



**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,  
19 October 2015 & 24 October 2016)**

## 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).

(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 Secretary shall be appointed for one year on a rota according to date of membership of the Academic Council.

(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 in conjunction with the President, having consulted with the Vice-President (Academic), the Deans of Faculty and the Chairs of Standing Committees. The first agenda item 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 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 Admissions Officer, 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.

October 2015

# National University of Ireland, Maynooth Statutes

AMENDED DECEMBER 2006

## CHAPTER V

### ACADEMIC COUNCIL

#### L ACADEMIC COUNCIL

##### 1. Members of Academic Council

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

- (a) The President;
- (b) The Vice President(s);
- (c) The Registrar;
- (d) Deans;
- (e) each Head of Department (School) and each Acting Head of Department (School);
- (f) Professors who have relinquished their positions as Heads of Departments (Schools);
- (g) each Faculty shall elect 3 members.

The following rules shall apply to the election of such members:

- (i) the following grades of staff shall be eligible for election:
  - (I) Professors (Salary Scale B) Grade
  - (II) Senior Lecturers
  - (II1) Lecturers (including Assistant Lecturers)
- (ii) the term of office of elected members shall be 3 years,
- (iii) the electorate shall include all permanent or full-time academic staff except those who are members of the Academic Council by virtue of paragraphs (a), (b), (c), (d), (e) or (f) above or paragraph (k) below and provided that where a person entitled to vote in the election of members of the Academic Council is a member of more than one Faculty he or she shall only be entitled to vote in respect of one of the Faculties of which he or she is a member,
- (iv) candidates who are members of more than one Faculty may stand for election only in respect of one Faculty;
- (h) three students (two undergraduate student and one postgraduate student);
- (i) the Librarian;
- (j) the Director of the Computer Centre;
- (k) the Director of the Language Centre;
- (l) such co-options as may be provided for in statutes of the Academic Council; and
- (m) Professors (Salary Scale B) Grade who were members of the academic council in existence on 30 March 1998, being the date on which the University first adopted a statute concerning the composition of the Academic Council in accordance with the Act, under the then current practices of the University, shall be non-elected members. Professors (Salary Scale B) appointed after 30 March 1998 may be elected as members.

##### 2. Student Members

The undergraduate student members of the Academic Council shall be elected student officers of undergraduate status selected by the elected officers of the Students' Union. The postgraduate student member of the Academic Council shall be the postgraduate representative who shall have been elected to membership of the Governing Authority. The undergraduate and the postgraduate student members shall be members of the Academic Council for a period of one year in each case.

##### 3. Voting

Voting in the election of members of the Academic Council shall be by proportional representation by means of a single transferable vote.

##### 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 30 March 1998 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) Academic Staff Committee
- (vii) Campus Life Committee
- (viii) Graduate and International Education Committee
- (ix) Teaching and Learning Committee
- (x) Research Committee

### **Academic Council Committee\Boards Standing Orders**

- (1) The electorate for Standing Committees of Academic Council is the entire Council.
- (2) All members of Faculty are eligible for election to Standing Committees.
- (3) Elections will normally be held every three years following the establishment of a new Academic Council.
- (4) The voting procedure will be as follows: members of the electorate shall place an "X" opposite candidates for whom they wish to vote, the number of votes per committee is determined by the number of places to be filled.
- (5) The Academic Council may, from time to time, appoint two Returning Officers from among its members for each election.
- (6) In general, any member of Faculty shall not be a member of more than two of the following committees, unless an *ex-officio* member: the Teaching and Learning Committee, the Research Committee, the Academic Staff Committee, the Academic Programmes Committee, the Campus Life Committee and the Graduate and International Education Committee. In the event that an individual is elected to more than two of these committees he/she will be entitled to choose the two committees he/she wishes to serve on, and the member, in each case, with the next highest number of votes will be appointed to the other committee(s).
- (7) In the case of the Academic Staff Committee, no more than one member from a single department or school can serve on this committee. Heads of department/school and non-Heads are elected separately. In the particular case where a Head and non-Head from the same department/school are elected the place should go to whichever candidate obtained the highest number of votes.

- (8) The procedure for filling casual vacancies on Standing Committees\Boards for the duration of the life of the committee\board will be by the person with the next highest number of votes. Committee\board members taking temporary leave may choose to be replaced either for the duration of absence, or for the remaining life of the committee\board.
- (9) Ties will be resolved by means of random selection.
- (10) The President and Supervisor of Examinations shall not be members of the Examination Appeals Board or the Academic Discipline Board.
- (11) Members of the Examination Appeals Board shall not be members of the Academic Discipline Board.
- (12) Each Standing Committee may co-opt members of staff (both academic and administrative) to serve on any sub-committees it deems necessary to establish.
- (13) The quorum for a meeting of a Standing Committee or its sub-committees will be not less than one-third.

October 2016