

School of Physics Meeting Policy – Final Draft

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Approver: Academic Staff Committee (ASC)



1. Objective

The objectives of this policy are to:

- a. Ensure an equitable and convenient meeting and event schedule for staff and students of the SoP with carer responsibilities and/or are employed part-time.
- b. Ensure that key meetings and events (where ideas and decisions pertaining to the operation and conduct of the SoP and members are made) are not outside of the meeting schedule.
- c. Align with the University of Melbourne's Equity and Diversity framework.

2. Scope

This policy applies to the staff and students of the School of Physics and refers to key meetings and events in the SoP schedule. The policy does recognise events that may be held outside of the specified times but are not of a key/core nature.

3. Policy

- a. All core meetings within the School of Physics that may discuss key ideas and include key decisions for the meeting invitees should be held between the hours of 10 am and 4 pm on a weekday that is not a University holiday.
- b. Core meetings held outside of this time should be agreed upon by all invitees to the meeting and enable teleconferencing or video conferencing options to provide flexibility and availability.
- c. All reasonable effort should be made to ensure that no member of the SoP will be excluded from a core meeting group or committee due to their unavailability outside the SoP core meeting times.
- d. Group or SoP wide events should be held between the hours of 10 am and 4 pm on a weekday that is not a University holiday
- e. For special meetings such as conferences, workshops, etc. held at and by the SoP, please refer to the SoP Conference policy.

4. Roles and Responsibilities

- a. The Equity and Diversity chair is responsible for disseminating the policy and informing the SoP members.
- b. The E&D chair and HoD are responsible for ensuring the policy is enacted and responding to issues concerning meeting times.
- c. The E&D chair is responsible for maintaining and updating the SoP Meeting Policy.

5. Definitions and Abbreviations

- a. SoP – School of Physics, corresponds to the facilities and staff and students unless explicitly defined.
- b. E&D – Equity and Diversity Committee
- c. HoD – Head of Department
- d. ASC – Academic Staff Committee

- e. Group – refers to the research, teaching or administration groups within the School of Physics
- f. Key/core – ideas and decisions pertaining to the operation and conduct of the School of Physics and members of significant importance.