FLINDERS UNIVERSITY

COUNCIL

Induction, professional development and performance review

1 PREAMBLE

This document sets out expectations for:

- the induction of new members of Council and its standing committees
- the professional development of members of Council
- the performance review of Council.

Whilst the program set out below has been designed primarily for the benefit of the members of Council, recognising their particular responsibilities as members of the governing body, we expect that aspects of the program will be of interest or benefit to members of Council standing committees and have accommodated this where appropriate.

2 INDUCTION

2.1 Welcome letter from Chancellor

As soon as practicable following their appointment or election, new members of Council will receive a welcome letter from the Chancellor.

2.2 Letter from the Council Secretary

Each year, all members of Council will receive a letter from the Council Secretary about meeting arrangements for the year (including induction for new members). Members will be invited to submit new or updated biographical information, and will be advised of arrangements for securing access to the University’s website, a Flinders University business card and a library card.

2.3 Information pack

All members will be provided each year with an information pack containing:

- a copy of the Council Handbook
- a map of the University
- a copy of the Flinders Strategic Priorities and Future Directions
- a copy of Flinders Way
- a copy of Education at Flinders
- copies of Our University, Our People
- the Annual Report for the previous year
• a copy of the agenda papers and minutes for the previous meeting of Council (new members only)
• a list of all members of Council with profiles, photographs and contact details
• a parking permit (external members only)
• a name tag to wear at University meetings and functions

Information packs, adapted as appropriate, will also be provided to members of Resources and Audit Committees and Academic Senate.

2.4 Induction Briefing

A half-day induction briefing will be held in February each year for all new members of Council, Resources Committee and Audit Committee and Academic Senate.

The briefing will comprise:

• a presentation from the Chancellor about the role and function of Council;
• a presentation from the Chairs of Resources Committee, Audit Committee and Academic Senate about the roles and functions of those committees
• a presentation from the Vice-Chancellor about the University: its organisation, location and size; its strategic plan; its financial situation; current issues; major projects; and the University’s place in the higher education sector;
• a briefing from the Executive Director of Administration on the University’s approach to risk management;
• a briefing from the Manager, Financial Services Division on University funding;
• a briefing from the Registrar on Council procedures and meeting management; and
• a conducted tour of the University campus at Bedford Park.

2.5 Mentors

The Chancellor will assign a mentor (from amongst the experienced members of Council) to each new member of Council. The mentor will be available to provide informal advice.

3 PRESENTATIONS AND PROFESSIONAL DEVELOPMENT

3.1 Presentations

Council will receive presentations from University staff as follows:

• annual presentations from the Deputy Vice-Chancellors and the Executive Deans of Faculty about their responsibilities and activities in the key strategic areas of education, research, international and community engagement;

• from time to time, and as required, Council will receive presentations relating to other key areas of activity in the University;
• regular updates from the Registrar on developments in University Governance.

3.2 Professional Development

The following arrangements will be made for professional development of Council members and members of Council standing committees as appropriate:

• at least once per year, the Registrar will arrange a briefing for Council members on their rights and responsibilities as members of the governing body;

• in May each year, and prior to the presentation to Council for approval of the Annual Financial Statements, the Manager, Financial Services Division will provide, for interested members of Council, Resources and Audit Committees, a briefing about the University’s financial statements;

• annually, and prior to the presentation to Council of the University budget, the Manager, Financial Services Division, will provide, for interested members of Council and Resources Committees, a briefing about University funding and the structure of the University budget.

In addition, any member of Council may contact the Chancellor at any time to discuss any particular needs they may have for professional development.

4 COUNCIL PERFORMANCE

At the first meeting of Council each year, the Chancellor will propose to Council the mechanism for the review of Council performance to be conducted during the year.

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