By-Laws of Constitution of Australian Lutheran College

1.0 Executive of College Board

1.1 Membership
The executive shall comprise the following persons:
1.1.1 the chairperson of the board;
1.1.2 the secretary of the board;
1.1.3 the principal, who shall be a non-voting member;
1.1.4 the vice chairman, who shall be a voting member;
1.1.5 at least one other member elected by the board.

1.2 Duties
The duties of the executive shall be to:
1.2.1 oversee search and selection procedures for new lecturers;
1.2.2 carry out such tasks as are delegated to it by the board;
1.2.3 facilitate work of the board between meetings of the board.

2.0 Lecturers

2.1 Lecturers' leave from duties
2.1.1 At such intervals and in such conditions as shall be determined by the board, lecturers, on the basis of their own initiative or that of the board, may be granted study leave to pursue advanced studies that will benefit college students.
2.1.2 Lecturers may be granted special leave of absence for a fixed period by the board to pursue studies or research that will render particular service to the Church or its agencies.
2.1.3 Lecturers may be otherwise absent from prescribed duties only by permission of the board.

2.2 Appointment of Lecturers
2.2.1 The lecturers shall appoint the following officers from among their members:
2.2.1.1 Dean of Chapel
2.2.1.2 Overseas Student Supervisor
2.2.1.3 Editor of Lutheran Theological Journal
2.2.1.4 Dean of Studies
2.2.1.5 Others as deemed appropriate from time to time.
2.2.2 The lecturers shall recommend to the board the appointment of lecturers who are suitable as heads of schools.
2.2.3 The lecturers shall approve the appointment of the Vicarage Coordinator and Field Education Coordinator on the recommendation of the Head of the School Of Pastoral Theology.
2.2.4 The lecturers shall approve Field Education Co-Ordinators on the recommendation of the Head of the School of Educational Theology and the Head of the School of Theological Studies.
2.2.5 The lecturers shall appoint from among their members such sub-committees or additional officers as are necessary for the internal academic administration of Australian Lutheran College

1 These by-laws are due for revision and/or replacement in 2013/14 pending Constitutional updates
2.3 **Term of office**

2.3.1 A lecturer normally shall serve for an initial period of three years.

2.3.2 At the end of the first 24 months of the lecturer’s term, they shall participate in a formative review and evaluation as directed by the board.

2.3.3 During the remaining 12 months of the lecturer’s term, they shall participate in a summative review and evaluation of their performance to that time.

2.3.4 The board may take into account all or any of these reviews and evaluations in considering any offer beyond the initial term of three years.

2.4 **Business Manager**

2.4.1 The business manager shall be appointed by the board and shall be responsible to the principal for implementation of decisions and shall carry out such other duties as directed, either by the board or the principal.

2.4.2 The business manager shall provide a written report to each meeting of the board and board executive, including a statement of the financial position of Australia Lutheran College.

3.0 **Principal**

3.1 **Responsibilities**

3.1.1 Supervise, direct, and administer the affairs of the college, making decisions and giving direction within the constraints of the constitution and the policy of the board.

3.1.2 Be responsible for the appointment, supervision and dismissal of all staff not required to be appointed by the board.

3.1.3 Attend all meetings of the board and its executive.

3.1.4 Serve as a member of all standing committees of the board.

3.1.5 Empower others to make decisions within the limits of their positions.

3.1.6 Maintain a sound knowledge and understanding of the needs of students, teaching and other staff.

3.1.7 Chair lecturers’ meetings.

3.1.8 Chair meetings of the management team.

3.2 **Relationships**

3.2.1 Answers to the board.

3.2.2 Supervises and works in close partnership with the Dean of Studies.

3.2.3 Mediates in matters of conflict within the college.

3.2.4 Encourages appropriate student involvement in decision-making forums.

3.2.5 Receives information and advice from all members of the college community.

3.2.6 Provides information and advice to the president, councils and boards of the Church regarding activities of the college.

3.3 **Authority**

3.3.1 Granted authority by the board to ensure that Australian Lutheran College is operated effectively, efficiently and according to the constitution and policies of the board.

3.3.2 Granted authority by the board to ensure that the lecturers carry out their teaching responsibilities within the constraints of the creeds and confessions of the Lutheran Church.

3.3.3 Responsible to the board for appropriate application of delegated authority in terms of the Lutheran confessions, equity, justice, and the constraints of Christian love.
3.4 Duties/Tasks

3.4.1 Initiate long range planning.
3.4.2 Determine needs both present and future.
3.4.3 Maintain oversight of total college operations.
3.4.4 Ensure appropriate performance appraisal procedures are established and maintained to ensure the quality of the work of all teaching and other staff.
3.4.5 Ensure that the expectations of the Lutheran Church of Australia, and its congregations and schools, are being met by the quality of graduates in terms of their preparedness for theology.
3.4.6 Promote the college throughout the Lutheran Church of Australia: in congregations; in schools; and at conferences and conventions.
3.4.7 Maintain a working knowledge of the people of the college, and ensure that their needs are being addressed pastorally.
3.4.8 Ensure that vocational formation programs, academic standards, healthy work practices, good teaching practices and appropriate services are established and maintained.
3.4.9 Attend all meetings of the board and its standing committees.
3.4.10 Provide adequate, informed and timely advice and recommendations to the board and its standing committees.
3.4.11 Carry on negotiations with other educational institutions, governments and their agencies and other denominational institutions as required and appropriate.
3.4.12 Maintain a teaching role.
3.4.13 Carry out such duties as the board may request from time to time.

3.5 Term of office

3.5.1 The principal shall serve for an initial period of three years unless that period is terminated earlier pursuant to the conditions under the heading 'Termination'.
3.5.2 At the end of the first 24 months of his first term, the principal shall participate in a formative review and evaluation as directed by the board.
3.5.3 During the remaining 12 months of his term, the principal shall participate in a summative review and evaluation of his performance to that time.
3.5.4 The board may take into account all or any of these reviews and evaluations in considering any offer of an extension of the principal’s appointment beyond the initial term of three years, for a maximum of nine (9) years.

3.6 Termination of the principal’s term of office

3.6.1 The principal may terminate his appointment without cause or prejudice by giving the board not less than six (6) months’ notice in writing at any time after the first year of his term.
3.6.2 The procedure for the termination of the appointment of the principal is as for the termination of a pastor of the Church.

4. Other Appointments

4.1 Vice Principal and Deputy Vice Principal
The board shall appoint the Vice Principal and Deputy Vice Principal to function as per their position descriptions.

4.2 Lecturer positions
Lecturers shall appoint the Dean of Chapel, Overseas Student Supervisor, Editor of Lutheran Theological Journal and Dean of Studies and others as deemed appropriate from time to time to function according to the position descriptions.
5.0 Heads of Schools

5.1 Head of School of Pastoral Theology
The Head of the School Of Pastoral Theology shall be approved by the board on the recommendation of the lecturers for a synodical term. The Head of the School of Pastoral Theology is eligible to serve multiple terms.

5.1.1 Duties
The duties of the Head of the School of Pastoral Theology shall be to:

5.1.1.1 oversee and manage all aspects of the School of Pastoral Theology which include entry requirements, School curriculum, vocational interviews and exiting procedures;

5.1.1.2 consult with the College of Presidents, the Board for Missions and the Board of Support to Pastoral Ministry to ensure that the School of Pastoral Theology is continually upgraded and relevant;

5.1.1.3 monitor the suitability of the content of academic subjects offered under courses and awards when these subjects form component parts of the curriculum of the School of Pastoral Theology, and, in cases of dissatisfaction, enter into discussion with the Dean of Studies;

5.1.1.4 maintain pastoral oversight, either personally or through designated advisers, of all pastoral students and their families during their residency in the School of Pastoral Theology;

5.1.1.5 facilitate networking among students and families who are in the School of Pastoral Theology;

5.1.1.6 provide information on the School of Pastoral Theology;

5.1.1.7 publicise the School of Pastoral Theology in the church;

5.1.1.8 publicise personally, and through the media, in consultation with the Dean of Studies, college degrees that are not part of the School of Pastoral Theology but which provide postgraduate theological education for leadership;

5.1.1.9 develop materials needed for the operation and publicising of the School of Pastoral Theology;

5.1.1.10 monitor the progress of students in the School of Pastoral Theology;

5.1.1.11 consult with Field Education and Vicarage Coordinators who manage experience components of the School of Pastoral Theology;

5.1.1.12 develop, in consultation with the Dean of Studies, whatever organisational structure is necessary to service the School of Pastoral Theology;

5.1.1.13 present graduands of the School of Pastoral Theology to the principal for receipt of parchment of vocational graduation at graduation exercises.

5.2 Head of the School of Educational Theology
The Head of the School of Educational Theology shall be appointed by the General Church Council for a synodical term. The Head of the School of Educational Theology is eligible to serve multiple terms.

5.2.1 Duties
The duties of the Head of the School of Educational Theology shall be to:

5.2.1.1 oversee and manage all aspects of the School of Educational Theology leading to service in Lutheran schools, including entry requirements, school curriculum, interviews and exiting procedures;

5.2.1.2 liaise with the Dean of Studies and appropriate people in other tertiary institutions with which the college has agreements for Lutheran strand students in initial teacher education programs;
5.2.1.3 encourage Lutheran teacher trainee students in other tertiary institutions to complete some parts or all of the college educational program;
5.2.1.4 consult with the lecturers, the Board for Lutheran Education Australia, the Executive Director of Lutheran Education Australia and the three area directors of Lutheran Education Australia to ensure that the school is continually upgraded and relevant;
5.2.1.5 monitor the suitability of content of academic subjects offered under courses and awards when these subjects form component parts of the curriculum of the School of Educational Theology, and, in cases of dissatisfaction, enter into dialogue with providers, in consultation with the Dean of Studies;
5.2.1.6 coordinate all initial teacher education programs on tertiary education campuses with which the college has agreements so that college lecturers serving on these campuses and college programs are systematised;
5.2.1.7 maintain pastoral oversight, either personally or through College representatives on other campuses, of all School of Educational Theology students, or students doing component parts of the program;
5.2.1.8 facilitate networking among college students in the School of Educational Theology;
5.2.1.9 provide information on the College School of Educational Theology;
5.2.1.10 publicise personally, and through media, the School of Educational Theology in the Church;
5.2.1.11 publicise personally, and through media, in consultation with the Dean of Studies, college degrees that are not part of the School of Educational Theology but provide postgraduate theological education for educational leadership;
5.2.1.12 develop materials needed for the operation of the School of Educational Theology;
5.2.1.13 monitor personally, or through college lecturers on other campuses, progress of students in the School of Educational Theology;
5.2.1.14 oversee and coordinate field education and practice teaching placements either personally or through college representatives on other campuses;
5.2.1.15 develop whatever organisational structure is necessary to service the School of Educational Theology;
5.2.1.16 present graduands of the School of Educational Theology to the Principal for receipt of the parchment of vocational graduation at graduation exercises.

5.3 Head of School of Theological Studies
The Head of the School of Theological Studies shall be approved by the board on the recommendation of the lecturers, for a synodical term, if the appointment is from the current lecturers. The Head of the School of Theological Studies is eligible to serve multiple terms.

5.3.1 Duties
The duties of the Head of the School of Theological Studies shall be to:
5.3.1.1 oversee all aspects of the School of Theological Studies which include entry requirements, program curriculum, vocational interviews and exiting procedures;
5.3.1.2 consult with the Department of Lay Ministry and the Department for Missions, to ensure that the School of Theological Studies is continually upgraded and relevant;
5.3.1.3 monitor the suitability of the content of academic subjects offered under courses and awards when these subjects form component parts of the curriculum of the School of Theological Studies, and, in cases of dissatisfaction, enter into discussion with the Dean of Studies;

5.3.1.4 maintain pastoral oversight, either personally or through designated advisers, of all Theological Studies students during their residency in the School of Theological Studies;

5.3.1.5 facilitate networking among students in the School of Theological Studies;

5.3.1.6 provide information on the School of Theological Studies;

5.3.1.7 publicise the School of Theological Studies in the Church;

5.3.1.8 develop materials needed for the operation and publicising of the School of Theological Studies;

5.3.1.9 monitor the progress of students in the School of Theological Studies;

5.3.1.10 oversee personally, or through a designated Field Education Coordinator, all experience components of the School of Educational Theology;

5.3.1.11 develop whatever organisational structure is necessary to service the School of Theological Studies;

5.3.1.12 present graduands of the School of Theological Studies to the principal for receipt of the parchment of vocational graduation at graduation exercises.

6.0 Alterations to By-Laws

6.1 The board shall have power at a duly constituted meeting to alter and make new by-laws not inconsistent with the rules and regulations described in the constitution.

6.2 Notice of proposed alterations and additions to by-laws shall be made available to the board at least four weeks prior to the meeting at which action will be taken.