1. PURPOSE AND SCOPE
This policy outlines the Terms of Reference for the Academic Surgery Committee.

2. KEYWORDS
Academic, Surgery, Section, Developing a Career and Skills in Academic Surgery, Surgical Research Society, Diversity and Inclusion.

3. BODY OF POLICY

3.1. Background
A committee was established under the Section of Academic Surgery in 2002 to provide leadership, guidance and direction for the Royal Australasian College of Surgeons (RACS) activities relating to academic surgery. In 2016 the Academic Surgery Committee was formed, reporting to the Research and Academic Surgery Committee and with a broader responsibility.

3.2. Objectives
The Academic Surgery Committee is accountable to Council through the Research and Academic Surgery Committee (RASC) and the Professional Development and Standards Board (PDSB) for the fulfilment of the objectives and functions outlined below:

3.2.1. To collaborate with academic surgical departments in Australia and New Zealand.

3.2.2. To enhance career pathways in academic surgery and encourage younger surgeons to pursue opportunities in academic surgery through working parties, the Surgical Research Society (SRS) Research Day and the Developing a Career and Skills in Academic Surgery (DCAS) Course.

3.2.3. To advise on the content of curricula for surgery which could be used by Australian and New Zealand medical schools and RACS Surgical Education and Training.

3.2.4. To advise on professional and policy issues relating to academic surgery as well as issues of relevance to surgery in general.

3.2.5. To establish and maintain a register of academically active surgeons in order to support the Section of Academic Surgery activities and address workforce issues.

3.3. Duties and Responsibilities

3.3.1. To respond to professional issues of concern and relevance to the academic surgeon.

3.3.2. To develop a strategic plan for the academic component of surgical training in conjunction with the Education Board and in line with the RACS Strategic Plan.

3.3.3. To oversee and review investigation into current academic surgery career structures in Australia and New Zealand by surveying relevant people both within and external to universities in Australia and New Zealand, and through activities of the Clinical Academic Pathways Working Party.
3.3.4. To monitor and address issues with respect to training and available positions within academic surgery.

3.3.5. To be responsible for the DCAS Course at the Annual Scientific Congress.

3.3.6. To contribute to the annual Surgical Research Society (SRS) of Australasia Scientific meeting.

3.3.7. Identify risks and advise the Risk Management and Audit Committee

3.3.8. To oversee the selection of members to the Section of Academic Surgery

Membership of the Section is open to Fellows, Trainees and International Medical Graduates (IMGs) on a pathway to Fellowship who have an interest in academic surgery.

The Section can also offer membership to individuals who are external to RACS on recommendation from the Chair. Non RACS members may have to pay a membership fee but will not have voting rights and are not eligible to hold governance positions.

Applicants for SAS membership can be approved at Academic Surgery Committee meetings or Academic Surgery Committee Executive meetings.

3.4. Powers

The Academic Surgery Committee has such powers, supervisory functions and decision-making authority as the Council (via PDSB) delegates in relation to academic surgery policy issues.

3.5. Composition and Voting Rights

3.5.1. Committee membership with full voting rights comprises:

- Chair, Academic Surgery Committee
- Deputy Chair, Academic Surgery Committee
- Seven elected Section of Academic Surgery (SAS) representatives
- Chair, Research and Academic Surgery Committee
- DCAS Organising Committee representative, if not a SAS committee member
- Chair, Surgical Research Society, if not a SAS committee member
- Chair, Board of Surgical Education and Training or nominee
- Chair, Academy of Surgical Educators
- Chair, ANZ Scholarship and Grant Committee
- Editor-in-Chief of the Australian and New Zealand Journal of Surgery
- Chair, November Annual Academic Conference committee, if not SAS committee member
- Younger Fellow Representative
3.5.2. Ex Officio members without voting rights comprises:

- Surgical Director, Research and Evaluation
- Clinical Director, Clinical Trials Network Australia and New Zealand (CTANZ)
- Research, Audit and Academic Surgery General Manager
- Academic Surgery Manager

3.5.3. Co-opted and invited attendance, at the discretion of the Academic Surgery Committee Chair.

(Note: co-opted and invited attendance will be for a defined period determined by the Academic Surgery Committee Chair and does not have voting rights).

3.6. Tenure and Method of Appointment

3.6.1. Prior to the Annual Business Meeting of the Section, nominations will be sought to replace retiring members of the ASC. If there are more nominations than the number needed to replace retiring members, a formal procedure, agreed by the ASC, will be undertaken to elect the replacements. Those nominated will be announced at the Annual Business Meeting of the Section for ratification and then the Academic Surgery Committee will be notified.

3.6.2. Chair and Deputy Chair

The Chair and Deputy Chair are elected from and by the Academic Surgery Committee membership annually.

3.6.3. Membership of the Academic Surgery Committee may be for three years with the option, if the members agree, for two further periods to a maximum of nine years.

3.7. Executive Committee

The Executive Committee consists of the Chair, the Deputy Chair (or member proxy), SRS Chair, Chair, Research and Academic Surgery Committee (RASC), Chairs of the subcommittees of the ASC, Clinical Director, CTANZ and one other nominated Member of the Academic Surgery Committee. If the nominated member is unable to attend another member of the committee may be invited. The aim will be to have two elected members attend each executive meeting aside from the Chair and Deputy Chair. This Executive Committee meets between full Committee meetings via teleconference as required and has the delegated authority to make decisions which are reported to the full Committee. The minutes, once approved by the Chair are to be circulated to the full committee.
3.8. Surgical Research Society Sub-Committee
   a. The Surgical Research Society of Australasia was established in 1961. The main intent was to promote surgical research, especially by young surgeons. The objectives of this Sub-Committee include setting strategic goals, progressing initiatives and initiating sponsorship for the SRS.
   b. Composition and Size
   The SRS Sub-Committee consists of the Chair of the SRS, the Chair of the Academic Surgery Committee and at least two other members from the Academic Surgery Committee as determined by the Academic Surgery Committee.
   Each Member of the SRS Sub-Committee will be elected for a term of three years and shall be eligible for election for two further periods of three years to a maximum of nine years.
   c. Activities of the SRS Sub-Committee
   The SRS is responsible for working with the Chair of the Academic Surgery Committee to coordinate running of the SRS Annual Scientific Meeting. A booklet is published annually containing the accepted abstracts from this meeting. SRS Sub-Committee meetings are held at least twice per year but additional meetings may be called if necessary. The Sub-Committee is also responsible for seeking sponsorship for its annual meeting.
3.9. ASC Subcommittees
   Subcommittees may be defined at the discretion of the Chair with the agreement of the Executive committee. The Subcommittee Chair will be an elected member of the ASC at the ASC Chair’s discretion. Examples include a Membership subcommittee, the DCAS subcommittee, SAS annual conference subcommittee, Communication and Marketing subcommittee.
3.10. Meetings
   The Committee shall have a minimum of two face-to-face meetings per year, in May an Annual Business Meeting at the Annual Scientific Congress, and in November adjoining the SAS Meeting. The Executive Committee shall meet as required by teleconference.
3.11. Quorum
   A quorum shall be the majority of the voting membership of the Committee or Executive Committee.
3.12. Accountability
   The Academic Surgery Committee is accountable to Council through the RASC, and PDSB, for fulfilment of the duties and responsibilities outlined in the Terms of Reference.
3.13. Reporting Structure
   The Academic Surgery Committee’s proceedings will be recorded in minutes. Reports are provided to Council via RASC and PDSB.

4. ASSOCIATED DOCUMENTS
   Surgical Research Society of Australasia Research Fund
   Developing a Career and Skills in Academic Surgery Course Management Policy

| Approver | RASC |
| Authoriser | PDSB |
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