

Terms of Reference

Committees reporting to Council



THE UNIVERSITY
of ADELAIDE

Academic Board

Establishment

When:

1883 (as Education Committee), renamed in April 1993; reconstituted May 2002; reconstituted 23 February 2004.

By what authority:

Council 29 April 2002; Council 23 February 2004; Council 6 December 2004; Council 5 December 2011 (amendments to Committees reporting to the DVC&VP(A) – sub-committees of the Academic Board). Internationalisation Committee discontinued by Academic Board 6 March 2013, noted by Council 25 March 2013. Amendments to membership in-line with organisational change 2 October 2013, noted by Council 2 December 2013. Council 12 October 2015 (changes to *Nature, Terms of Reference and Membership*); Council 30 May 2016; Council 17 September 2018 (change to membership); Council 16 December 2019 (change to membership); Council 28 March 2022 (amendments to *Nature, Terms of Reference, Sub-committees, Membership, Proxies, Attendance, Annual Review*), effective 1 July 2022.

For what period:

Indefinitely

Role

Nature:

The University Council is the governing body of the University and, pursuant to section 9 of *The University of Adelaide Act 1971*, is responsible for overseeing and monitoring the academic activities of the University. The Vice-Chancellor and President is the principal academic officer of the University and is responsible to the Council for the academic standards of the University.

The Academic Board is a standing committee of Council and the Chair of Academic Board is an *ex officio* member of Council. The Academic Board contributes to the development of academic strategy and the oversight of academic operations. It is the peak committee for the development of academic policy and the oversight of academic operations. The Academic Board and its sub-committees assist the Council and the Vice-Chancellor and President to fulfil their responsibilities for monitoring and managing academic standards and to meet the legislated requirements of the *Higher Education Standards Framework (Threshold Standards) 2021* and pertaining to the following Domains:

Domain 1 Student Participation and Attainment

- 1.1 Admission
- 1.2 Credit and Recognition of Prior Learning
- 1.3 Orientation and Progression
- 1.4 Learning Outcomes and Assessment
- 1.5 Qualifications and Certification

Domain 2 Learning Environment

- 2.1 Facilities and Infrastructure
- 2.2 Diversity and Equity
- 2.3 Wellbeing and Safety
- 2.4 Student Grievances and Complaints

Domain 3 Teaching

- 3.1 Course Design
- 3.2 Staffing
- 3.3 Learning Resources and Educational Support

Domain 4 Research and Research Training

- 4.1 Research
- 4.2 Research Training

Domain 5 Institutional Quality Assurance

- 5.1 Course Approval and Accreditation
- 5.2 Academic and Research Integrity
- 5.3 Monitoring, Review and Improvement
- 5.4 Delivery with Other Parties

Domain 6 Governance and Accountability

- 6.3 Academic Governance

[note – 6.1 Corporate Governance and 6.2 Corporate Monitoring and Accountability are not in scope]

Domain 7 Representation, Information and Information Management

- 7.1 Representation
- 7.2 Information for Prospective and Current Students
- 7.3 Information Management

Academic Board does not have responsibility for the distribution of resources or for determining the academic profile of the institution.

Responsibility:

Academic Board will:

- a. Recommend to the Vice-Chancellor and President, the accreditation, re-accreditation or withdrawal of the University's academic programs.
- b. Exercise oversight of and recommend to the Vice-Chancellor and President policies, standards and practices in learning and teaching (including admission, recognition of prior learning, credit transfer, assessment, pedagogy, and student grievance processes).
- c. Exercise oversight of and recommend to the Vice-Chancellor and President policies, standards and practices in research and research training.
- d. Assess and monitor risks to the academic activities and standards of the University and advise Council and the Vice-Chancellor and President about these risks.
- e. Provide advice to the Vice-Chancellor and President, and Council on the academic aspects of the University strategic plan.
- f. Consider and provide advice to the Vice-Chancellor and President on reports of the regular reviews of academic programs and academic organisational units.
- g. Provide a forum to facilitate information flow and collegial discussion and debate on academic matters relevant to the University and the higher education sector.
- h. Receive and consider an annual report on the University of Adelaide's compliance with the Higher Education Standards Framework (Threshold Standards) current at the time – excluding matters of Corporate Governance and Corporate Monitoring and Accountability - and provide advice to the Vice-Chancellor and President, and Council on the University's compliance, including with regard to the activities of Academic Board and its sub-committees.
- i. Consider an annual report of the performance of Academic Board and its sub-committees and a

consolidated statement of outcomes against the Academic Board's Terms of Reference and provide this report to the Vice-Chancellor and President, and Council.

- j. Consider and report on all matters referred to it by the University Council or by the Vice-Chancellor and President.

<i>Reporting line:</i>	To Council
<i>Quorum:</i>	Half the full membership (ignoring any fraction resulting from division) plus one.
<i>Procedures prescribed/determined itself:</i>	Determined by itself
<i>Frequency of meetings:</i>	Monthly from February to November
<i>Sub-committees:</i>	Academic Board may establish and disestablish sub-committees to advise it on any matters within its Terms of Reference. Academic Board will approve the Terms of Reference for each of its sub-committees. All sub-committees of Academic Board provide regular reports to Academic Board concerning their compliance with those domains of the Higher Education Standards Framework that are included in the sub-committees' Terms of Reference.

Membership

<i>Prescribed membership:</i>	Academic Board membership shall be constituted as follows: <u>Chair (presiding member)</u> <u>Deputy Chair</u> The Chair and Deputy Chair will be Professors of the University and: <ul style="list-style-type: none">- will not be ex officio members- will be elected by the members of Academic Board from Professors of the University who are members of Academic Board- the term of office will be for 2 years (and will be eligible to serve for a total of 2 terms – either contiguously or with a period between the terms, but not more than 2 terms). <u>Heads of School</u> Four per faculty (or as proxies, four academic staff members involved in developing academic programs), appointed by the Faculty Board. <u>Professors (Level E)</u> Six Professors, two per faculty, elected from and by the academic staff of that faculty. Elected members must hold an appointment of at least 50% for the period of the electoral term.
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Academic staff (Level A-D)

Six Academic Staff (Level A-D), two per faculty, elected from and by the academic staff of that faculty. Elected members must hold an appointment of at least 50% for the period of the electoral term.

Professional staff

Two professional staff members, elected from and by the professional staff, at a classification of HE07 or above, who are employed for at least 0.5 of a full-time equivalent position.

Undergraduate students

Two appointed by the Adelaide University Union.

Postgraduate students

Two, at least one of whom shall be a Higher Degree by Research Student, appointed by the Adelaide University Union.

Members of the Adelaide Education Academy

Two, being the Chair of the Adelaide Education Academy Executive Group and a nominee of the Chair of the Adelaide Education Academy Executive Group.

Ex officio members

Vice-Chancellor and President
Deputy Vice-Chancellors and Vice-Presidents
Pro Vice-Chancellors
Executive Deans
University Librarian
Chief Operating Officer
Chair, Gender Equity Committee

Gender balance and diversity:

To be considered before members are appointed or re-appointed.

Term of office:

Appointed/elected members hold office for two years¹ and are eligible for reappointment but no appointed/elected member is to serve for longer than 12 years without the express approval of Council.

Proxies:

Proxies may be appointed in accordance with Academic Board Standing Orders.

The Chair may request the Deputy Chair to act as Acting Chair in the event of a conflict of interest or inability to attend a meeting.

Attendance:

Director, Governance Services or nominee (as Secretary to Academic Board)

Right of Attendance and Debate

Any member of Council or the academic staff shall be entitled to be present at a meeting of the Academic Board and, by leave of the Chair, be entitled to speak on any matter before the Board. However, only members of the Board shall be entitled to vote.

¹ Initial terms of appointment for new categories of members established 1 July 2022 (two Professors and two Academic staff (Levels A-D) from each faculty) will be divided equally into one year and two year terms to allow for the membership expiry dates to be staggered in the future.

The Chair of Academic Board shall participate in the Vice-Chancellor's Executive as an observer with speaking rights.

The Chair of Academic Board shall be invited by the Chair of Risk Committee to attend the meetings of the Risk Committee for items related to Academic Risk.

Agenda:

All agendas must have a statement on the declaration of any conflict of interest.

The Chair sets the agenda and will consult with the Vice-Chancellor and President on items to include.

The Vice-Chancellor and President may request the inclusion of any item on the agenda and may call a special meeting of the Academic Board.

Minutes:

The minutes of Academic Board shall be prepared in accordance with the Standing Orders of Council.

Reports of Academic Board to Council should show clearly those matters recommended to Council for decision. Reports shall be considered at the ensuing meeting of Council

Annual review:

Academic Board will annually review and report to the Vice-Chancellor and President, and Council on its own performance against its Terms of Reference. An assurance statement on its compliance with the Higher Education Standards Framework (HESF) will be included in the self-assessment.

Academic Board will review its Terms of Reference annually.

Contact person and phone/email

council.secretary@adelaide.edu.au

RMO File Number

2013/8591