

Guidelines for Submissions to the Vice-Chancellor's Committee

Overview

The Vice-Chancellor's Committee (VCC) considers submissions sponsored by a member of the Committee. The nature of matters discussed at VCC focus particularly on strategic issues that impact the University, such as the UQ Student Strategy, matters relating to UQ campuses, changes to faculties and institutes, as well as philanthropy and coursework. VCC provide advice on these matters to the Vice-Chancellor, who is the ultimate decision making authority, unless otherwise specified (e.g. Senate).

The processes described below have been identified to ensure consistency of business processes across the Executive portfolios, and for submissions to contain sufficient information for consideration by VCC.

Contact

To submit an item for consideration by VCC, please contact the Executive Officer of the relevant portfolio:

Position	Executive Officer Contact
Peter Høj, Vice-Chancellor	Jo Connah
Joanne Wright, Acting Provost	Janey Saunders
Greg Pringle, COO	Kylie Anderson
Doune Macdonald, Acting DVCA	Pauline Mar Pavier
Iain Watson, DVCEE	Kelly Tomlinson
Robyn Ward, DVCR	Janine Richards

Timeframes

To assist in the forward planning of VCC meetings, the following principles will apply:

- In cases where VCC need to consider a submission by a specific date (due to university committee requirements, for example), requests for items to be pencilled into a nominated meeting will be accepted.
 - Where the preferred meeting date is not available, the submitting area will be contacted regarding scheduling.
- In all other cases, items will be scheduled following receipt of final documentation and will be dependent upon other items of business.

All submissions are due to the VCC Secretary by close of business each Tuesday, to be considered for inclusion in the following week's meeting.

Additional Attendees

Additional attendees will be notified about the time of the agenda item by a meeting request from the VCC Secretary. While best efforts are made to ensure that the times are adhered to, it is possible that on the day, these times may change. Flexibility by additional attendees is appreciated.

The minutes of the discussion will be promulgated to attendees by the VCC Secretary, following the meeting.

Information for Executive Officers

All submissions must be accompanied by a completed VCC Submission Cover Sheet. The Cover Sheet and supporting documentation must be formatted in a single PDF document, with relevant attachments/appendices bookmarked (please see [here](#) for instructions).

All submissions are to be forwarded by the relevant Executive Officer to the acting VCC Secretary (a.zgrajewski@uq.edu.au).

Checklist for Executive Officers and /or submitting areas

- A Submission Cover Sheet has been completed (either by the Executive Officer or submitting area) and included in the documentation
- All documents have been compiled into a single PDF document with attachments/appendices bookmarked
- Additional attendees have been notified that the document is being submitted for the next VCC meeting. Note: The Vice-Chancellor's Office will contact attendees by meeting request and will advise the Portfolio Executive Officer and additional attendees if the item is required to be postponed to a later VCC meeting
- The VCC Secretary has been notified of any AV requirements required for the discussion and provided with PowerPoint slides, if necessary
- Submitting areas have considered and addressed the following elements in the supporting documentation, where relevant:
 - Budget information, including detailed breakdowns
 - Alignment with the University's Strategic Plan
 - Risk mitigation strategies to address the risks/issues noted in the agenda cover page
 - Relevant policies or legislation that may apply
 - Approaches to consultation

Contacts

VCC Secretary (acting)

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