



Academic Council Standing Orders

and

Standing Orders of the Standing Committees\Boards of the

Academic Council

(Adopted by the Academic Council on 29 November 1999)

**(Amended by the Academic Council on 3 December 2001,
1 December 2003, 5 December 2005, 22 October 2012
and 19 October 2015, 24 October 2016 & 4 November 2019)**

Academic Council Standing Orders

(1) **Membership:**

The membership of the Academic Council is defined in Statute Chapter V L.1. which was adopted by resolution of the Governing Authority on 14 February 2000 and subsequently sent to the Minister for Education and Science. (See Appendix A – Revised Statute adopted in April 2019).

(2) **Powers:**

As defined in Sections 27, 28 and 29 of the *Universities Act, 1997*.
(See Appendix B).

(3) **Voting Rights:**

All members shall be entitled to vote on matters coming before the Council.

Any member of the Academic Council who has an interest in any business being considered, shall disclose to Council the fact of the interest and its nature and shall, if Council so decides, take no part in the deliberation or decision of Council relating to the business.

(4) **Provision for meetings:**

There shall be six ordinary meetings of the Academic Council each year and provisional dates for such meetings shall be published at the beginning of each academic session.

A Special meeting of the Academic Council may be called at any time by the President. A Special meeting shall be called by the President at any time, other than in July or August, upon a requisition addressed to him or her by not less than ten members of the Academic Council, stating the object for which the meeting is to be called.

(5) **Quorum for a meeting:**

The quorum for each meeting of the Academic Council shall be not less than one third of the members of the Academic Council.

(6) **Chairperson:**

The President shall be Chairperson of the Academic Council. Where the President is unable to chair a meeting of the Council, he/she shall nominate a member of the Council to chair the meeting.

(7) **Casting votes:**

At meetings of the Academic Council, the President shall have a casting as well as a deliberative vote. A member of the Academic Council nominated to act as Chairperson by the President shall have a deliberative vote but shall not have a casting vote.

(8) **Secretary:**

The Academic Secretary shall be appointed for one year on a rota according to date of first membership of the Academic Council and normally will hold the post from September.

(9) Notice of meeting:

Notification of each meeting shall normally accompany the minutes of the previous meeting, as shall the deadline for agenda items.

(10) Composition of agenda:

The agenda shall be composed by the Academic Secretary and Administrative Secretary in conjunction with the President, having consulted with the Vice-President Academic, the Deans of Faculty and the Chairs of Standing Committees. The first agendum shall always be "Approval of the agenda". Members shall be requested to submit items at least twelve days prior to the date of the meeting.

(11) Circulation of agenda:

The agenda and relevant documents shall normally be circulated electronically to the members of the Academic Council one week in advance of the meeting.

(12) Conduct of meetings:

Every question at a meeting of the Academic Council shall, as far as possible, be determined by consensus, but where in the opinion of the President, or the member nominated by the President to chair the meeting, consensus is not possible, the question shall be decided by a majority of the votes of members present and voting on the question, except in the case of the Revision of the Statutes (see 16 below).

(13) Circulation of draft minutes:

The draft minutes shall normally be circulated within two weeks of the meeting to all members of the Academic Council. In addition, the draft minutes shall be circulated to the following: the Secretaries of the Faculties, the Bursar, the Director of Human Resources, the Examinations Office and the Deans' Office. Following adoption of the draft minutes at the following meeting of the Academic Council, the minutes will be published on the University's website.

(14) Report of Standing Committees:

The Academic Council may from time to time establish committees including Standing Committees in accordance with Section 29 of the *Universities Act, 1997*. The Standing Committees of the Academic Council shall report at least once a year to the Academic Council.

(15) Confidentiality of business:

All discussions at Academic Council are confidential.

(16) Revision of standing orders:

Subject to review by the Governing Authority, Standing Orders of the Academic Council may be revised only by a two-thirds majority of members present and only at the second meeting of the academic year. Notice concerning proposed changes in Standing Orders and the proposed co-option of new members shall be given at the final meeting of the academic year.

November 2019

CHAPTER V

ACADEMIC COUNCIL

K ACADEMIC COUNCIL

1. Members of Academic Council

The Academic Council shall consist of the following persons, namely:

- (a) The President;
- (b) The Vice-President Academic/Registrar;
- (c) The Vice President responsible for research;
- (d) The Dean of the Faculty of Arts Celtic Studies and Philosophy.
- (e) The Associate Dean of the Faculty of Arts Celtic Studies and Philosophy.
- (f) The Dean of the Faculty of Science and Engineering.
- (g) The Associate Dean of the Faculty of Science and Engineering.
- (h) The Dean of the Faculty of Social Sciences.
- (i) The Associate Dean of the Faculty of Social Sciences.
- (j) The Dean of Teaching and Learning.
- (k) The Dean of Graduate Studies
- (l) The Dean of Internationalisation.
- (m) Director of MU Social Sciences Institute
- (n) Director of the MU Arts and Humanities Institute
- (o) Director of MU Hamilton Institute
- (p) Director of the MU Human Health Institute
- (q) Each Head of an established Department and Head of an established School.
- (r) 12 Professors (A or B), four elected by each Faculty, of which two female and two male.

Those eligible for election will be all Professors (A or B) who are members of the Faculty.

The electorate shall include all Professors, Associate Professors, Lecturers/Assistant Professors and Assistant Lecturers, whether full-time or part-time (if part-time, with contracts equivalent to 50% or more of full-time staff), in each of the academic units of the Faculty. However, where a person who is entitled to vote in the election of members of the Academic Council is a member of more than one Faculty then he or she is only entitled to vote in respect of one of the Faculties of which the person is a member; such a person must, prior to the circulation of ballot papers, declare to the duly appointed returning officers the person's intention to vote in one such Faculty and must name that particular Faculty when declaring that intention.

- (s) 12 Academics of below Professor grade, four elected by each Faculty, of which two female and two male.

Those eligible for election will be all Assistant lecturers, Lecturers/Assistant Professors or Associate Professors, who are members of the Faculty.

The electorate shall include all Professors, Associate Professors, Lecturers/Assistant Professors and Assistant Lecturers, whether full-time or part-time (if part-time, with contracts equivalent to 50% or more of full-time staff), in each of the academic units of the Faculty. However, where a person who is entitled to vote in the election of members of the Academic Council is a member of more than one Faculty then he or she is only entitled to vote in respect of one of the Faculties of which the person is a member; such a person must, prior to the circulation of ballot papers, declare to the duly appointed returning officers the person's intention to vote in one such Faculty and must name that particular Faculty when declaring that intention.

- (t) Four students; two undergraduate students, one taught postgraduate student, and one doctoral student.
- (u) The Assistant Registrar/Admissions Officer
- (v) The Librarian
- (w) Up to four other members of the administrative and professional staff nominated by the President.
- (x) Such co-options as may be recommended by the President and approved by Academic Council provided that at no time does the total membership of Academic Council exceed 82 members.

2. Student Members

The undergraduate and the postgraduate student members of the Academic Council shall each be a member of the Academic Council for a period of one year.

Each undergraduate student member of the Academic Council shall be an elected student officer of undergraduate status selected by the elected officers of Maynooth Students' Union.

The taught postgraduate student member of the Academic Council shall be the postgraduate representative who shall have been elected to membership of the Governing Authority provided that the elected postgraduate representative of Governing Authority is a taught postgraduate student. If the postgraduate representative elected to membership of the Governing Authority is not a taught postgraduate student then Maynooth Students' Union shall hold an election to elect a taught postgraduate student member of the Academic Council, using the normal procedures adopted by Maynooth Students' Union for such purposes.

The doctoral student member of the Academic Council shall be the postgraduate representative who shall have been elected to membership of the Governing Authority provided that the elected postgraduate representative of Governing Authority is a doctoral student. If the postgraduate representative elected to membership of the Governing Authority is not a doctoral student then Maynooth Students' Union shall hold an election to elect a doctoral student member of Academic Council, using the normal procedures adopted by Maynooth Students' Union for such purposes.

3. Voting

Voting in the election of members of the Academic Council (with the exception of students members of the Academic Council) shall be by proportional representation as operated in the elections to Seanad Éireann.

In respect of elections to membership under Statute L1(r) (Professors) and (s) (Non-Professorial Academic Staff), to ensure the prescribed gender representation, separate ballots will be held for male and female candidates.

4. Procedure and Arrangements

Procedures and arrangements for the election of members of the Academic Council, including without limitation arrangements for filling casual vacancies which shall be filled in the same manner as outlined in paragraphs 1, 2 and 3 above and in accordance with the other provisions of this Statute, shall be settled on behalf of the Governing Authority by the Returning Officer and/or the Assistant Returning Officer appointed for Governing Authority elections or by a representative of the University appointed for that

purpose by the Governing Authority.

5. Functions of Academic Council

The Academic Council shall, subject to the financial constraints determined by the Governing Authority of the University and to review by the Authority, control the academic affairs of the University including the curriculum of, and instruction and education provided by, the University.

Without limitation to the generality of the foregoing the functions of the Academic Council shall include, within those constraints and consistent with the functions of the University and those applying to the academic council in existence prior to the adoption of this Statute and in accordance with the provisions of the Act:

- (a) to design and develop programmes of study;
- (b) to establish structures to implement those programmes;
- (c) to make recommendations on programmes for the development of research;
- (d) to make recommendations relating to the selection, admission, retention and exclusion of students generally;
- (e) to propose the form and content of statutes to be made relating to the academic affairs of the University including the conduct of examinations, the determination of examination results, the procedures for appeals by students relating to the results of such examinations and the evaluation of academic progress;
- (f) to make recommendations for the awarding of fellowships, scholarships, bursaries, prizes or other awards;
- (g) to make general arrangements for tutorial or other academic counselling;
- (h) to perform any other functions which may be delegated to it by the Governing Authority; and
- (i) to implement any statutes and regulations made by the Governing Authority relating to any of the matters referred to above.

6. Meetings

Subject to any directions of the Governing Authority the Academic Council shall hold such meetings as it thinks necessary to perform its functions and may regulate its own procedures.

7. President to Preside

The President shall be entitled to preside at all meetings of the Academic Council or a

committee of the Council at which he or she is present, but if the President at any time chooses not to so preside he or she shall nominate a person to preside in his or her place.

8. Committees

- a) The Academic Council may establish such and so many committees as it thinks necessary to assist in the performance of its functions.
- b) A committee may consist either wholly of members of the Academic Council or of such combination of members and non-members of the Academic Council as the Council thinks fit.

9. Replacement of previous Academic Council

The Academic Council established pursuant to the Statute adopted on the 11th April 2019 was substituted for and replaced the academic council of the University in existence prior to that date.

Academic council.

CHAPTER V

Academic Council

27.—(1) Each university shall have an academic council which shall, subject to the financial constraints determined by the governing authority and to review by that authority, control the academic affairs of the university, including the curriculum of, and instruction and education provided by, the university.

(2) Without limiting the generality of *subsection (1)*, the functions of the academic council shall include, within those constraints and consistent with the functions of the university and those applying to its academic council immediately before the commencement of this Part—

- (a) to design and develop programmes of study,
- (b) to establish structures to implement those programmes,
- (c) to make recommendations on programmes for the development of research,
- (d) to make recommendations relating to the selection, admission, retention and exclusion of students generally,
- (e) to propose the form and contents of statutes to be made relating to the academic affairs of the university, including the conduct of examinations, the determination of examination results, the procedures for appeals by students relating to the results of such examinations and the evaluation of academic progress,
- (f) to make recommendations for the awarding of fellowships, scholarships, bursaries, prizes or other awards,
- (g) to make general arrangements for tutorial or other academic counselling,
- (h) to perform any other functions, not in conflict with this Act, which may be delegated to it by the governing authority, and
- (i) to implement any statutes and regulations made by the governing authority relating to any of the matters referred to in this subsection.

Composition of academic council.

28.—(1) The majority of members of the academic council shall be members of the academic staff of the university and, subject to subsection (2), the numbers, composition, selection, appointment and terms of office of members shall be provided for in a statute, which statute shall contain provisions for the inclusion on the academic council of—

(a) the senior member of staff having responsibility to the chief officer for each academic discipline, school or department as the governing authority determines, or, in the case of Trinity College, the senior member of staff having responsibility to the chief officer for each faculty,

(b) members from what, in the opinion of the governing authority, is an appropriate range of levels of other academic staff from an appropriate range of academic disciplines, and

(c) an appropriate number of students.

(2) The composition and terms of office of members of an academic council to be first appointed under this Act shall be determined in consultation with the members of the academic council of the relevant university, constituent college or Recognised College holding office immediately before the commencement of this Part or, in the case of an educational institution established under section 9 as a university after that commencement, with the members of the academic council (by whatever name known) of that institution holding office immediately before the date on which the educational institution was so established as a university.

(3) The chief officer and the senior officer of the university responsible to the chief officer for academic affairs shall be, ex officio, members of the academic council.

Business of academic council.

29.—(1) Subject to this Act and any directions of the governing authority, an academic council shall hold such meetings as it thinks necessary to perform its functions and may regulate its own procedure.

(2) The chief officer shall be entitled to preside at all meetings of the academic council or a committee of the council at which he or she is present, but if the chief officer at any time chooses not to so preside, he or she shall nominate a person to preside in his or her place.

(3) An academic council may establish such and so many committees as it thinks necessary to assist it in the performance of its functions.

(4) A committee may consist either wholly of members of the academic council or such combination of members and non-members as the academic council thinks fit.

Continuation of existing academic councils.

30.—(1) An academic council (by whatever name known) of a university, constituent college or Recognised College holding office immediately before the commencement of this Part shall, after that commencement and notwithstanding the repeal of any provision of an enactment under which it was constituted, continue to exist as if that provision had never been repealed.

(2) An academic council continued in existence under subsection (1) shall be the academic council for the university, with all the powers of an academic council under this Act, until an academic council for the university is established in accordance with this Chapter or the day which is one year from the date of commencement of this Part, whichever is earlier.

Standing Committees\Boards of the Academic Council

Standing Orders

The standing committees and boards of Academic Council are as follows:

- (i) Academic Discipline Board
- (ii) Examination Appeals Board
- (iii) Postgraduate Scholastic Funding Board
- (iv) Honorary Degrees Committee
- (v) Academic Programmes Committee
- (vi) Campus Life Committee
- (vii) Graduate Education Committee
- (viii) International Education Committee
- (ix) Teaching and Learning Committee
- (x) Research Committee

Academic Council Committee\Boards Standing Orders

(1)

All members of Faculty are eligible for election to Standing Committees.

(2) *Membership of Committees*

In each committee listed above from (v) to (x) the membership will include 3 representatives from each Faculty, to be selected by the Faculty, but with the provision that there should be at least one member of Academic Council, at least one male and at least one female. The Faculties may fill these seats through election if needed.

In most committees the President will have the ability to nominate up to 3 members. This should be done after the Faculty members have been selected. In making any nominations, the President should have regard for the gender balance of the committee.

(3) *Term of office and staff turnover*

The term of office of the committees of Academic Council should align with Academic Council term of office. New committees should be formed as soon as possible after the formation of a new Academic Council, and remain in office until the next committee is formed.

In some cases, changes arise during the life of a committee, through staff leaving, changing roles, or through temporary absence such as a sabbatical. Changes during the term of office will be dealt with as follows:

- (i) **Ex officio places:** Where a place on a committee is *ex-officio*, and the post holder changes, the place should change automatically to the new post holder.
- (ii) **Nominated places:** Where the place on a committee is nominated and the person changes role, the person responsible for nomination may decide whether to make a change. For example, where the position is nominated by the Librarian, the Librarian should decide when to make a change.
- (iii) **Elected places:** Where a person is elected to a committee by Faculty and changes role, the Faculty may decide whether or not to replace the person on the committee. A Faculty may decide to allow its representatives to remain on a committee for the

duration of its term of office, even if the initial selection criteria are not met. For example, where a Head of Department is a member of a committee, and ceases to be Head of Department, and therefore is no longer a member of Academic Council, the Faculty may decide, at its discretion, to allow the committee membership to remain unchanged.

- (iv) In general, any Faculty member shall not be a member of more than two of the standing committees listed above of (v) to (x) unless an *ex-officio* member.

(4)

- (i) The President and Supervisor of Examinations shall not be members of the Examination Appeals Board or the Academic Discipline Board.
- (ii) Members of the Examination Appeals Board shall not be members of the Academic Discipline Board.
- (iii) Each Standing Committee may co-opt members of staff (both academic and administrative) to serve on any sub-committees it deems necessary to establish.
- (iv) The quorum for a meeting of a Standing Committee or its sub-committees will be not less than one-third.

May 2019