Implementation Committee
Functions and Terms of Reference
The Strategic Workforce Planning Advisory and Implementation Committee will provide advice to the Dean, via the Faculty Executive Committee, on the development and implementation of the MDHS Workforce Strategy. In particular, the committee will:
• Clarify the strategic business goals of the faculty
• Assist in identifying data requirements to guide the workforce strategy on a faculty and local level
• Advise on the timeline for the roll-out of the faculty workforce strategy, ensuring that this is integrated with existing workforce plans in the different areas of the faculty
• Advise on strategies for educating faculty staff in relation to strategic workforce planning to ensure that the implementation process is consistent
• Work with the schools and centres to advise on best-practice strategies for implementation
• Advise on processes for reviewing progress against goals

Meetings
This committee will meet every second month, six times per year.

Membership
Core members:
• Associate Dean (Equity and Staff Development): Chair
• Faculty General Manager
• Director, Human Resources
• Workforce Planning Project Manager
• Associate Dean (Indigenous Development)
• Faculty Resources and Planning Manager
• Staff member based outside the Parkville campus
Additional members will be co-opted on basis of their experience, expertise and interest in the area of strategic workforce planning. This will include staff from the key teaching, research, engagement, professional, and clinical areas of the faculty. In particular, members will be co-opted to capture the diversity of early career-senior, gender, and other equity categories.

**Student Marketing and Recruitment Committee**

**Terms of Reference**

The Student Marketing and Recruitment Committee will function as a forum for Faculty-wide consideration of major policy and planning issues relating to domestic and international, coursework and research higher degree, student marketing and recruitment activities. The role of this Committee is to plan, coordinate, monitor and review the Faculty’s student marketing and recruitment strategy.

The Student Marketing and Recruitment Committee will:

1. Develop the student marketing and recruitment business plan and monitor performance against the plan
2. Review market research data on all segments from all relevant sources
3. Review reports on outcomes of marketing and recruitment activities
4. Coordinate and monitor implementation of a whole-of-Faculty student marketing and recruitment strategy
5. Develop student marketing and recruitment standards and guidelines for the adoption of Faculty;
6. Review and report on consistency and quality of all recruitment/marketing related activities
7. Develop, in collaboration with the Student Centre, a Faculty-wide student enquiries management protocol
8. Liaise with central University marketing and recruitment Committees, including MARCOM and Office of Admissions, to inform the Faculty of University policies and procedures

**Membership**

- Associate Dean (Academic) as Chair
- Associate Dean (External Relations)
- Associate Dean (International)
- Associate Dean (Research Training)
- Associate Dean (Indigenous Development)
- Director, Bachelor of Biomedicine
- Faculty General Manager
- Manager, Academic Policy and Programs Unit
- Manager, Student Centre
- Director, Advancement and Alumni
- Director, Faculty Research Unit
- Heads of School (or nominee)
- Director, Murrup Barak, Melbourne Institute for Indigenous Development (or nominee)
- Business Development Manager, UoM Commercial Ltd
- Executive Director, Office of Admissions and Director International (or nominee)

**In attendance**
Meetings and Reporting

The Marketing and Student Recruitment Committee will meet three times per year and will report to the Faculty Executive Committee.

Trusts and Donations Committee
Terms of Reference

The Trusts and Donations Committee (TDC) has responsibility for providing advice and recommendations to the Dean on issues concerning trusts and donations, through the Faculty Executive Committee.

In particular, the TDC will provide advice and recommendations on:
- Strategy and process for allocating untied donations
- Directing tied donations to relevant schools, Centres, institutes and Departments
- Overseeing the development of new trust funds and appeals
- Monitoring existing trusts to ensure adequate revenue streams for current and ongoing commitments and report of expenditure
- Managing and administering the MDHS Scholarships Fund
- Liaison with central trusts/advancement

Academic Staff Membership

- Associate Dean (External Relations) - Chair
- Associate Dean (Research) - Deputy Chair
- Associate Dean (Academic)
- Director, Resources & Planning
- Director, Marketing & Communications
- Trusts Officer
- Heads of Schools (where appropriate).

Meeting schedule

The Committee will meet quarterly, with the ability to deal with matters by circular resolution out of session.

Web Governance Committee

The Faculty Web Governance Committee is responsible for recommending and approving web development in line with Faculty strategy and in compliance with University guidelines. It is not operationally responsible for the production of websites, website content or the maintenance of their underlying technology. The Web Governance Committee provides written reports to the Faculty Executive Committee.

The Web Governance Committee has the following key objectives:
- Coordinating the web strategy for the Faculty, covering research, engagement, learning and teaching;
- Coordinating the web profile, content and processes related to student marketing, recruitment and admissions;
- Promoting profiling of graduate research, advancement, alumni and schools;
- Promoting the expansion of the staff intranet;
- Promoting the web as a marketing tool for education, research and engagement;
- Promoting the web as a communication tool;
- Develop a web framework and policy for the Faculty;
- Oversee and consider the recommendations of the Faculty Web Working Group and the Faculty Services Group Web Communications Committee
- Work with the schools in implementing web policy and standards as developed by the Faculty Services Group Web Communications Committee and the Faculty Web Working Group.

Membership
- Faculty General Manager (Chair)
- Student Centre Manager
- Manager, Academic Programs and Policy
- Director, Research
- Director, Advancement and Communications Unit
- Each school (one representative, either academic or professional)
- Co-chairs of the Faculty Web Working Group (providing secretariat support to this group and a conduit between this and other web committees)
  - Faculty, Web Communications Officer
  - Melbourne Medical School, Web Communications Manager

Meeting schedule
The committee will meet three times per year, with the first meeting in March and the last in October. Meetings will be one hour.
Leadership: Roles and Responsibilities in the Graduate Schools

FMDHS Graduate Schools
- Melbourne Dental School (MDS)
- Melbourne School of Health Sciences (MSHS)
- Melbourne School of Population and Global Health (MSPGH)
- Melbourne School of Psychological Sciences (MSPS)

Head and Associate Dean Responsibilities MDS, MSHS, MSPGH and MSPS and relevant School Committees – Executive, External Advisory, Staff Forum and mechanisms for student engagement:

Melbourne Medical School (MMS)
Head and Associate Dean Responsibilities MMS and relevant School Committees – MMS Cabinet, MMS Policy and Planning Committee, MMS External Advisory Committee, and mechanisms for staff and student engagement.

Melbourne Medical School Academic Centres
- MMS Academic Centre Chair and Assistant Dean’s Responsibilities

MMS Departments
- MMS Department Head’s Responsibilities
LEADERSHIP: Roles and Responsibilities in the Graduate Schools

Head & Associate Dean’s Responsibilities - Melbourne Dental School, Melbourne School of Health Sciences, Melbourne School of Population and Global Health and Melbourne School of Psychological Sciences

The responsibilities outlined below offer a guideline and are subject to local refinements:

- Provide School leadership
- Develop and implement School strategy
- Manage School resources
- Ensure effective healthcare, workforce, industry and community linkages (national and international)
- Promote strong relations with alumni
- Ensure the quality of graduate coursework programs and the student experience, including the development of effective relationships with the relevant academic centres
- Ensure the quality of research and research training activities
- Guide and develop staff and manage appointments and other personnel related issues, in conjunction with the Dean
- Ensure effective relations with the Faculty
- Lead business planning to ensure the business success of the School

Committees’ advisory to the Head & Associate Dean FMDHS Graduate Schools in regard to their responsibilities:
Melbourne Dental School

Melbourne Dental School Executive and Planning Committee
Functions and Terms of Reference

The Executive and Planning Committee is the major decision making committee of the School whose function is to assist and advise the Head of School in the determination and implementation of policy.

The Committee is responsible for the ongoing process of strategic planning to promote the highest standards of teaching, research and training and engagement activities in the Melbourne Dental School within the University, the wider community, and national and international contexts.

Pursuant to Statute 5.1 (applicable to the Melbourne Dental School under 5.1.3) the Committee is responsible for

- the co-ordination of the School’s undergraduate and graduate teaching, training and research and engagement
- all matters relating to budget and finance referred to it by the University administration, School administration, School Budgets Subcommittee, and any committees reporting to it or to the Head of School
- all matters of academic administration referred to it by officers of the University, central University committees, Academic Board, Faculty, and any committees reporting to it or to the Head of School.

The Committee may establish committees and subcommittees covering areas of the School’s activities and direct them to report on or review any matter referred to them.

The Committee may invite representatives from School Committees to attend as non-voting members when required.

The Committee may advise Faculty on any matter which it considers appropriate.

Membership

- Head of School (Chair)
- Deputy Head of School
- Director of Clinical Education
- School Manager
- Heads of Sections
- Representative of the Oral Biology Research Group
- Representative of the CRC for Oral Health
- School Finance Officer
- One other person nominated by and from the full-time members of the non-professorial staff
- One other person nominated by and from the full-time members of the professional staff
- Chair of the Teaching Facilities committee
- Chair of the Information Technology and Multimedia Committee
Chair of the Research Committee
Chair of the Teaching and Learning Committee
Chair of the DDS Curriculum Committee
Chair of the Graduate Studies Committee
Chair of the Clinical Placement Committee
Chair of the Undergraduate Studies and Curriculum Review Committee
Chair of the Implant Committee
Chair of the Knowledge Exchange Committee
Chair of the Continuing Professional Development Committee
Chair of the Dental Museum Management Committee
Chair of the Equity and Staff Development Committee
Chair of the Environmental Health and Safety Committee

Meeting and Reporting
The quorum is three members.

The Committee shall meet at least 4 times per year. Additional meetings may be held at any time as determined by the Committee or by request of the Head of School or upon a request in writing from not less than three members of the Committee.

In accordance with procedures in Statute 1.3, questions shall be decided by the majority of members present and voting. The Chairperson shall have a vote and, in the case of an equality of votes, a casting vote.

The minutes of meetings of the Committee shall be distributed to all Melbourne Dental School staff.

Melbourne Dental School Advisory Committee

Terms of Reference
1. The function of the advisory committee is to advise the School and the head on the policy and strategic directions of the School and on the determination and implementation of policy within the School.

2. The committee provides the main professional and educational forum for discussing any matters relating to dental education, training and research and the ways in which the School can foster collaborative relationships with outside providers of dental health services and with other tertiary institutions and research laboratories, both nationally and internationally.

Membership
- Head of School (Chair)
- Deputy Head of School
- Director of Clinical Training
- School Manager
- Professors, Associate Professors, Readers and Senior Lecturers of the School
- nominee of Dental Health Services, Victoria
- nominee of the Australian Dental Association - Victorian Branch
• nominee of the Dental Science Graduates on the Committee of Convocation
• nominee of the Victorian Dental and Oral Health Therapist Association Inc
• nominee of the Dental Unit, Department of Human Services
• nominee of the Dental Hygienists Association of Australia – Victorian Branch

Meeting and Reporting
• Minutes of meetings are directed to the School’s Executive and Planning Committee for information and where appropriate, discussion and action.
• The quorum is six members.
• The Committee will meet at least three times per year.

Melbourne Dental School Staff Forum
The Melbourne Dental School holds three staff meetings each year which includes both professional and academic staff.

Melbourne Dental School Student Engagement
The Melbourne Dental School has a Student Consultative Committee to provide a forum for the undergraduate students with the terms of reference and membership as follows:

The Melbourne Dental School Student Consultative Committee
Terms of Reference

1. In accordance with the goals and objectives of the Strategic Plan of the School, the Student Consultative Committee is responsible for providing a forum for undergraduate student participation in ensuring the provision of undergraduate education of the highest standard and for implementing such review and quality assurance measures to ensure that the undergraduate program meets its objectives.

2. The Committee is responsible for providing a forum for students to contribute to and receive information on:
   o the coordination and general supervision of all undergraduate courses pursuant to Regulation 6.1. R.1. Clinical Schools In the Faculty of Medicine, Dentistry and Health Sciences
   o the academic program offered including all aspects of course development and the implementation of changes approved by the Faculty and the Academic Board
   o reviews of the undergraduate curriculum
   o the standards and practices of teaching, supervision and assessment, including the introduction of new teaching technologies.
   o the establishment of procedures for monitoring individual student progress and the provision of assistance to those students who are 'at risk' for educational, social or cultural reasons
   o the development of appropriate diverse mechanisms to review and evaluate change

Membership
• Clinical Dean (Dental Science)
• Co-ordinator, Oral Health
• Head of School or nominee
• Year Co-ordinators (5 BDSc, 3 DOHT/BOH)
• Head, Undergraduate Teaching, RDHM
• School Manager or nominee
• The President of the Melbourne Dental Students Society or nominee*
• Student Representatives for each year of the BDSc course (5)*
• Student Representatives for each year of the DOHT/BOH course (3)*
• A nominee of the part-time clinical staff of the School
• Members who are unable to attend a meeting may nominate a person to attend in their place.

*A student member of the Committee may be excluded from discussions of student selection or student progress.

Meetings and Reporting

• The Student Consultative Committee is a standing committee of the Undergraduate Studies and Curriculum Review Committee which receives minutes of all its meetings.
• The Committee will be established by December of each year for the following year.
• The quorum is four (4) members
• The Committee will meet at least two times per year in April and September subject to the existence of sufficient business to warrant a meeting. Additional meetings may be held if required.

In accordance with procedures in UoM Statute 1.3 – Meetings, questions will be decided by the majority of members present and voting. The Chairperson will have a vote and, in the case of an equality of votes, a casting vote.
Melbourne School of Health Sciences

Melbourne School of Health Sciences Executive Committee

Terms of Reference

The School Executive Committee is the senior management group of the Melbourne School of Health Sciences with overall responsibility for teaching, research, knowledge transfer, environmental health and safety and service activities of the School. The Executive Committee in particular makes recommendations to the Head of School in relation to the allocation of resources to achieve Department, School and University goals and objectives. The Committee meets monthly during semester.

The School Executive Committee is also responsible for providing recommendations to the Head of the School on the allocation of human and infrastructure resources to achieve Department, School, Faculty and University goals and objectives. Specifically, the Committee will make recommendations in relation to workforce planning, space and accommodation planning and service initiatives as they relate to human and infrastructure resources.

The responsibilities of this Committee include:

- To develop and implement strategies and actions designed to optimise the performance of the School in line with the School's strategic and business plans and monitor progress against the School's strategic and business plans.
- Provide advice to the Head on any matter related to the operation of the School.
- Monitor progress against the School's strategic and business plans.
- Consider proposals from other committees of the Melbourne School of Health Sciences.
- Develop strategies to achieve operational and strategic goals of the School.
- Initiate the consideration of new School policies and procedures as appropriate.
- Receive reports from ad hoc committees and working groups of the Executive Committee as may be required from time to time.
- Consider all human resource and infrastructure issues as they relate to Departments and the School of Health Sciences more generally.
- Develop strategies to achieve the desired workforce planning goals of the School.
- Develop strategies to achieve the space and accommodation goals of the School, including ensuring the School is using its space as efficiently as possible.
- Develop policy and processes to improve the quality of workforce and space planning.
- Initiate the consideration of new or changed service initiatives and provide recommendations for School policies and procedures as appropriate.

Membership

- Head (Chair)
- Heads of Departments
- School Manager
- Director Teaching and Learning
- Director, Research
- Director, Clinical Education and Major Projects

An executive officer is in attendance to provide a record of the meetings.
Melbourne School of Health Sciences External Advisory Committee

Terms of Reference

The primary function of the External Advisory Committee is to act as a forum, providing feedback and mechanisms that:

- Strengthen links with key partners and stakeholders, leading to increased opportunities for:
  - Research and research training
  - Teaching and learning
  - Community engagement, and
  - Student clinical education and field work training
- Enables two way exchange of information and knowledge and captures the views of key stakeholders in order to inform policy, planning and strategy in relation to education, research and professional practice, and
- Identifies and builds new collaborative partnerships with entities from a broad spectrum of areas, including research, industry, healthcare providers, government, community agencies, philanthropy and other domains.

The External Advisory Committee will provide advice to inform the decisions of the School in all matters pertaining to research, teaching and learning, particularly in clinical education and fieldwork training, community engagement, including strategy and policy development, and the management and operations of the School.

Membership

The membership of the Melbourne School of Health Sciences External Advisory Committee is made upon the invitation of the Head of the School and consists of:

1. Head of the School of Health Sciences
2. Representative or a key partner in Nursing
3. Representative or a key partner in Physiotherapy
4. Representative or a key partner in Social Work

The Head of the School may at their option co-opt additional members as required from time to time. Members of the Advisory Committee shall be initially appointed for a period of one year, after which time they will be eligible for re-appointment, subject to an invitation being extended by the Head of School. Staff members from the School and from the wider Faculty may from time to time attend meetings of the Advisory Committee by invitation extended by the Chair or the Head of School of Health Sciences.

Meetings

Meetings will be held quarterly with a quorum consisting of more than half the members of the Committee. The Advisory Committee shall be chaired by a Chairperson chosen by the Head of School.

Melbourne School of Health Sciences Staff Forum

Each of the three departments within the MSHS holds monthly staff meetings and the MSHS holds School staff meetings once or twice per year.
Melbourne School of Health Sciences Student Engagement

Melbourne School of Health Sciences has student representation across the following committees:

**Physiotherapy**
- Teaching & Learning Committee (Physiotherapy)
- Graduate Research Colloquium Organizing Committee

**Social Work**
- Teaching and Learning Committee: there is an MSW Student Representative Committee comprised of 12 MSW students, which reports to the Social Work Teaching and Learning Committee and is regularly consulted on student matters.
- Research Committee: one RHD student participates
- Community Engagement Committee: at least one RHD student participates

**Nursing**
- Nursing Community Engagement Committee – MNSc student
- Nursing Staff & Student Forum – MNSc, MANP students & RHD candidates)
- Master of Nursing Science Course Development & Monitoring Committee- MNSc student
- Master of Advanced Nursing Practice Course Development & Monitoring Committee – MANP student
Melbourne School of Population and Global Health

Melbourne School of Population and Global Health Executive Committee
Terms of Reference

The School Executive Committee is the senior management group of the Melbourne School of Population and Global Health with overall responsibility for teaching, research, knowledge transfer, environmental health and safety and service activities of the School. The Executive Committee meets fortnightly during semester and has the following set of responsibilities:

- To develop and implement strategies and actions designed to optimise the performance of the School in line with the School’s strategic and business plans and monitor progress against the School’s strategic and business plans.
- Consider proposals from other committees of the Melbourne School of Population and Global Health.
- Provide advice to the head on decisions required on behalf of the School, within the framework of existing policy.
- Initiate the consideration of new School policies and procedures as appropriate.
- Receive reports from ad hoc committees and working groups of the Executive Committee as may be required from time to time.
- Consider all human resource and infrastructure issues as they relate to Centre, Unit, Group and the MSPGH more generally.
- Develop strategies to achieve the desired workforce planning goals of the School.
- Develop strategies to achieve the space and accommodation goals of the School including ensuring the School is using its space as efficiently as possible.
- Develop policy and processes to improve the quality of workforce and space planning.
- Initiate the consideration of new or changed service initiatives and provide recommendations for School policies and procedures as appropriate.

Membership

- Head of School (Chair),
- Deputy Head,
- Directors/Heads of Centres, Institutes, Groups & Units,
- School Manager,
- School Finance Manager,
- Chair, Finance Committee,
- Chair, Teaching and Learning Committee,
- Chair, Research Committee,
- Chair, Marketing, Advancement and Knowledge Exchange (MAKE) Committee,
- Chair, IT Committee,
- Chair RHD Committee.

An executive officer is in attendance to provide a record of the meetings.
Melbourne School of Population and Global Health Advisory Group

Purpose
The Melbourne School of Population and Global Health Advisory Group is the key source of external advice to the Head of School and as such assists the School to realize its operational and strategic objectives.

Terms of Reference
- To advise upon and contribute to strategies and actions designed to optimise the performance of the School in line with the School’s strategic and business plans and monitor progress against the School’s strategic and business plans.
- To provide strategic advice to the Head, Melbourne School of Population and Global Health on matters relevant to the School.
- To provide advice to the Head, Melbourne School of Population and Global Health with regard to the performance of the School in relation to both internal and external benchmarks and performance measures.
- To provide advice to the Head, Melbourne School of Population and Global Health on strategies of engagement and to develop links between its academic program and stakeholders in the community, health professionals, advocacy groups and policy sector.
- To provide advice regarding advancement and fundraising activities.

Membership
A Convenor will be appointed by the Head for two years with reappointment for a further two years possible. Membership comprises industry representatives on the advice of the Dean, Faculty of Medicine, Dentistry and Health Sciences and on advice from the School Manager. The Head of School attends and may invite other senior members of the School staff. New members may be co-opted at any time if the Group, Head of School and Dean deem additional expertise is required.

The Convenor will chair the meetings. Any member may rise an item for discussion through the Convenor. The Head of School and Convenor will agree the business to be considered. The Group is advisory so no voting takes place.

Frequency of Meetings
The School of Population and Global Health Advisory Group will meet up to twice each year or more frequently on an informal basis if required.

Melbourne School of Population and Global Health Staff Convocation
The Melbourne School of Population and Global Health holds one convocation each year, for all tenured and contract staff within the School, to form an advisory forum to provide advice to the head of School. The staff convocation considers business notified in advance by the Head. Business will usually comprise that which is likely to have a strategic or significant long-term impact on the School as well as the performance of the School in relation to internal and external benchmarks and measures.

Melbourne School of Population and Global Health Student Engagement
The MSPGH has a Staff-Student Liaison Committee which meets quarterly to promote the interests of MSPGH students and to provide input into the ongoing development of quality programs and services within the School. The Committee has 2-3 representatives from graduate coursework programs and 2-3 representatives from higher degree research programs of the MSPGH.
Melbourne School of Psychological Sciences

Melbourne School of Psychological Sciences Executive Committee

Terms of Reference
The Melbourne School of Psychological Sciences Executive Committee has the following terms of reference:

1. The Head of the School is the final decision maker and will be advised by the Executive Committee.
2. The primary function of the Executive Committee is to assist and advise the Head in the general management of the School and in conjunction with the School Committee to develop, implement and monitor the School’s strategic plan, operational plans and policy.
3. The Executive Committee is responsible for:
   - The coordination and management of the School’s business including responsibility for subordinate committees which report to it (Management, Academic Programs, Research Programs, and External Relations)
   - Budget and finance
   - The School’s strategic management
   - Academic administration
   - Responding to any item that requires a School position to be articulated
4. The Executive Committee will normally refer matters to the School Committee
5. The Executive Committee will consider matters referred to it by the School Committee.
6. The Executive Committee may direct subordinate committees to report on or review any matter the Executive refers to them.
7. The Executive Committee may from time to time, at its discretion, establish subcommittees or working parties and direct them to report on or review any matter the Executive refers to them.
8. The Executive Committee may co-opt members of the School as it sees fit.

Membership
- Head of School (Chair)
- Deputy Head of School
- School Manager
- Convenor of the Research Committee
- Convenor of the Academic Programs Committee
- Convenor of the External Relations Committee
- An elected member of academic staff
- Previous Head (if this person declines then they would be replaced by a second elected member of academic staff)

The Executive Committee can invite staff and students to attend as observers.

Meetings, Minutes and Reporting
- The Executive Committee will meet twice per month.
- Meetings will be minuted and available to all staff on the shared drive.
- The School Manager will act as an Executive Officer.
- Agenda items are to be forwarded to the Executive Officer one week prior to the meeting.
Melbourne School of Psychological Sciences External Advisory Committee

Terms of Reference
The Melbourne School Psychological Sciences External Advisory Committee provides broad-ranging strategic advice to the Head of School on all matters pertaining to the discipline and profession. The External Advisory Committee may co-opt additional members as it sees fit.

Membership
- Head of School (Ex-officio)
- Professors of the School
- Faculty Representative
- Community Representative
- Professional Representative
- School Manager or nominee

Meetings, Minutes and Reporting
- The Advisory Committee will meet at least once per year.
- Committee advice will be posted on the shared drive.
- The Assistant to the Head of School will act as Executive Officer.
- Agenda items are to be forwarded to the EO one week prior to the meeting.

Melbourne School of Psychological Sciences Staff Forum
The MSPS has a School Committee to which all salaried staff (both fixed-term and continuing) on at least a 0.4 EFT fraction are invited to attend as members of the School Committee. The School Committee meets at least five times per year.

Melbourne School of Psychological Sciences Student Engagement
Student representation is facilitated on the following Melbourne School Psychological Sciences committees:
- Academic Programs Committee and the Professional Programs Subcommittee
- Research & Research Training Committee
- External Relations Committee
- Occupational Health Safety & Environment Committee
Melbourne Medical School

Head & Associate Dean’s Responsibilities
The responsibilities outlined below offer a guideline for the Head and Associate Dean of the Melbourne Medical School:

- Provide school leadership
- Develop and implement school strategy
- Allocating and reviewing school resources, in conjunction with the Dean
- Resource management in consultation with Academic Centre Chairs
- Ensure effective healthcare, workforce, industry and community linkages (national and international)
- Promote strong relations with alumni
- Ensure the quality of graduate coursework programs and the student experience
- Ensure the quality of research and research training activities
- Guide and develop staff and manage appointments and other personnel related issues, in conjunction with the Dean
- Ensure effective relations with the faculty
- Lead business planning to ensure the business success of the school

Head & Associate Dean’s Advisory Committees in regard to above responsibilities
Melbourne Medical School Cabinet

Functions

Providing advice to the Head of School on day-to-day operational and resource relating to:
• School strategy and external relationships (national and international)
• School business plan, including
  o Academic programs
  o Financial planning
  o Workforce planning
  o Infrastructure planning
• Management of resources, including:
  o School Budget
  o Variance analysis and reporting
  o Compliance
• Staffing and Appointments
• School Projects
• School business services

<table>
<thead>
<tr>
<th>Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head &amp; Associate Dean (chair)</td>
</tr>
<tr>
<td>Deputy Head</td>
</tr>
<tr>
<td>Director, Medical Education Unit (MEU)</td>
</tr>
<tr>
<td>Director, Policy &amp; Planning</td>
</tr>
</tbody>
</table>

Note: Where the Head of the MMS is from a clinical area, the Chair, Biomedical Sciences Academic Centre is ex-offico the Deputy Head MMS.

Meetings

Meetings are held regularly and decisions are reported to the MMS Policy & Planning Committee
Melbourne Medical School Policy & Planning Committee

Functions

Advise on:
- School strategy and external relationships (national and international)
  - Learning & Teaching
  - Research and Research Training
  - Engagement
  - Internationalisation

Incorporates the School strategy review process consider the overall functioning of the MMS and Academic Centres within the Faculty. Academic Centres will present their business plans and progress towards their strategic goals annually.

- School business plan, including
  - Academic programs
  - Financial planning
  - Workforce planning
  - Infrastructure planning
- Management of resources, including School Budget
- Staffing and Appointments
- School Projects
- School business services

<table>
<thead>
<tr>
<th>Membership</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head (Associate Dean) CHAIR</td>
<td>Deputy Head</td>
</tr>
<tr>
<td>Deputy Head</td>
<td></td>
</tr>
<tr>
<td>Director, MEU</td>
<td>Deputy Director</td>
</tr>
<tr>
<td>Director, Policy &amp; Planning</td>
<td></td>
</tr>
<tr>
<td>Associate Dean (Biomedical Sciences)</td>
<td></td>
</tr>
<tr>
<td>Associate Deans invited to attend for relevant items</td>
<td></td>
</tr>
<tr>
<td>Chairs (Assistant Dean) of Academic Centres, Heads of Departments</td>
<td>Deputy Chairs/Head</td>
</tr>
<tr>
<td>Managers of Academic Centres and Departments not in academic centres</td>
<td></td>
</tr>
<tr>
<td>Faculty General Manager</td>
<td></td>
</tr>
</tbody>
</table>

Note: Where the Head of the MMS is from a clinical area, the Chair, Biomedical Sciences Academic Centre is ex-officio the Deputy Head MMS.

Meetings

Minimum 10 times a year
Melbourne Medical School External Advisory Committee

Functions

Forum to consult with external stakeholders on major policy and planning issues

Membership

Head, Deputy Head, Director, MEU, Chairs of Academic Centre, Director, Resources & Planning, Senior staff of affiliated teaching hospitals and medical research institutes, representatives of professional bodies and other relevant government and non-government organizations

Meetings

Minimum 2 times a year from 2013

Melbourne Medical School Staff and Student Engagement

The Faculty Advisory Committee provides the communication forum for Staff and a forum for student representatives.
Melbourne Medical School Academic Centres

The Melbourne Medical School has established eight academic centres. These academic centres build upon the concept of ‘geographic clusters’ and were developed in order to facilitate consolidated business service delivery across multiple academic units at the local level, and to facilitate cross-disciplinary interaction at the academic level.

- The head of an academic centre carries the title ‘Chair’ for local purposes and ‘Assistant Dean’ for faculty purposes and are internally appointed by the Dean as a part-time position for a period of two years.
- The Chair (Assistant Dean) of an academic centre formally reports to the MMS Head (Associate Dean), with delegated responsibilities for providing academic centre leadership, ensuring effective relationships with local hospital(s) and medical research institutes, planning and budgeting resource management, ensuring the quality of coursework program delivery and the student experience and ensuring effective relationships with the school and faculty.
- The Chair (Assistant Dean) would be advised by an Academic Centre Executive, normally comprising heads of departments or representatives of sections of departments within the centre, the Director of Medical Education and the Academic Centre Manager.
- Departments would remain the home of academic staff and those professional staff engaged on research work.
- Project and trust funds would continue to be managed within departments where appropriate
- Heads of departments report through the Chair of the Academic Centre
- Academic Centre Managers report to the Chair, Academic Centre with a dotted line reporting relationship to the MMS Director, Policy and Planning and the Faculty General Manager. The Academic Center Managers supervise professional staff providing students and research services as well as finance, HR, ICT, OHSE etc.

The MMS eight academic centre’s are:

**Eastern Hill Academic Centre (560)**
- St Vincent Hospital Clinical School
- Department of Medicine
- Department of Surgery
- Department of Otolaryngology

**Royal Melbourne Hospital Academic Centre (550)**
- Royal Melbourne Hospital Clinical School
- Department of Medicine
- Department of Surgery
- Department of Psychiatry
- Department of Radiology
**Austin Academic Centre (540)**
- Austin Clinical School
- Department of Medicine
- Department of Surgery

**North West Academic Centre (NWAC)(590)**
- Western Clinical School
- Northern Clinical School
- Medicine at Western and Northern
- Surgery at Western and Northern

**Rural Health Academic Centre (504)**
- Rural Clinical School
- Rural Health

**Biomedical Science Academic Centre (BSAC)(530)**
- Department of Anatomy & Neuroscience
- Department of Biochemistry & Molecular Biology
- Department of Microbiology & Immunology
- Department of Pathology
- Department of Pharmacology
- Department of Physiology

**Royal Children’s Hospital Academic Centre (571)**
- Department of Paediatrics

**General Practice and Primary Health Care Academic Centre (585)**
- Department of General Practice

---

**Melbourne Medical School Academic Centre Chair’s (Assistant Dean) Responsibilities**

The responsibilities of the MMS Academic Centre Chair (Assistant Dean) include:
- Ensuring effective relations between the academic centre and its hospital and research institute partners.
- Ensuring the quality of graduate coursework programs and the student experience, including those of other schools of the faculty involved with the teaching hospital(s).
- Ensuring the quality of research and research training activities.
- Ensuring the business success of the academic centre by leading business planning including the coordination of academic programs.
- Manage academic centre resources, specifically P&BC operating funds allocated by the Dean in consultation with the Head, MMS.
- Ensure effective academic centre business services
- Guide and develop staff and manage personnel-related issues in the academic centre, in conjunction with the Head MMS.
• Represent the interests of constituent departments to the MMS internal committees and external bodies, as necessary.

Melbourne Medical School Departments
The Melbourne Medical School has twenty four departments, twenty two of which are clustered into academic centres and two of which remain unclustered.

The twenty two clustered departments (including three single department Academic Centres) are:
• Anatomy & Neuroscience (516)
• Biochemistry & Molecular Biology (521)
• Clinical School St Vincent’s (568)
• Clinical School Royal Melbourne Hospital (558)
• Clinical School Austin (548)
• Clinical School Rural (587)
  Clinical School Western– is a section of the NWAC and is not a separate department
  Clinical School Northern– is a section of the NWAC and is not a separate department
• General Practice (571)
• Medicine at Austin (543)
• Medicine at Royal Melbourne Hospital (553)
• Medicine at St. Vincent’s Hospital (563)
  Medicine at Western & Northern – is a section of the NWAC and is not a separate department
• Microbiology & Immunology (526)
• Otolaryngology (520)
• Paediatrics (571)
• Pathology (531)
• Pharmacology and Therapeutics (534)
• Physiology (536)
• Psychiatry (554)
• Radiology (555)
• Surgery at Austin (546)
• Surgery at RMH (556)
• Surgery at St Vincent’s Hospital (566)
  Surgery at Western & Northern– is a section of the NWAC and is not a separate department
• Rural Health (504)

The two single unclustered departments are:
• The Department of Ophthalmology (576)
• The Department of Obstetrics & Gynaecology (579)
**Melbourne Medical School Department Head Responsibilities**

The responsibilities of the MMS Department Head include:

- Providing department leadership and ensuring effective governance
- Developing and implementing department strategy
- Managing resources allocated to the department, specifically project and trust funds
- Guide and facilitate the research, the undergraduate and postgraduate teaching and continuing education and outreach activities of the department
- Guide and develop staff and manage personnel-related issues in the department, in conjunction with the Academic Centre Chair and Head MMS as appropriate
- Oversee and guide the academic development of students
- Exercise a proper duty of care for staff, students and visitors to the department
- Ensure compliance with legislative and University OHSE requirements
- Ensure fair and equitable treatment of all staff and students

**Site Visits to Academic Centres and Departments**

The Head of School and Dean of the Faculty will visit Academic Centres and non-clustered Departments a minimum of once per year.
Leadership: Roles and Responsibilities in the Faculty
Research Entities: Institutes, Centre and Departments
Leadership: Roles and Responsibilities in the Faculty Institutes, Centres and Departments

The Faculty has progressively moved to develop the following Faculty Institutes, Centres and Departments in order to consolidate some of its research and engagement strengths:

- The Peter Doherty Institute for Infection and Immunity
- Faculty Centre for Youth Mental Health
- Melbourne Neuroscience Institute
- Department of Medical Biology (Walter and Eliza Hall Institute)

The Walter and Eliza Hall Institute of Medical Research (WEHI) has a special relationship with the Faculty in that it incorporates a department, the Department of Medical Biology.

In 2012, four new Departments were established in the Faculty to reflect the enhanced relationships between the University of Melbourne and some selected medical research Institutes (MRIs).

- The Sir Peter MacCallum Department of Oncology
- Mental Health Research Institute Department of Neuroscience in Mental Health
- Florey Department of Neuroscience
- Medical Bionics Department

On the 1 August 2012 the institutes involved with the Mental Health Research Institute Department of Neuroscience in Mental Health and the Florey Department of Neuroscience merged to form the Florey Institute of Neuroscience and Mental Health. The new University Department name for this new entity is the Florey Department of Neuroscience and Mental Health.

Since August 2012, the Faculty has the following three new MRI based departments:

- The Sir Peter MacCallum Department of Oncology
- Florey Department of Neuroscience and Mental Health
- Medical Bionics Department

The governance structure for each of these research entities is somewhat different but has the following generic features; each is headed by a director who reports to the Dean. When the Institute has a broader University role, such as the Melbourne Neuroscience Institute, then the Director also reports for that role to the Deputy Vice-Chancellor (Research).

The new academic Departments have direct reporting to the Dean and Deputy Vice-Chancellor (Research) for academic and research matters.

The Faculty research entities are currently represented on Faculty Executive Committee (FEC), through the Associate Dean (Research). Directors and managers of Faculty research entities are members of the Faculty Advisory Council. Each research entity has an executive and an external advisory committee.

The Associate Dean (Research) is assisted in the role of representing the Research Institutes by the Faculty Institutes, Centres and Departments Committee (FICDC), which was established to provide oversight of the Faculty’s research entities.
Other Centres and Institutes for Research and Research Training within the Faculty of Medicine, Dentistry and Health Sciences

The Faculty is responsible for a number of Institutional Centres, (involving only University of Melbourne participants); Collaborative Centres (formed in association with other institutions); and Cooperative Research Centres. An up-to-date listing can be found at: http://www.unimelb.edu.au/research/research-institutes-centres.html
STATUTE 5.1 – ACADEMIC STRUCTURES

Establishment of academic units

5.1.1 (1) Following consultation with the Board, Council may establish academic units within the University including (but not limited to) faculties, departments, schools, research centres and institutes.

(2) Notwithstanding sub-section (1), the vice-chancellor may establish academic units as provided in section 5.1.4.

(3) Council determines what is an academic unit for the purposes of this statute.

(4) A power to establish any academic unit for the purposes of this statute also includes the power to disestablish that academic unit, and to vary the terms on which any academic unit was established.

(5) Nothing in this statute affects the continuing existence for the time being of an academic unit established under previous legislation of the University.

Structure and governance of faculties

5.1.2 (1) For each faculty, including a graduate school established as a faculty, Council must approve its name, and endorse and monitor its structure and governance arrangements. To obtain Council’s endorsement, those arrangements must include provisions deemed appropriate by Council, including the following –

(a) an academic structure which is appropriate to undertake the teaching, research and other academic functions of the faculty;

(b) an appropriate executive structure, to support the dean as the accountable officer for the faculty;

(c) a mechanism for collegial consultation with academic and professional staff on matters pertaining to the faculty;

(d) a mechanism for consultation with representatives of students from within the faculty; and

(e) a mechanism by which a body, that includes external representatives from graduates, any relevant professional bodies, government agencies and industry partners, has advisory input to the faculty and its executive.

(2) In addition to any powers and duties conferred upon faculties by any other statute or by regulation, each faculty must-

(a) report to Council or the Board on any matter referred to it by Council or the Board;

(b) deal with any relevant matter brought before it by the dean or other relevant officer of the University;

(c) advise Council or the Board, either directly or through the vice-chancellor or provost as appropriate, on relevant matters pertaining to administration, research and studies within its scope and the curriculum for each of the degrees and diplomas pertaining to that faculty, and also for any University degrees and diplomas which have been assigned to the faculty for administrative purposes; and
(d) administer, subject to the direction of the provost and of the Board, any University courses pertaining to it or which have been assigned to the faculty for administrative purposes.

(3) In order to enable Council to monitor the approved governance arrangements for each faculty as provided in sub-section (1), the dean of such faculty must report to Council any material changes to its governance structure and practice.

(4) Subject to the statutes and regulations of the University, each faculty will regulate its own procedures.

Establishment of graduate schools other than faculties

5.1.3 (1) Following consultation with the Board, Council must determine the name and number of graduate schools that are not established as faculties.

(2) Council must endorse and monitor the governance arrangements of those graduate schools established as academic units within faculties. To obtain Council’s endorsement, those arrangements must include provisions deemed appropriate by Council, including the following –

(a) the appointment of a responsible officer as head of the graduate school (who may also be the dean of the faculty) to transact the business of the graduate school, who must implement the policies determined by the University generally and by the faculty, and ensure that the graduate school properly discharges its academic and administrative functions;

(b) a mechanism for collegial consultation on all academic matters related to courses offered through the graduate school, including departments outside the faculty where they teach into courses offered by the graduate school, and on other matters within the graduate school;

(c) a mechanism for receiving input from relevant graduate student groups; and

(d) a mechanism by which one or more advisory bodies, which include external members with expertise in fields relevant to the coursework programs of the graduate school, have advisory input.

Establishment of academic departments, schools (other than graduate schools) and research centres

5.1.4 (1) The vice-chancellor may establish academic departments, schools (other than graduate schools) and research centres for the purpose of organising the academic activities of the University.

(2) Before establishing a department, school or research centre, the vice-chancellor must consult with the Board and any faculty or other academic unit with which it may be associated.

(3) On the establishment of an academic department, school or research centre, following appropriate consultation, either the dean of the relevant faculty or otherwise the vice-chancellor must appoint a head of that unit. The head is responsible through the faculty or graduate school for its management in accordance with the statutes, regulations and policies of the University. The head is obliged to give effect to the policies of the relevant faculty or graduate school, and of the Board, and is responsible for ensuring that administrative procedures within the academic unit conform to the requirements of the University and the appropriate faculty or graduate school.
(4) Without limiting the operation of this section 5.1.4, where any academic unit of the University is to be operated by a separate legal entity, the University must by regulation determine the name, composition, purposes and governance arrangements for each such academic unit. Where such an academic unit forms part of a larger academic unit already covered by a regulation made under this Statute 5.1, no further regulation is required for the purposes of this section 5.1.4(4).

(5) The establishment of any academic unit in accordance with section 5.1.4(1) is to be reported to the next meeting of Council and of the Board.

Establishment of institutes and other academic units

5.1.5 (1) Where Council establishes an academic unit of the University as an institute or by way of another named unit, not being a department, school or research centre established under section 5.1.4, it must by regulation determine the name, composition, purposes and governance arrangements for each such unit.

(2) Notwithstanding the provisions of sub-section (1) above, where Council establishes cross-disciplinary institutes to promote research linkages and collaboration across the University, it may determine the governance arrangements of all such institutes by a single regulation.

Powers and duties of deans

5.1.6 (1) In accordance with procedures determined by Council from time to time, Council must appoint a dean for each faculty, including each graduate school established as a faculty. In addition to any other powers and duties conferred or imposed on a dean by Council or by the vice-chancellor, the dean-

(a) is responsible for the execution in the faculty of the policies of the faculty and the University;

(b) exercises a general superintendence over the educational, research and administrative business of the faculty and its departments and schools;

(c) is accountable for the finances of the faculty;

(d) is responsible for effective consultation within the faculty and for representing the interests and positions of the faculty at meetings of committees within the University and of the Board, and otherwise as required by the vice-chancellor;

(e) works in cooperation with other deans in pursuing collaborative and cross-faculty activities;

(f) when appropriate, must inform Council or other bodies of faculty resolutions;

(g) must inform the faculty of any resolution of Council or the Board affecting the faculty and must provide other information as may be necessary for the performance of the faculty’s functions; and

(h) has access at all times to the books, accounts and records of the faculty and the departments and schools of the faculty and may obtain from any relevant officer of the University such information as is required to perform the duties of dean effectively.

(2) Nothing within this or any other statute of the University is to be read as diminishing the accountability of a dean to the vice-chancellor, or to such other officers as the vice-chancellor determines, for the performance of his or her duties.
Publication arrangements

5.1.7  (1) The university secretary must maintain and publish a consolidated list of all academic units.

(2) The names of all faculties and graduate schools established by Council are to be set out in a regulation under this statute 5.1.

(3) Each faculty and graduate school must publish, in a form approved by the university secretary, and accessible throughout the University, details of its constituent departments, schools and research centres, including details of their management and governance arrangements.

(4) Each faculty and graduate school must publish details of the membership and frequency of meetings of its governance body discharging the functions set out in sections 5.1.2(1) and 5.1.3.

(5) The Board must publish details of similar information pertaining to those departments and schools which are responsible directly to the Board or which do not otherwise come within the responsibility of a faculty or graduate school.

[Enacted by Council 7/9/09 – approved by the Minister 22/12/09.]