

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. Revised 14 November 2019 in accordance with Internal Audit Report 2.5 Program Portfolio Management recommendation 5.1.

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 Academic Program Entry and 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

RMO File Number

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