

## Possible questions about election to VU Academic Board

### 1. Are the staff and student elected positions new positions?

No, these positions have historically existed on the Academic Board.

### 2. Which staff and students qualify to nominate?

Staff who qualify to nominate must be a member of staff of the University who is currently employed at a minimum of 0.5 fraction of full time employment and is based at a Victorian Campus of the University.

Students must be enrolled in a higher degree by research course of study.

### 3. How do staff and students nominate?

Staff and students nominate by completing a nomination form that is available on the [Governance and Secretariat website](#).

**Staff candidates** must have two VU staff members nominate them as outlined in the nomination form.

**Student candidates** must have two VU students nominate them as outlined in the nomination form.

Candidates will receive an email advising them that their nominations have been received. Time permitting; candidates will be advised whether they have completed the nomination form as required. Incomplete nominations will be deemed invalid. Candidates are encouraged to lodge their nominations as soon as possible to enable sufficient time to resubmit in the event the nomination is invalid.

### 4. When do the nominations open and close?

The nominations open at 9.00am AEST on Monday 2<sup>nd</sup> July 2018 and close at 4.00pm AEST on Thursday, 12<sup>th</sup> July 2018.

Nominations received after the deadline will not be accepted.

### 5. When will an election be called?

An election for the staff categories will be called if more nominations than required are received.

An election for student category will be called if there is more than 1 student nomination received.

If an election is required it will commence at 9.00am AEST on Monday 23<sup>rd</sup> July 2018 and close at 4.00pm AEST on 3<sup>rd</sup> August 2018.

### 6. Who is eligible to vote in the election?

**Staff:** Until nominations close we will not be in a position to know whether some, if any staff will be invited to vote. All eligible staff will receive an electronic voting ballot with instructions on how to vote.

**Students:** Until nominations close we will not be in a position to know whether, if any students will be invited to vote. All eligible students will receive an electronic voting ballot with instructions on how to vote.

## 7. What support and training will be provided to elected members?

Elected members will be provided with an induction and a mentor.

## 8. What are the required competencies and behaviours for Academic Board Members?

This information is provided to inform the University Community of the attributes, competencies, values, and behaviours that enable Academic Board members to be effective contributors. Elected members will be provided with relevant training, induction and mentoring.

### *Required behaviours and values of all Academic Board members*

- (1) All Academic Board members are required to model the following behaviours and values:
  - a. Integrity – always puts the University's interests before personal interests and always acts ethically and honestly, in accordance with relevant Codes of Conduct, and with appropriate confidentiality;
  - b. Courage and engagement – acts independently, asks questions and is prepared to challenge and address difficult issues in an open and respectful manner;
  - c. Interpersonal skills – works well in a group, is inclusive of others, listens well and communicates clearly but tactfully;
  - d. Broad thinking – able to rise above the detail and focus beyond operations;
  - e. Analysis and insight - is able to get to the crux of the issue quickly and can identify opportunities and risks at an early stage; and
  - f. Energy and capacity – has the capacity and the willingness to put in the work required to effectively discharge the responsibility of a member; is an active contributor to discussions; and is an enthusiastic participant in University activities.

## 9. How often does the Academic Board meet?

The Academic Board currently meets 10 times a year, with most meetings held, traditionally, at VU's Footscray Park campus.

The meetings for the balance of 2018 from July are:

- Wednesday, 1<sup>st</sup> August 2018 from 9:00am to 12:00pm;
- Wednesday, 5<sup>th</sup> September 2018 from 9:00am to 12:00pm;
- Wednesday, 3<sup>rd</sup> October 2018 from 9:00am to 12:00pm
- Wednesday, 7<sup>th</sup> November 2018 from 9:00am to 12:00pm; and
- Wednesday, 5<sup>th</sup> December 2018 from 9:00am to 12:00pm.

## 10. Where do I go if I have more questions?

**Answer:** You can email [gov.sec@vu.edu.au](mailto:gov.sec@vu.edu.au)