Structure and Governance Arrangements

www.fbe.unimelb.edu.au
Faculty of Business and Economics Structure

Graduate School of Business and Economics
http://www.gsbe.unimelb.edu.au/

Commerce Student Centre
http://www.bcom.unimelb.edu.au/

Schools

There are no schools in the Faculty

Departments

- Economics: http://www.economics.unimelb.edu.au/
- Melbourne Institute of Applied Economic and Social Research: http://melbourneinstitute.com/
Centres and Institutes for Research and Research Training

The Faculty of Business and Economics is home to a wide range of specialist research centres spanning the disciplines of Actuarial Studies, Economics, Finance, Management and Marketing. Our academics are also active collaborators in multi-partner centres which bring together researchers and practitioners from a range of disciplines and industries.

- Centre for Accounting and Industry Partnerships
- Centre for Actuarial Studies
- Melbourne Derivatives Research Group
- Melbourne Centre for Financial Studies
- Financial Integrity Research Network
- Asian Economic Centre
- Centre for Macroeconomics
- Centre for Microeconometrics
- Economic Theory Centre
- Households Research Unit
- Households Research Database
- The Melbourne Institute of Applied Economic and Social Research
- The Intellectual Property Research Institute of Australia
- MIBRU - The Melbourne International Business Research Unit
- The Centre for Human Resource Management
- Foundation for Sustainable Economic Development
- International Centre for Research on Organizational Discourse, Strategy and Change
Faculty Consultative Committee

Membership
- All full-time academic and professional staff of the Faculty
- All part-time academic and professional staff of the Faculty at 0.5 and above
- Three currently enrolled students in the Faculty
  - A nominee of the Business and Economics Graduate Student Association
  - A nominee of the Commerce Students Society
  - A nominee of MUOSS

Terms of Reference
The committee may initiate and make suggestions to the Dean, as well as respond to and make comment on advice provided by the Dean, on a range of issues including but not limited to the following:
- The academic programs offered by the Faculty
- The research outcomes of the Faculty
- The Faculty’s global engagement activities and plans
- The finances, management and leadership structure within the Faculty
- Major developments and initiatives proposed by the Faculty such as proposed amalgamations and changes in the discipline profile of the Faculty
- Other matters which relate to the Faculty’s mission

Business and Economics Board

Membership
- The Dean
- Up to four academic or professional staff of the Faculty appointed by the Dean
- Chair appointed by the Vice-Chancellor on advice from the Dean to be selected from among the ten directors
- No fewer than ten external directors who are highly respected and well-known within the corporate, government or community sectors with not less than seven members being alumni of the Faculty or University

Members of the business and economics board form the board of management of The Melbourne Foundation for Business and Economics, with the power to co-opt additional members as reflected in University Trust Record 7.269 (http://www.unimelb.edu.au/unisec/utr/utr7.html)

Terms of Reference
- Provide advice and support the development of world-class programs in both the undergraduate program and the graduate school
- Facilitate increased opportunities for research collaboration, including identification of high priority topics
- Assist in the development of links between the Faculty and the wider business, government and community sectors for students, research and other purposes and facilitate advocacy on behalf of the Faculty
- Assist in the positioning of the Faculty within the University
- Provide stewardship of The Melbourne Foundation for Business and Economics

Approved by Diana Dalton, Executive Director, Faculty of Business and Economics: 27/06/2012
Faculty Executive Committee

Membership
- The Dean
- The Deputy Dean and Director (GSBE)
- The Deputy Dean (Faculty)
- Associate Dean (Global Engagement)
- Associate Dean (Research)
- Executive Director
- Heads of Department
- Director, Advancement
- Director, Melbourne Institute of Applied Economics & Social Research
- Director, Executive Education
- Financial Controller
- One representative from one of the Professional Services Units or Departmental Services Manager (rotates annually)

Terms of Reference
- To formulate and review the Faculty’s strategic plan
- To develop and review strategies and policies that will meet the Faculty’s key performance indicators and its strategic plan
- To monitor the Faculty’s performance against its strategic objectives
- To advise the Dean on the management of the Faculty’s resources
- To advise the Dean on the performance of the teaching and learning, research and engagement activities within the Faculty and on policies that will improve their performance
- To review and approve recommendations from Faculty committees
- To review and approve major changes to the core business of the Faculty
- To provide advice on any other matters requested by the Dean
- To establish committees and working groups as may be necessary for the conduct of its business

Research Committee

Membership
- Associate Dean (Research) Chair
- Associate Dean (Global Engagement)
- A nominee of the Dean
- One member from each department appointed annually by the Head of Department who is normally of at least senior lecturer level with strong evidence of research grants and publication experience
- Program Director (RHD)
- Manager, Research Support
- Manager, Research database unit
Terms of Reference

- To develop policy which will implement the Faculty’s mission and strategic research agenda which will include, but is not restricted to:
  - recommending strategies and mechanisms that will assist staff improve their research performance in nationally and internationally recognised areas
  - linking research activities to knowledge transfer outcomes and providing advice to the global engagement committee
  - benchmarking research performance in respect of research grants, income from research contracts, publications output and citations against other leading and comparable tertiary institutions and agencies
  - disseminating information prepared by Melbourne Research with reference to Commonwealth and state government policies to ensure that the Faculty’s research strategies align with policies adopted by the University and associated funding initiatives

- Regularly review the performance of research centres within the Faculty with respect to costs, grants income, publications and their achievement in advancing the Faculty’s research agenda and mission
- Enhance communications between the Faculty and the University by monitoring communication pathways between the Faculty and the office of the Deputy Vice-Chancellor (Research) and Melbourne Research (MR) so as to ensure effective collaboration on research performance and the implementation of research policy
- Provide advice to the graduate coursework and research training committee regarding the curriculum for research higher degrees so as to facilitate the training of higher degree students for the disciplines of the Faculty
- Distribute monies and administer, as appropriate, the Faculty’s research funds to the Faculty’s research support schemes, e.g. Faculty research grants, early career research grants, visiting research scholar awards, kinsman studentships and prizes
- Review and monitor the effectiveness and outcomes of the Faculty’s research funding schemes and other initiatives in relation to the Faculty’s strategic research goals and the Faculty mission
- Review and monitor the effectiveness of the Faculty’s research support activities and initiatives, e.g. research databases to Faculty researchers to ensure that research outcomes are optimised
- Provide an interface between the Faculty and the University’s information systems that support research activities (e.g. Information Services on e-repositories, Information Education Services on library acquisitions and subscriptions), and monitor the mechanisms for the dissemination of this information within the Faculty
- Receive recommendations and reports from the special studies program committee (long) and develop criteria to ensure that proposed study programs are aligned with the research goals and mission of the Faculty
- Receive reports from the Faculty’s human research ethics advisory committee and monitor project approvals to ensure compliance with the University’s human research ethics committee
Graduate Coursework and Research Training Committee

Membership
- Deputy Dean and Director (GSBE) – Chair
- Associate Dean (Global Engagement)
- A nominee of the Dean
- Heads of the Teaching and Research Departments or nominee (4)
- A Program Director (to be rotated on an annual basis)
- Assistant Dean (Research and Higher Degrees)
- Student Centre Manager, Graduate School of Business and Economics
- Manager (Academic Services) Graduate School of Business and Economics
- Manager, Research Support Unit (or nominee)
- Student Representative – GSBE
- Director, Teaching and Learning Unit

Terms of Reference
- Monitor the curricula of all graduate coursework and research higher degree programs and make recommendations for all major changes to these programs to the Faculty Executive Committee.

- Define and develop a graduate research training policy which will meet the Faculty’s strategic goals in teaching and research. In developing this policy the Committee will seek the advice of the Faculty’s Research Committee.

- Delegate to the Chair of the Committee authority to approve the following academic matters
  - Minor subject changes and minor changes to assessment requirements
  - Late changes to subjects and courses.

- Liaise with the University’s Academic Programs Committee and any other relevant committees in preparation for reporting to Academic Board.

- Liaise with the University Research and Higher Degrees Committee and refer to that committee all changes to research degree programs.

- Make recommendations to the Faculty Executive Committee regarding the introduction of: new courses and any major changes to existing courses, pathways or changes to the policies relating to student selection, progress and supervision.

- Provide reports and recommendations as required to the Faculty Executive on action and approvals taken by the committee on the following:
  - responses to teaching and learning issues raised across the University;
  - variations to pathways to graduate programs;
  - reviews of graduate programs;
  - monitoring accredited programs e.g. AACSB, CPA;
- the development and implementation of Faculty policy guidelines in relation to teaching and learning;
- monitoring, including any changes as required, the quality of student experience through the various mechanisms used to assess student experience, e.g. the Course Experience Questionnaire (CEQ), the Quality of Teaching Survey (QOT), the Quality of Academic Support Services survey (QASS);
- transition programs and careers services for graduates provided by the Faculty;
- the need for and design of services and facilities provided to students including teaching spaces and information services;
- the provision of programs and activities which enhance the diversity and mobility of the student body and enhance the experience of international graduate and research higher degree students in the Faculty including the integration of international and domestic students;
- any other matters it considers appropriate for review by the Faculty Executive Committee.

- Liaise with the Bachelor of Commerce Course Standing Committee on matters that arise of relevance to both committees.

- Provide advice to the Academic Director (Executive Education) on synergies between graduate studies/research training and executive education.

Global Engagement Committee

Membership

- Associate Dean (Global Engagement) – Chair
- One Head of Department (nominated by the Heads)
- Executive Director (or nominee)
- Deputy Deans (2)
- Director, Advancement
- Associate Dean (Research) or nominee
- Director (IRO) or other senior University member

Terms of Reference

- The Global Engagement Committee provides advice to the Dean and the Faculty Executive Committee on the development of a strategic framework for local and international engagement which meets the Faculty’s mission and globalisation goals. The Global Engagement Committee will advise the Dean and the Faculty Executive Committee on the following:

- The development of a Faculty’s global engagement strategy which takes account of University’s global engagement strategy, international plans and Commonwealth and State government initiatives in international higher education.

- The development of a Faculty strategy to -
o achieve the Faculty’s target intake of domestic and international students (both local and overseas) into its, graduate and research higher degree programs,
o achieve the Faculty’s international marketing, advancement and alumni operations in meeting the Faculty’s mission and globalisation goals
o engage with alumni and international students to foster international relationships and to diversify the composition of the Faculty’s international study body,
o engage with other local and international higher education providers to develop relationships which promote the Faculty’s international agenda,
o engage with funding (scholarship) bodies, government and industry to further the Faculty’s goals and promote the Faculty’s international agenda,
o ensure that internationally focussed initiatives, both on-shore and off-shore include the appropriate, quality assurance, risk management and business planning (including financial viability and operational sustainability) safeguards.
o foster the development and coordination of the partnerships with industry and government

• The composition of the Faculty’s undergraduate intake in relation to the Faculty’s globalisation goals;

• Provide an overview to the Business and Economics Board of the dispersal of scholarship funds within the Faculty and receive reports from the Scholarships Sub Committee on the award of Faculty scholarships.

□ Review the Faculty’s operational plans for marketing, advancement and alumni engagement to ensure that they complement the Faculty’s global agenda and aspirations.

□ Establish policies that will build sustainable bi-lateral partnerships on-shore and off-shore with industry, key local and international government ministries, Australian and foreign missions, aid and scholarship bodies, other research intensive universities and accreditation bodies and partnership networks.

□ Collaborate with the Faculty’s Graduate Coursework and Research Training Committee to improve the overall experience of the Faculty’s international students.

□ Collaborate with the Faculty’s Research Committee to optimise the Faculty’s international research engagement, research networks and partnerships

□ Provide strategic direction and advice with regard to how best to develop partnerships with local and international organisations

□ Support the Faculty’s Global Engagement agenda and establish –

   (i) priorities and policy on matters relevant to partnership activities,
   (ii) reviews of the Faculty’s partnership activities, including:
   • the scope and coordination of activities across the Faculty
- the measurement of activities at all levels
- the communication and promotion of activities.

- Review and monitor the effectiveness and outcomes of the Faculty’s engagement initiatives in relation to the Faculty’s mission.

- Prepare an annual report for the Faculty Executive Committee which evaluates the Faculty’s global engagement achievements in relation to the resources provided to support the globalisation agenda.

**Occupational Health and Safety Committee**

**Membership**

- **Voting members** - Management (2)
  - Manager, Human Resources (Chair)
  - Staff member to be nominated by the Executive Director

- **Staff representatives (5)**
  - One representative from each work area (5). These representatives are either:
    - Employee Health & Safety Representatives elected under the terms of the OH&S Act (2004), where practicable, or
    - Other staff representatives of the Faculty

- **Non-voting members**
  - A Commerce Student Society (CSS) representative, nominated by the President of the CSS.
  - A representative of the Graduate Student Association of the Faculty of Business and Economics
  - An environmental representative nominated by the Executive Director of the Faculty

**Terms of Reference**

- Formulates and reviews initiatives, standards, rules and procedures relating to environment, health and safety in the Faculty.
- Reports issues, and forwards recommendations to the Faculty Executive Committee, on pertinent OHS matters concerning the Faculty.
- In addition the Committee can also make recommendations to, and seek resolutions from, the University’s Occupational Health and Safety Committee.

**Staff Equity and Diversity Committee**

**Membership**

- Nominee of the Dean (Chair)
- One member of academic staff from each department
- One member of professional staff from each department
- One representative of the Teaching and Learning Unit, nominated by the Head of the Unit
• One representative of the Graduate School of Business and Economics, nominated by the Manager of the School,
• One representative of the Commerce Student Centre, nominated by the Manager of the CSC,
• Manager, Human Resources
• Secretary: to be appointed by the Executive Director

Co-option
• The Committee may from time to time co-opt up to two additional members to its membership. Any co-opted member must have an expertise in matters pertinent to the Committee’s terms of reference.
• A co-opted member is a full member of the committee.
• All co-opted members should have their membership reviewed by the Committee annually

Terms of Reference
The terms of reference of the Staff Equity and Diversity Committee are as follows:

• develop an EO strategy in line with Faculty business plan and University staff equity and diversity framework
• (http://www.hr.unimelb.edu.au/__data/assets/pdf_file/0012/331122/StaffEquityAndDiversityFramework2008-2012.pdf)
• provide advice on the formulation of policy relating to staff equity and diversity
• (http://www.hr.unimelb.edu.au/advice/equity-diversity/planning/policies)
• make recommendations to the Faculty Executive Committee on how to increase awareness of equity and diversity principles especially as they relate to the Victorian Equal Opportunity Act and the Equal Opportunity for Women in the Workplace Act;
• to make recommendations to the Faculty Executive Committee on the expenditure of funds available for the purpose of staff equity and diversity;
• to encourage the dissemination of information relating to staff equity and diversity;
• to prepare an annual report on matters relating to staff equity, diversity and equal opportunity in the workplace for submission to the Faculty Executive Committee.

Information Technology Committee

Membership
• Chair appointed by the Executive Director
• One member from each Department including the Melbourne Institute appointed by the Head of Department/Institute
• A representative from the Teaching and Learning Unit (TLU)
• Manager, IT PSU
• A Department Service Manager
• A representative of the Information Services division appointed by the head of the service.
• Secretary: Member of the IT PSU appointed by the Manager

Approved by Diana Dalton, Executive Director, Faculty of Business and Economics: 27/06/2012
Terms of Reference

- Receive advice from departments, on the development of new Information Technology policy, as well as changes to existing IT policies, regarding IT applications that affect Faculty teaching, research and knowledge transfer activities.
- Review IT project proposals considered by the IT PSU, that are generated both internally and received from across the Faculty, and provide advice to the Manager, IT PSU on the prioritisation of these projects.
- Provide advice to the University’s IT Council (or its successor body) and division regarding proposed University policies, and the impact of their implementation to the Faculty of Economics and Commerce.
- Provide advice to the Manager, IT PSU regarding the planning and prioritisation of IT resources across the teaching, research and knowledge transfer activities of the Faculty.