

Terms of Reference - Academic Board

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 of the University, as well as the quality of its academic programs. It may consider any matter relating to the University's teaching, learning, research or other academic activity, and approve such matters or advise the Council and the Vice Chancellor as delegated to it by Council. When conducting its business the Academic Board will have particular regard to issues of academic accountability and quality assurance, and to University plans.

Responsibilities

- 3 Subject to the Act and the By-law, the Academic Board is to:
 - a. consider and advise on all matters referred to it by the Council or the Vice Chancellor;
 - b. develop and approve academic Policies, Awards and Rules for the University relating to academic and research matters. These include:
 - i. rules governing the awards and academic processes of the University;
 - ii. issues related to teaching and learning at the University;
 - iii. issues related to research in or associated with the University;
 - iv. the introduction, structure, progression, and review of undergraduate and postgraduate programs offered by the University that are not in new discipline areas;
 - v. requirements for the completion of degrees and awards;
 - vi. the admission, assessment and progression of students;
 - vii. the Rules and procedures for the award of student scholarships, medals and prizes;
 - viii. the award of student scholarships, medals and prizes unless the Rules of those student scholarships, medals and prizes state otherwise;
 - ix. mechanisms for the hearing of appeals made by students against grades, exclusion and progression;
 - x. any other academic matter;
 - c. advise the Council on:
 - i. the strategic directions of the University with regard to academic and research matters;
 - ii. the undergraduate and postgraduate programs offered by the University that are in new discipline areas;
 - iii. criteria and procedures for the appointment, promotion and professional development of the academic staff of the University;
 - iv. the discontinuation of academic awards and courses;
 - v. the effective operation of this Rule;

- vi. any other academic matter;
 - d. consider reports of Academic Board committees and working parties and any other body required to report to the Academic Board; and:
 - i. determine such matters as authorised;
 - ii. transmit to the Council with or without amendment or comment any report or recommendation requiring the attention of the Council;
 - e. make and approve standing orders with respect to:
 - i. the manner and time of convening, holding and adjourning a meeting of the Academic Board;
 - ii. the quorum and voting at such a meeting;
 - iii. the powers and duties of the person presiding at a meeting of the Academic Board;
 - iv. the conduct of the business at a meeting of the Academic Board;
 - v. the election of Academic Board members and office bearers;
 - vi. the appointment, powers and duties of committees and working parties of the Academic Board;
 - vii. the membership and quorum at meetings of committees and working parties so appointed;
 - viii. the establishment and maintenance of a public register of the Academic Board's policies, procedures and delegations.
- 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. Deputy Vice Chancellor (Research and Academic Capability)
 - 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:
 - 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 (Engagement)*
 - f. Chief International Officer*.

[* 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 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 In the event that the Vice Chancellor does at any time wish to be the Chair, the 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 Board will elect the following office holders from the full-time Professors and Associate Professors of the University:
 - a. Deputy Chair (Teaching and Learning)
 - b. Deputy Chair (Research)
 - c. Deputy Chair (Students)
- 12 All elected office bearers 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.
- 16 The manner and time of convening, holding and adjourning meetings of the Academic Board will be determined by the Academic Board and specified in the [Standing Orders - the Academic Board and its Committees](#).