



## **ACADEMIC BOARD**

### **TERMS OF REFERENCE**

#### **Purpose**

Academic Board is the University's senior academic authority and advises the Vice-Chancellor and the Board of Governors on the strategic direction of the University's academic activities, academic risks and the overall effectiveness of services in support of the academic endeavour.

Academic Board is responsible for providing assurance to the Board of Governors on the effectiveness of the University's academic governance, continuous improvement of the student experience and the setting and maintaining of standards.

In fulfilling this purpose, Academic Board delegates aspects of its work to and takes advice from the following committees:

- Learning, Teaching and Student Experience Committee;
- Research and Knowledge Exchange Committee;
- Strategic Academic Portfolio Group;
- The University Ethics Committee;
- Taught and Research Degree Award Boards.

#### **Membership**

The Membership of Academic Board aims to engage and reflect the University's wide-ranging academic community, ensuring that the Board has the diversity of skills, knowledge and experience needed to be effective. A list of members is below:

#### ***Executive members:***

Vice-Chancellor (Chair)

Deputy Vice-Chancellor and Provost (Deputy Chair)

Registrar and Pro-Vice Chancellor Student Experience

Pro Vice-Chancellor Research and Enterprise

Pro Vice-Chancellor Heads of College (3)

Head of the Doctoral Academy

Representative Heads of School (3; 1 per College)

Vice-Chancellor's Nominees:

Representative College Dean for Learning and Teaching (rotated annually)

Representative College Dean for Research and Knowledge Exchange (rotated annually)

**Total: 13**

***Non-executive members:***

*Elected:*

Representative Professors (3; 1 per College)

Representative from those with responsibility for Learning and Teaching Management (3; 1 per College)

Representative from Teaching Staff (3; 1 per College)

Representative from Professional Services (1)

Representative from Technical Staff (1)

*Appointed by The Students' Union:*

President of Students' Union at UWE

Vice President of Students' Union at UWE, on the nomination of The Students' Union

President (1; normally the Vice President: Education)

Student Representatives (4: normally 2 undergraduate; 1 postgraduate taught; 1 postgraduate research)

**Total: 17**

**Co-opted Members**

The membership can also include up to two co-opted members. Co-opted members are appointed by the Board in consultation with the Chair. Co-opted members have voting rights.

**In attendance:**

Director of Student and Academic Services

Director of Library, Careers and Inclusivity

Director of Future Students, Communications and Marketing

Chief Information Officer

Secretary and Officer of Academic Board

Clerk and Deputy Clerk of Board of Governors

Members in attendance do not have voting rights.

**Observers**

A member of the Board of Governors will observe the meeting.

**Responsibility**

Academic Board is responsible for the effectiveness of the University's academic governance, continuous improvement of the student experience, the setting and maintaining of standards, and approving and ensuring the overall effectiveness of policies and services in support of the academic endeavour. This includes responsibility for:

- Conditions under which individuals may be admitted to the University;

- Procedures for developing the content of the curriculum;
- Arrangements for the management of academic standards and quality and the validation, monitoring and review of courses;
- Reviewing and approving the University's Academic Regulations to assure academic standards and that all students are treated consistently and equitably;
- The approval and closure of subject areas, and where required to ensure these are progressed in line with the Office for Students reportable event procedures;
- Policies and procedures for assessment and examination of the academic performance of students;
- The appointment and removal of internal and external examiners;
- Procedures for the award of qualifications and honorary academic titles;
- The University's arrangements for collaborative provision;
- The approval of policies relating to: student representation; student complaints; and student discipline, including procedures for the expulsion of students, on behalf of the Board of Governors;
- Supporting the Board of Governors in ensuring provision to support the general welfare of students;
- Reviewing data on complaints, conduct and other appropriate policy-related data ensuring that appropriate actions are taken;
- Considering the development of the academic activities of the University and the resources needed to support them and for advising the Vice-Chancellor and the Board of Governors thereon;
- Ensuring active consideration of equality, diversity and inclusion in the conduct of its business;
- Advising on such other matters as the Board of Governors or the Vice-Chancellor may refer to the Academic Board;
- Reviewing its own performance and the performance of any committees it creates to ensure academic governance arrangements are effective and enhance institutional performance;
- Overseeing its Committees Terms of Reference.

### **Accountability**

Academic Board presents an annual assurance report to Board of Governors on the effectiveness of the University's academic governance, continuous improvement of the student experience, the setting and maintaining of standards and the management of academic risks.

Academic Board is also accountable to the Board of Governors for continuing compliance with the Office for Students' ongoing conditions of registration:

- A: Access and participation for students from all backgrounds (condition A1)
- B: Quality, reliable standards and positive outcomes for all students
- C: Protecting the interests of all students
- E: Good governance (condition E1 and E2, where these relate to academic governance)

- F: Information for students (condition F2)

Academic Board is accountable to the Board of Governors for ensuring compliance with the Office for Students condition F3(i) requirement to report an event or circumstance that materially affects or could materially affect the University's legal form or business model, and/or its ability to comply with its conditions of registration, where this relates to the University's academic activities.<sup>1</sup>

Assurance is provided to the Board of Governors in an annual report on compliance with the ongoing conditions of registration.

### **Administration**

Academic Board will normally meet five times a year. The duration of meetings will be approximately three hours. The Quorum for meetings is one-third of members eligible to attend.

Academic Board will also have an opportunity to meet with the Board of Governors annually to support strategic planning and appropriate oversight.

The term of office for elected members of Academic Board will not normally exceed 3 years and will be stated in the published Election Notice. All elected positions will be filled in accordance with the University's Elections Procedure.

Representative members of Academic Board who are nominated to represent a particular constituency will be rotated annually.

Co-opted members will serve a maximum three-year term.

A committee officer will be identified to support the Chair in the effective and efficient conduct of the Committee's business.

### **Review**

The Terms of Reference for Academic Board will be reviewed annually to ensure they are still relevant, decision-making structures are effective and it can effectively discharge its duties. As part of the review, consideration should be given to how Academic Board can improve and better integrate practices which support equality, diversity and inclusivity.

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<sup>1</sup> See page 128 of the Regulatory Framework