

## Governance

Academic Board Sub-Committees



### Faculty Boards

#### Establishment

*When:* 2004; revised by Council at Meeting 2/05 on 21 March 2005 and Academic Board 2/05 on 30 March 2005

*By what authority:* Council

*For what period:* Indefinite

#### Role/Terms of Reference

*Nature:* Faculty Boards are responsible for assuring the quality of each Faculty's teaching and research programs and advising the Council of the University accordingly.

*Terms of Reference:* To ensure that the Faculty fulfills the requirements of Chapter 10 of the Statutes, the Faculty Board will:

**Report** regularly to the Academic Board concerning the quality assurance and academic standards of the Faculty's teaching and research programs, including the admission, assessment practices and progression of students, and compliance with the requirements of external accrediting bodies.

**Advise** the Academic Board, through the Program Approval Committee, that it has satisfied itself of the quality and academic standards of new program proposals and significant revisions to existing programs and to recommend accreditation or withdrawal of accreditation accordingly.

**Advise** the Vice Chancellor and President, the Academic Board or Executive Dean as appropriate on issues referred to it for consideration.

**Provide** a forum for discussion of issues of faculty and wider significance.

*Reporting line:* To Academic Board

*Quorum:* Half the full membership plus one

*Procedures prescribed/determined itself:* *Business procedures:*

1. Determined by the Faculty Board.
2. Amendments to the constitution of the Committee are to be approved by Academic Board.

*Meeting Agendas:*

Prepared by the Executive Officer in liaison with the Convener and distributed by the Executive Officer at least seven working days prior to the meeting.

*Frequency of meetings:* Not less than twice per semester

*List of any sub-committees:* To be listed by each Faculty, eg:  
Advisory Board  
Learning and Teaching Committee  
Research Committee  
Assessment Review Committee

## Membership

*Any categories prescribed:*

1. Vice-Chancellor and President (*ex officio*)
2. Executive Dean (*ex officio*) (Convener)
3. Heads of Schools
4. Associate Deans
5. Faculty Business Manager
6. One undergraduate student
7. One postgraduate student
8. One academic staff member elected by the Faculty
9. One general staff member elected by the Faculty.

*How are members appointed?* The Vice-Chancellor and President, on behalf of Council, will approve appointed and elected members with the exception of *ex officio* members.

*Length of terms* Elected and appointed members will have a term of one/two years.

*Proxies* Proxies are permitted with the prior approval of the Convener.

*How is the Convener appointed?* The Convener is the Executive Dean of the Faculty, serving in an *ex officio* capacity.

*Administration (Executive Officer)* The Faculty

*Attendance* tba

**Contact person and phone/email** Officer within each Faculty

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