

# Terms of Reference - Academic Board Rule

The Academic Board was established by the University Council pursuant to the [Southern Cross University Act \(1993\) NSW](#).

The University Council has approved the membership and functions of the Academic Board as set out in the Terms of Reference.

## Terms of Reference

### Purpose

(1) The Academic Board is the principal academic body responsible for establishing and maintaining the highest standards in teaching and learning and research in the University.

(2) The Academic Board is the primary advisory committee of the University Council on academic matters. It provides a forum for the discussion and debate of the academic directions and the quality of the academic programs of the University and its educational partners. It may consider any matter relating to the University's teaching, learning, research or other academic activity of the University and its educational partners, and approve such matters or advise the Council and the Vice-Chancellor as delegated to it by Council. The Academic Board will have particular regard to issues of academic accountability and quality assurance, the student academic experience, and to the University's plans and strategic objectives.

### Responsibilities

(3) Subject to the Southern Cross University [Act](#), 1993 (NSW) and the Southern Cross University [By-law](#) 2005 (NSW), the Academic Board is to:

- a. advise Council and the Vice-Chancellor on academic matters and related activities of the University and its educational partners, including the quality of teaching, learning, research, and research training;
- b. consider, and report to Council and the Vice-Chancellor on any matter referred to it by Council and the Vice-Chancellor;
- c. provide effective oversight of the quality of teaching, learning, research and research training by:
  - i. developing, approving, monitoring, and reviewing Rules, Policies, Procedures and Guidelines on academic and research matters and their effectiveness;
  - ii. determining requirements for accreditation, review, re-accreditation, dis-accreditation and issue of the University's degrees and awards in disciplines for curriculum offerings approved by the University Council;
  - iii. maintaining oversight of academic and research integrity, including monitoring of potential academic and research risks;
  - iv. reviewing academic and course delegations to ensure the implementation of appropriate delegations to support quality teaching, learning, research and research training;
  - v. setting institutional benchmarks for academic quality and outcomes and monitoring and initiating action (where required) to improve performance against them;
  - vi. critically evaluating the quality and effectiveness of educational innovations;
  - vii. evaluating the effectiveness of institutional monitoring, review, and improvement of academic activities,

- including student feedback on their educational experiences;
  - viii. approving the establishment, disestablishment, composition, powers and duties of standing committees and working parties as required to assist the Academic Board in fulfilling its purpose and responsibilities;
  - ix. requesting and reviewing reports from its standing committees and non-academic units engaged in supporting academic matters and related activities of the University and its educational partners, and monitor any quality assurance and improvement actions arising from these reports;
- d. provide academic leadership to the University and broader academic community by:
- i. upholding and modelling the University's values, including academic freedom and academic integrity, to the broader University community;
  - ii. engaging with the University Council and management to support the University's strategic objectives and promote academic excellence and an outstanding student experience;
  - iii. engaging with peers outside the University to support exchange of ideas and collaboration to achieve best practice, including in relation to academic governance;
- e. review and report to University Council on the Academic Board's performance through annual self-review by Board members and periodic review by an externally appointed expert or peer.

(4) This Rule will be reviewed annually by the Academic Board and any amendments recommended to Council for consideration.

## **Composition**

(5) The structure and membership of the Academic Board will be as follows:

- a. Elected office holders
  - i. Chair, Academic Board
  - ii. Deputy Chair (Teaching and Learning), Academic Board
  - iii. Deputy Chair (Research), Academic Board
  - iv. Deputy Chair (Students), Academic Board
- b. Ex-officio members
  - i. Vice-Chancellor
  - ii. Senior Deputy Vice-Chancellor
  - iii. Pro Vice-Chancellor (Academic Quality)
  - iv. Pro Vice-Chancellor (Academic Innovation)
  - v. Dean, Gnibi College of Indigenous Australian Peoples
  - vi. Dean, SCU College
  - vii. Executive Dean, Faculty of Business, Law and Arts
  - viii. Executive Dean, Faculty of Education
  - ix. Executive Dean, Faculty of Health
  - x. Executive Dean, Faculty of Science and Engineering
  - xi. Dean, Graduate Studies
- c. Elected members
  - i. Faculty Board Chairs (elected in accordance with the Terms of Reference – Faculty Board)
  - ii. One coursework student
  - iii. One higher degree by research student

(6) The following shall be observers at Academic Board meetings:

- a. Director, Library Services\*
- b. Director, Business Intelligence and Quality\*
- c. Director, Centre for Teaching and Learning\*
- d. Vice President (Students) and Registrar\*
- e. Vice President (Future Students and Outreach)\*
- f. Executive Director, Global\*

[\* or nominee]

(7) The Academic Board is responsible for maintaining its membership to include appropriate gender diversity and representation of Indigenous Australians and may co-opt such other persons to its membership as it determines from time to time.

## Office holders

(8) The Vice-Chancellor may choose to be the Chair, Academic Board.

(9) In the event that the Vice-Chancellor does not wish to be the Chair, the members of the Academic Board will elect a Chair from the full-time Professors and Associate Professors of the University. The Chair will be a member of Council in accordance with the Southern Cross University Act 1993.

(10) If the Vice-Chancellor does at any time wish to be the Chair, the members of the Academic Board will elect a Deputy Chair, Academic Board from the full-time Professors and Associate Professors of the University. The Deputy Chair, Academic Board will be a member of Council in accordance with the Southern Cross University Act 1993.

(11) The members of the Academic Board will elect the following office holders from the full-time Professors and Associate Professors of the University:

- a. Deputy Chair (Teaching and Learning), Academic Board
- b. Deputy Chair (Research), Academic Board
- c. Deputy Chair (Students), Academic Board

(12) All elected office holders will:

- a. hold office for a term of three years; and
- b. will not hold office for more than two consecutive terms.

## Elected members

(13) All elected members of Academic Board will hold office for a term of two years.

## Elections

(14) The Academic Board will conduct elections of office holders and elected members in accordance with the [Standing Orders - the Academic Board and its Committees](#).

## Meetings

(15) The quorum for Academic Board meetings will be a majority of the total number of members on the Academic Board for the time being. For the purpose of determining the quorum, a member holding more than one position will only be counted once, and a casual vacancy will not be counted.

(16) Rules for the manner and time of convening, holding and adjourning its, and the conduct of business and the

manner of voting at its meetings will be determined by the Academic Board and specified in the [Standing Orders - the Academic Board and its Committees](#).

(17) A member holding more than one position will have only one vote.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	12th December 2024
<b>Review Date</b>	12th December 2025
<b>Approval Authority</b>	University Council
<b>Approval Date</b>	28th November 2024
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Andrew Rose Chair, Academic Board +61 2 66203189
<b>Head of Work Unit</b>	Mark Dixon Director, Governance Services
<b>Enquiries Contact</b>	Owen Trembath Secretary, Academic Board <hr/> Governance Services