

# Governance Statement

Committees reporting to Council



THE UNIVERSITY  
of ADELAIDE

## Academic Board

### Establishment

<i>When:</i>	1883 (as Education Committee), renamed in April 1993; reconstituted May 2002; reconstituted 23 February 2004.
<i>By what authority:</i>	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 <i>Nature, Terms of Reference</i> and <i>Membership</i> ); Council 30 May 2016; Council 17 September 2018 (change to membership).
<i>For what period:</i>	Indefinitely

### Role/Terms of Reference

*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 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 to fulfil their responsibilities for monitoring and managing academic standards. It does not have responsibility for the distribution of resources or for determining the academic profile of the institution.

*Terms of Reference:*

Academic Board will:

- a. Recommend to the Vice-Chancellor the accreditation, re-accreditation or withdrawal of the University's academic programs.
- b. Exercise oversight of and recommend to the Vice-Chancellor standards and practices in learning and teaching (including admission, recognition of prior learning, credit transfer, assessment, and student grievance processes) and report to Council on the consistency of these standards.
- c. Exercise oversight of and recommend to the Vice-Chancellor standards and practices in research and research training and report to Council on the consistency of these standards.
- d. Assess and monitor risks to the academic activities and standards of the University and advise Council and the Vice-Chancellor about these risks.

- e. Consider and report on all matters, including strategic planning, 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>List of any sub-committees:</i>	<ul style="list-style-type: none"> <li>● University Learning Committee (ULC)</li> <li>● University Research Committee (URC) <ul style="list-style-type: none"> <li>- Graduate Scholarships Committee</li> <li>- Research Education and Development Committee</li> <li>- Animal Ethics Committee</li> <li>- Human Ethics Committee</li> <li>- Institutional Biosafety Committee</li> </ul> </li> <li>● Library Committee</li> <li>● Academic Program Entry and Approval Committee</li> <li>● Internationalisation Strategy Committee</li> <li>● Quality Enhancement Committee</li> <li>● Faculty Boards</li> </ul> <p>All the Committees of Academic Board provide regular reports to Academic Board.</p>

## Membership

<i>Prescribed membership:</i>	<p>The Vice-Chancellor and President convenes Academic Board and sets the agenda in consultation with the elected Chair. Both the Chair and the Deputy Chair are professors of the University elected by the Academic Board and normally from within the Academic Board. The role of the Chair is to chair Academic Board meetings. The Vice-Chancellor and President has the option to preside at Academic Board.</p> <p>Academic Board membership shall be constituted as follows: (The Chair and Deputy Chair to be normally from within the membership of Academic Board.)</p> <ol style="list-style-type: none"> <li>a. Vice-Chancellor and President (Convenor) <i>ex officio</i></li> <li>b. Deputy Vice-Chancellors and Vice-Presidents <i>ex officio</i></li> <li>c. Pro Vice-Chancellors <i>ex officio</i></li> <li>d. Executive Deans <i>ex officio</i></li> <li>e. Dean of Graduate Studies <i>ex officio</i></li> <li>f. Dean, Indigenous Education <i>ex officio</i></li> <li>g. University Librarian <i>ex officio</i></li> <li>h. Chief Operating Officer <i>ex officio</i></li> <li>i. Chair, Gender, Equity and Diversity Committee <i>ex officio</i></li> <li>j. Four Heads of School per Faculty (or as proxies, four academic staff members involved in developing academic programs), appointed by the Faculty Board</li> </ol>
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- k. One Professor per Faculty, appointed by the Faculty Board
- l. Two members of the general staff, at a classification of HE07 or above, elected by the general staff who are employed for at least 0.5 of a fulltime equivalent position.
- m. Two undergraduate students, appointed by the Adelaide University Union.
- n. Two postgraduate students, at least one of whom shall be a Higher Degree by Research Student, appointed by the Adelaide University Union.
- o. Two members of the Adelaide Education Academy: The Chair of the Adelaide Education Academy Executive Group and a nominee of the Chair of the Adelaide Education Academy Executive Group.

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

*Attendance* Council Secretary 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.

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

*Minutes:* The Minutes of Council, and all Standing Committees of Council, should be prepared in accordance with the Standing Orders. Reports of Standing Committees to Council should show clearly those matters **recommended** to Council for decision. Reports shall be considered at the ensuing meeting of Council.

**Contact person and phone/email** [council.secretary@adelaide.edu.au](mailto:council.secretary@adelaide.edu.au)

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