Academies Australasia Polytechnic Academic Board

Terms of Reference

1. Purpose of the Academic Board

The Academic Board of Academies Australasia Polytechnic is responsible for the oversight of all academic programs and courses of study at Academies Australasia Polytechnic (hereinafter AAPoly). The Academic Board has three main functions:

1. the provision of academic oversight for the development of new curricula, programs, pedagogy and the maintenance of academic quality, standards and integrity;
2. recommending the granting of awards to students; and
3. formulating and implementing a coherent and rigorous academic and educational strategy including the development of new courses and programs.

The Academic Board (AB) of Academies Australasia Polytechnic (AAPoly) is responsible for formulating and reviewing policies, rules, guidelines and procedures in relation to academic matters and playing an active role in assuring consistently high quality program delivery, teaching and scholarly activity.

The Academic Board reports to the Board of Directors (BOD) of AAPoly on its specific academic governance responsibilities which include:

- the oversight and development of academic activities, including the maintenance of high standards in teaching and scholarly activity;
- academic oversight of all matters related to courses and subjects, admission and enrolment of students, and assessment and admission to degrees, save for those matters expressly requiring a BOD decision as stated in the AAPoly Board Charter;
- development and maintenance of policies and rules governing academic matters with reference to best practice and regulatory standards including the Higher Education Standards Framework;
- approve the terms of and awarding prizes, scholarships and other forms of recognition for academic progression and achievements;
- encourage debate and professional discourse on matters of education and academic practice to foster creativity and innovation in program development, and the provision of high quality teaching and learning experiences;
- provide advice to the AAPoly BOD on academic strategy, academic quality assurance, and risk management in academic matters; and
• administer the final appeal within AAPoly for all academic matters related to students and their grievances against decisions made by AAPoly committees or individual officers of AAPoly.

2. Composition of the Academic Board

2.1 Membership

• Members of the Academic Board, including the student representative(s), are appointed (or re-appointed) by the Board of Directors.
• The Academic Board will normally have eight (8) members comprised as follows:
  o At least two (2) Academic Department Heads, nominated by the Chief Executive Officer representing Higher Education, Vocational Education, ELICOS and other programs.
  o An internal or external academic with expertise in curriculum design.
  o At least one student elected by the student body or nominated by teaching staff, on an annual basis.
  o At least two persons, external to AAPoly such as senior academics or professional practitioners
  o A member of the Senior Management Team (such as the Academic Dean)
  o A nominee of the AAPoly Board (as ex-officio)

• The Board of Directors will appoint the Chair of the Academic Board generally for two years or for such other terms as may be determined by the Board of Directors. The Chair should not be a member of the Board of Directors, and should normally be an external member.
• The size and composition of the Academic Board facilitates effective governance of academic processes and the future strategic development of the educational activities of AAPoly.
• Members of the Academic Board will be appointed for a period of two (2) years or for such other terms as may be determined by the Board of Directors; the student member(s) will be appointed on an annual basis. Members are eligible for re-appointment at the expiry of their terms of office, for a maximum of five consecutive terms.

External Members

The external members of the Academic Board will be drawn from (but not limited to):

• Other tertiary education institutions.
• School Principals
• Industry/commerce/professional practice.

Internal Members

• Academic Department Heads
2.2 When membership ceases

A person ceases to be a member of the Academic Board if that person at any time during their term of office:

- Resigns from the Academic Board;
- No longer holds the relevant position that entitles the person to be on the Academic Board;
- In the case of an academic staff member, when the person ceases to be an academic staff member;
- Is absent from three consecutive meetings of the Academic Board, and is not, within six weeks of the last of those meetings, excused for his or her absence.

2.3 Profile of Board Membership

For the Academic Board to function effectively, its members should collectively possess the academic, discipline-based expertise and professional knowledge required in relation to Higher Education, Vocational Education and ELICOS.

To meet these requirements, the composition of the Academic Board will include:

1. A mix of specialist, discipline-based knowledge and general academic expertise;
2. Members who are familiar with education, teaching and learning;
3. Members familiar with the nature of the graduate employment market;
4. Professionals with a point of view about the future of Higher and Vocational education

2.4 Criteria for selection of members

Chairperson

- Postgraduate qualifications preferably at doctoral level or equivalent professional standing;
- Senior executive management expertise in Higher and/or Vocational Education;
- Knowledge of teaching and learning trends in Higher Education and Vocational Education;
- Experience in research trends and requirements;
- Preferably with experience in chairing Boards or Committees;
- Well developed communication and analytical skills.

Members

General requirements
• All members (except student representatives) are expected to have:
  o Appropriate academic qualifications or industry expertise;

Requirements for members from industry and professional practice

• Appropriate professional experience;
• Knowledge of employer expectations and the relevant job market opportunities for AAPoly graduates;
• Experience in participating with others as part of a team to form balanced judgement and make decisions.
• Preferably contacts with a wide network of corporations and associations.

Additional requirements for external members

External members including the Chairperson must declare that they have no conflict of interest in regards to their duties as a member of the Academic Board.

2.4 Duties and functions

• The Chair of the Academic Board:
  o Is responsible for managing and supervising the functions and business of the Academic Board;
  o Is the point of contact between the AAPoly Board of Directors and the Academic Board;
  o Is subject to any delegations of authority given by the Academic Board.
  o Reports to the AAPoly Board of Directors about matters considered at meetings of the Academic Board.

• A Secretary of the Academic Board will be appointed and will:
  o Provide administrative support and resources to the Academic Board
  o In consultation with the Chair, ensure the implementation of Board decisions.

3. Frequency of Meetings and Quorum

3.1 Ordinary Meetings

1. The Academic Board will meet at least four (4) times a year and the quorum for meetings of the Board is 50% of the members plus one.
2. The Chair will convene all meetings.
3. The date(s) and time(s) of the meetings for each year will be established at the first meeting of each calendar year. The first meeting of the calendar year will be set at the last meeting of the previous calendar year.
4. Motions can be proposed and deliberated on by electronic or other written communication between meetings.
3.2 Special Meetings

The Chair may at any time convene a special meeting of the Academic Board. The AAPoly Board of Directors can also request a special meeting which will not normally be refused. A special meeting will also be arranged if a majority of members indicate in writing a request for a special meeting.

3.3 Procedures of the Meeting

1. Notice of meeting must be given at least five (5) working days in advance of the meeting specifying the date, time, venue and brief descriptions of the business to be transacted at that meeting.
2. Not later than two weeks after each meeting, the Academic Board must forward to the AAPoly Board of Directors a report containing any items for consideration.
3. Minutes of meetings must be kept in a secure and accessible place.
4. Decisions will be the outcome of debate and collaborative intent.
5. When a vote is required it will be based on a simple majority.
6. The Chair will have a deliberative and casting vote.
7. Proposals will require a proposer and seconder unless introduced by the Chair or Acting Chair.
8. Decisions will be formally recorded in the minutes.
9. In appropriate circumstances the Academic Board may delegate its powers to the Chair and decisions recorded at the next meeting. This will usually only occur if a decision is required outside the regular meeting cycle.
10. Participation at a meeting can be by telephone, video or other electronic means.

4. Duties and powers of the Academic Board

1. The Academic Board will ensure a major review of all courses is conducted at least once every three years and will monitor all courses each year through an agreed set of performance indicators.
2. The Academic Board will approve the academic aspects of all documentation for submission for external accreditation and/or regulatory agencies.
3. The Academic Board will be accountable for the development and review of academic quality assurance measures, and for ensuring compliance with its policies and procedures.
4. The Academic Board will confirm all awards, including higher education degrees proposed by Courses Committee.
5. The Academic Board will report the outcomes of all academic reviews and proposed actions to the AAPoly BOD.
6. The Academic Board will advise the BOD on the implementation of continuous improvement of academic activities including national and international benchmarking.
7. The Academic Board has an important role in the development of policies that promote high quality scholarly activity within the academic leadership and teaching staff of AAPoly.
8. The Academic Board has an over-arching responsibility to ensure that all courses, including higher education courses, wherever delivered, will be of consistent high standards and compliant with all regulatory requirements.

9. The Academic Board will approve new courses and changes to existing courses.

10. The Academic Board may establish Standing Committees to enable it to carry out its duties and responsibilities and these Standing Committees will report to the Academic Board.

11. The Academic Board should develop an annual calendar of major scheduled activities which is recommended to the BOD for approval.
### Change Control

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| 02/01/2014 | • Name change from AAPoly to Academies Australasia Polytechnic  
            • Change in organisation structure                                                                                                                                                               | Esther Teo                     |
| 02/02/2016 | Review of the entire document for clarity and operability                                                                                                                                                       | Chair, Academic Board          |
| 02/02/2016 | Edited by Peter Ryan (external consultant) for the purpose of TEQSA submission                                                                                                                                     | Peter Ryan/Esther Teo          |
| 4/2/16     | Edited/reviewed by Tunde Meikle to capture best practice elements and simplify certain aspects, not a final edit.                                                                                                                                 | Tunde Meikle (Chair AB)        |
| 5/2/2016   | Edited and combined with changes made by the BOB                                                                                                                                                                | Esther Teo                     |