

CONSTITUTION OF THE DIVISION OF SCIENCES

1. (a) The members of the Division shall be:
 - (i) The Vice-Chancellor (ex officio)
 - (ii) The Deputy Vice-Chancellor (Academic) (ex officio)
 - (iii) The Deputy Vice-Chancellor (Research and Enterprise) (ex officio)
 - (iv) The Deputy Vice-Chancellor (External Engagement) (ex officio)
 - (v) The Deputy Vice-Chancellor (Māori) (ex officio)
 - (vi) The Deputy Vice-Chancellor (Pacific) (ex officio)
 - (vii) The Pro-Vice-Chancellor of the Division (ex officio)
 - (viii) The Deans of the Division
 - (ix) The Deputy Pro-Vice-Chancellor (ex officio)
 - (x) The Associate Deans (ex officio)
 - (xi) All academic and professional staff within the Departments, Schools, Programmes and Centres that comprise the Division of Sciences
 - (xii) The Pro-Vice-Chancellors of the other academic Divisions
 - (xiii) The Dean, School of Biomedical Sciences
 - (xiv) Not more than six students nominated by the Executive of the Otago University Students Association
 - (xv) Such other persons as are recommended by the Sciences Academic Board to the Pro-Vice-Chancellor for a period not exceeding three years in each case, to ensure *inter alia* adequate representation of Departments in other Divisions which teach in the Division of Sciences.
- (b) 10% of voting members shall constitute a quorum of the General Assembly.
2. (a) Provided that at least ten days clear notice is given, the Division as a whole shall meet as a General Assembly whenever its Pro-Vice-Chancellor shall deem it necessary or if a meeting is requested by the Sciences Academic Board or not fewer than twenty members of the General Assembly. The General Assembly may discuss and express an opinion on any matter whatsoever relating to the University and, if it so decides, submit resolutions to the Divisional Pro-Vice-Chancellor.
- (b) The Chairperson of the General Assembly shall be the Pro-Vice-Chancellor (Sciences) or their nominee.
3. (a) There shall be an Academic Board that shall exercise those responsibilities and functions of the Division that have been delegated to it by the Division. The Sciences Academic Board shall consist of:
 - (i) The Vice-Chancellor (ex officio)
 - (ii) The Deputy Vice-Chancellor (Academic) (ex officio)
 - (iii) The Deputy Vice-Chancellor (Research and Enterprise) (ex officio)
 - (iv) The Deputy Vice-Chancellor (External Engagement) (ex officio)

- (v) The Deputy Vice-Chancellor (Māori) (ex officio)
 - (vi) The Deputy Vice-Chancellor (Pacific) (ex officio)
 - (vii) The Pro-Vice-Chancellor (ex officio)
 - (viii) The Deputy Pro-Vice-Chancellor (ex officio)
 - (ix) The Associate Deans (ex officio)
 - (x) The Heads, Deans and Directors of the Departments, Schools, Programmes and Centres that from time to time comprise the Division of Sciences
 - (xi) The Dean, School of Biomedical Sciences (ex officio)
 - (xii) The Associate Dean (Academic), School of Biomedical Sciences (ex officio)
 - (xiii) Chairs and Directors of interdisciplinary undergraduate majors and degrees
 - (xiv) The Heads of the Departments that comprise the School of Biomedical Sciences, or their representative (ex officio)
 - (xv) Two student members enrolled for degrees or diplomas of the Division to include one student appointed by OUSA
 - (xvi) As non-voting members, one representative each from the other academic Divisions.
- (b) The Pro-Vice-Chancellor of the Division, or person nominated by the Pro-Vice-Chancellor, shall be Convenor of the Board and five members shall constitute a quorum. The Associate Dean (Academic) shall be the Deputy Convenor unless there is no Associate Dean (Academic) in which case a Deputy Convenor shall be elected from members of the Board. Should an elected member be unable to attend the meeting, a substitute may be nominated for the meeting for that member.
- (c) The Board shall appoint up to eight Academic staff members for up to three years through an application process. At least half of those appointed shall hold sub-Professorial positions.
4. The Pro-Vice-Chancellor and the Sciences Academic Board may from time to time appoint standing or special committees, and the Pro-Vice-Chancellor may also recommend through Senate to the Council the establishment or dissolution of Departments, Schools or Centres, including their composition, groupings, powers, duties and terms of reference and any subsequent alterations thereto which may be deemed necessary. The Sciences Academic Board will make recommendations to the Academic Committee, and thence to Senate, concerning the introduction or deletion of programmes or papers for Divisional programmes and amendments to regulations or prescriptions.

5. The Sciences Academic Board will have a Standing Committee with a membership comprising:
- (a) The Pro-Vice-Chancellor
 - (b) The Associate Dean (Academic)
 - (c) The Associate Dean (Postgraduate)
 - (d) The Associate Dean (Academic), School of Biomedical Sciences
 - (e) Up to three members of the Division nominated by the Pro-Vice-Chancellor and subject to approval by majority decision of the Sciences Academic Board
 - (f) One representative from the School of Biomedical Sciences
 - (g) The representatives from the Division of Sciences who serve on the Divisional Boards of Commerce, Health Sciences, and Humanities
 - (h) One student member of the Board appointed by OUSA
 - (i) The Pro-Vice-Chancellor shall have the power to co-opt up to three members for up to three years.

Appointed representatives will serve for a term of three years and will be eligible for reappointment. Standing Committee members shall be members (ex officio) of the Sciences Academic Board.

The terms of reference of the Standing Committee will be:

- (a) To review proposals and discussion papers and to make recommendations to the Sciences Academic Board, Heads of Department, Deans, Directors, and the Pro-Vice-Chancellor on academic policies and on academic strategic developments;
 - (b) To make recommendations to the Sciences Academic Board on specific proposals for curriculum development;
 - (c) To review and make responses or recommendations to appropriate bodies on academic matters referred to the Division for comment.
6. The Pro-Vice-Chancellor of the Division is the principal executive officer of the Division and its Board and all committees and working parties established by the Division or its Board, except as delegated.
7. Matters relating to the conduct of business by the Division or its Board or its committees shall, if not covered by these regulations be governed by the Standing Orders of the Senate.
8. The names, terms and titles used in this document may, from time to time, be updated where such changes are made and approved by the University but only where such changes are inconsequential to meaning.

Changes and Amendments

- 1. To replace references to the Otago School of Medical Sciences with School of Biomedical Sciences as a result of Senate Approval of this name change (September 2016)
- 2. To amend clause 3(b) as a result of a proposal put to the Sciences Academic Board by the Pro-Vice-Chancellor (February 2017) to nominate the Deputy Associate Dean (Academic) as Deputy Convenor of the Board in the absence of the Pro-Vice-Chancellor (approved by Senate April 2017)

3. To include the new roles of Deputy Vice-Chancellor (Māori) and Deputy Vice-Chancellor (Pacific), to replace the role of Deputy Associate Dean (Academic) in Standing Committee membership with the role of Associate Dean (Postgraduate). To replace references to Board of Graduate Studies and Undergraduate Studies with references to Academic Committee and to consolidate divisional membership within a single subclause. To clarify the threshold of quorum for meetings of the Divisional Academic Board. To specify that the Pro Vice-Chancellor may nominate a member to be Chairperson of the General Assembly, and that the membership of Standing Committee includes a representative from the School of Biomedical Sciences and staff who serve on the Academic Boards for other divisions. (November 2025)