

School and Discipline Characteristics

Section 1 - Purpose

(1) This Policy provides detail on the standard characteristics of schools and disciplines at the University of Canberra (University) and outlines approval processes for introducing, closing, and remaining schools and disciplines.

Section 2 - Principles

Disciplines

(2) At the University, a 'discipline' is an organisational grouping of staff engaged in teaching and research in a recognisable branch of learning at the sub-faculty level. The grouping will possess sufficient critical mass to warrant official identification and performance monitoring.

(3) In order for a discipline to be established and recognised as an official sub-group within the University:

- a. it will possess a minimum total teaching Equivalent Full Time Student Load (EFTSL) of 100;
- b. it will engage a minimum of 5 Full Time Equivalent (FTE) academic staff who identify with the discipline;
- c. Academic staff will be engaged in research related to the branch of learning; and
- d. higher degree by research (HDR) students will be enrolled and supervised by staff within the discipline.

(4) Where an organisational grouping does not meet the above criteria, a discipline might still be established taking into account the following considerations:

- a. the proposed discipline's course load is significant but taught mostly elsewhere;
- b. the proposed discipline possesses strong research outputs which compensates for a relatively small teaching load;
- c. the proposed discipline is an area with professional accreditation and/or strong industry engagement; or
- d. the proposed discipline is in an establishment period (anticipated that new disciplines will be given three year establishment periods).

Schools

(5) At the University, a 'school' is a management structure which sits below the level of the faculty. A school will often consist of several disciplines, except where there is an advantage in utilising the term 'school' for external communication (e.g. the School of Law).

(6) In order for a school to be established and recognised as a management structure within the University:

- it will possess a minimum total teaching EFTSL of 250 which may be a combination of related disciplines or one larger discipline;
- it will engage a minimum of 10 FTE academic staff;
- Academic staff will be engaged in research related to the school;

- HDR students will be enrolled and supervised by staff within the school; and
- there will be an external value to industry or key stakeholders justifying the designation.

The Role of Head of Discipline / Head of School

(7) A faculty may choose between appointing Heads of Discipline or Heads of School (HoD/HoS), however, both levels of management will not be supported within one faculty, unless approved by the Vice-Chancellor.

(8) The Head of Discipline/Head of School role is to support the Faculty Dean in the development, management, administration and marketing of disciplines. More information on the Head of Discipline/Head of School role can be found [here](#).

(9) Where possible, appointments to Head of Discipline/Head of School roles will be made at Level D or above.

(10) There is an expectation that Head of Discipline or Head of School will lead the teaching and learning as well as the research activity of the Discipline/School.

Approval Process

(11) The following changes to a discipline or school will require approval by the Vice-Chancellor at Strategy and Planning Group (SPG), following Faculty Board and/or significant Faculty consultation:

- a. introduction of a new discipline or school;
- b. closure of a discipline or school; or
- c. a discipline or school name change.

(12) Notice of approved discipline changes should be provided to Executive Management Group (EMG) in a timely manner to ensure corporate systems and reporting are updated appropriately.

Section 3 - Procedures

(13) Nil.

Status and Details

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