

## CONSTITUTION OF THE DIVISION OF HUMANITIES

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 Pro-Vice-Chancellor of the Division (ex officio)
    - (vi) The Deans of the Division
    - (vii) The Deputy Dean (ex officio) [where such a role exists]
    - (viii) The Associate Deans (ex officio)
    - (ix) All Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers, Senior Teaching Fellows, Professorial Research Fellows and Senior Research Fellows and Professional Practice Fellows, within the departments, programmes and centres that may, from time to time, comprise the Division of Humanities.
    - (x) The general staff, Teaching Fellows, Research Fellows and Junior Research Fellows (Grade 2) within the departments, programmes and centres that may, from time to time, comprise the Division of Humanities where such appointments are for half time or more.
    - (xi) The Pro-Vice-Chancellors of the other academic Divisions.
    - (xii) Not more than six students nominated by the Executive of the Otago University Students Association.
    - (xiii) Such other persons as are recommended by the Divisional 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 Humanities.
  - (b) 10% of voting members shall constitute a quorum.
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 Academic/Divisional 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 (Humanities) and the deputy chairperson shall be one of the Associate Deans.
3. (a) There shall be a Divisional Board that shall exercise those responsibilities and functions of the Division that have been delegated to it by the Division. The Divisional 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 Pro-Vice-Chancellor (ex officio)
    - (vi) The Associate Deans (ex officio)
    - (vii) One person, normally the Head or Dean, from each of the Departments that from time to time comprise the Division of Humanities
    - (viii) Two student members enrolled for degrees or diplomas of the Division to include one student appointed by OUSA.
    - (ix) As non-voting members, one representative each from the other teaching Divisions.
  - (b) The Pro-Vice-Chancellor of the Division, or person nominated by the Pro-Vice-Chancellor, shall be Convenor of the Board. The Academic Associate Dean shall be the deputy convenor

and five members shall constitute a quorum. Should an elected member be unable to attend the meeting, a substitute may be nominated for the meeting that member.

- (c) The Board shall have the power to co-opt up to three members for up to three years.
4. The Pro-Vice-Chancellor and the Divisional 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 Schools and Departments, including their composition, groupings, powers, duties and terms of reference and any subsequent alterations thereto which may be deemed necessary. The Divisional Board will make recommendations to the Boards of Graduate and Undergraduate Studies, and thence to Senate, concerning the introduction or deletion of programmes or papers for Divisional programmes and amendments to regulations or prescriptions.
5. The Divisional Board will have an Academic Committee with a membership comprising:
- (a) The Pro-Vice-Chancellor,
  - (b) The Associate Dean (Academic),
  - (c) The Associate Deans (Academic) from the other teaching Divisions,
  - (d) Up to six members of the Division nominated by the Pro-Vice-Chancellor and subject to approval by majority decision of the Divisional Board,
  - (e) One student member of the Board appointed by OUSA.
  - (f) The Board 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. Academic Committee members shall be members (ex officio) of the Divisional Board.

The terms of reference of the Academic Committee will be:

- (a) To review proposals and discussion papers and to make recommendations to the Academic/Divisional Board, HoDs, Deans, Directors, and the Pro-Vice-Chancellor on academic policies and on academic strategic developments;
  - (b) To make recommendations to the Academic/Divisional 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 Divisional Board will have a Graduate Studies Committee with a membership comprising:
- (a) The Pro-Vice-Chancellor,
  - (b) The Associate Dean (Graduate Studies),
  - (c) Up to six members of the Division nominated by the Pro-Vice-Chancellor and subject to approval by majority decision of the Divisional Board,
  - (d) One student member of the Board appointed by OUSA.
  - (e) The Board shall have the power to co-opt up to three members for up to three years.

The terms of reference of the Graduate Studies Committee will be:

- (a) to ensure that appropriate standards of quality are established and maintained in the postgraduate programmes offered by the Humanities Division, including Postgraduate Diplomas, Bachelors' degrees with Honours, Masters' degrees, and Doctoral degrees;
- (b) to oversee the strategic development of postgraduate degrees;

- (c) To consider any matters that are specific to postgraduate degrees or programmes that would enhance the student experience;
  - (d) To consider and make recommendations to the Academic/Divisional Board on postgraduate policies and proposals recommended to it by the Academic/Divisional Board or the Pro-Vice-Chancellor;
  - (e) to make recommendations to the Humanities Academic Committee on specific proposals for curriculum development at the postgraduate level;
  - (f) to review and make responses or recommendations to appropriate bodies on postgraduate matters referred to the Division for comment.
  - (g) The Committee may form Working Parties that may include other members of the Division.
7. The Divisional Board will have a Research Committee with a membership comprising:
- (a) The Associate Dean (Research), convener (ex officio).
  - (b) The Divisional Administration Manager (ex officio).
  - (c) Secretarial and administrative support provided by the Divisional Office.
  - (d) A minimum of eight and a maximum of twelve research-active, academic staff members called for by nomination and appointed by the PVC, to provide representation across the Division.
- The terms of reference of the Research Committee will be:
- (b) To provide leadership in research activity for the Division, by promoting, fostering and facilitating research.
  - (c) To provide leadership in implementation of research goals in the Divisional Strategic Plan, taking account particularly of the PBRF system and its impact.
  - (d) To assist in the assessment of UORG applications in the Humanities and Social Sciences through participation in the University's assessment panels.
  - (e) to make recommendations to the PVC on the allocation and administration of research funds, including DRG applications and other research funding allocations.
  - (f) To ensure that information is readily available to Divisional staff about research grant opportunities.
  - (g) To provide strategic and practical advice to academic staff applying for research grants.
  - (h) To advise the PVC, Deans and HoDs on any matters which are referred to the Research Committee for advice, including strategic and management plans and goals, and the monitoring of the outcomes of these, insofar as they affect research in the Division.
8. 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.
9. 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.
10. 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.