

University Executive Terms of Reference



THE UNIVERSITY OF
MELBOURNE

A committee of 'appropriately qualified members of staff' established in accordance with section 27(7)(b) of the University of Melbourne Act 2009 (Vic)

Endorsed by University Executive 22 February 2024

1. PREAMBLE

University Executive is the University's principal management committee. Its membership includes members of the University's senior executive, President of the Academic Board and Deans.

The committee is responsible for overseeing matters relating to University strategy, management and administration. It oversees finalisation of the University's strategic plan and preparation of the annual University budget. University Executive monitors divisional performance against plans and budgets, the University's capital program and major projects.

2. MEMBERSHIP

Members	
The Vice-Chancellor	Professor Duncan Maskell (Chair)
Deans of Faculties	Professor Jane Gunn AO (MDHS) Professor Thas Nirmalathas (Interim Dean) (FEIT) Professor Marie Sierra (FFAM) Professor Moira O'Bryan (FOS) Professor Jenny George (MBS) Professor Paul Kofman (FBE) Professor Matthew Harding (MLS) Professor Lesley Stirling (Interim Dean) (FOA) Professor Julie Willis (FABP) Professor Jim Watterston (FOE)
Provost	Professor Nicola Phillips (Deputy Chair)
Deputy Vice-Chancellor (Research)	Professor Mark Cassidy
Deputy Vice-Chancellor (Global, Culture and Engagement)	Professor Michael Wesley
Deputy Vice-Chancellor (Academic)	Professor Gregor Kennedy
Deputy Vice-Chancellor (People and Community)	Professor Pip Nicholson
Deputy Vice-Chancellor (Indigenous)	Professor Barry Judd
President of the Academic Board	Professor Karen Farquharson
Vice-President (Administration and Finance) and Chief Operating Officer	Paul Axup

Vice-President (Advancement, Communications and Marketing)	Nick Blinco
In Attendance	
Chief of Staff and Director, Office of the Vice-Chancellor	Dr Jillian Constable
General Counsel and Executive Director, Legal & Risk	Julie Freeman
University Secretary (Executive Officer of the Committee)	Dr Nancy Huggett
Senior Governance Officer (Corporate)	Kate Alexander
Other officers and staff of the University are invited to attend meetings of the committee as required.	

The quorum for the Committee is 14 members.

3. TERMS OF REFERENCE

University Executive ('committee') is the principal management committee of the University. It is established as a committee of 'appropriately qualified members of staff', as provided in section 26(7)(b) of the *University of Melbourne Act 2009* (Vic) ('Act').

The committee comprises members of the University's senior executive, President of the Academic Board and Deans, and provides advice to the Vice-Chancellor in carrying out their responsibilities as Vice-Chancellor and President of the University.

University Executive provides advice on matters which influence the long-term direction of the University, in particular matters transcending one division and relating to whole-of-university and cross-faculty collaboration.

The committee exercises authority over certain matters delegated to it by the Vice-Chancellor, as provided in section 26(7)(b) of the Act.

The activities of University Executive are reported, where appropriate, to Council through the Vice-Chancellor and to Academic Board through the President of the Academic Board.

Provision of advice

University Executive provides advice to the Vice-Chancellor on all matters related to the strategy, management and administration of the University, including but not limited to:

- University strategy, strategic plan and institutional performance;
- Divisional and faculty strategies, strategic plans and performance;
- The University's planning, budget and reporting cycle;
- Strategic and operational risk management and compliance;
- The University's capital program and major projects;
- Major changes to the grouping of academic disciplines and divisional structures;
- The academic structure of the University; and
- Management policies and processes in areas including but not limited to:
 - Learning and teaching, including the student experience;
 - Research and enterprise and research training;
 - Community, including people, culture and environment, and diversity and inclusion;
 - Internationalisation;
 - Advancement; and

- Administrative structures and functions including organisational sustainability.

Delegated authority

The committee has authority delegated to it by the Vice-Chancellor to do the following:

1. Prepare an annual budget and forward estimates and recommend these to Finance Committee and, through Finance Committee, to Council;
2. Approve the University's student profile and set course fees;
3. Note the establishment and disestablishment of academic departments, schools, research centres and institutes for the purpose of organising the academic activities of the University; and
4. Approve other matters as agreed by the Vice-Chancellor and University Executive.

4. FREQUENCY OF MEETINGS

Monthly or as required.