



STRATEGIC ACADEMIC PORTFOLIO GROUP

TERMS OF REFERENCE

Purpose

The Strategic Academic Portfolio Group (SAPG) is accountable to the Academic Board. It provides comprehensive oversight, direction and challenge for the University's learning and teaching portfolio, ensuring that the range of subjects and programmes on offer and the academic partnerships and alliances the University fosters support our strategic objectives and deliver an outstanding university experience for our students. SAPG may establish task-and-finish and special interest groups from time to time to support it in its work.

Membership

- Deputy Vice-Chancellor (Chair)
- PVC Student Experience/Registrar (Deputy Chair)
- Faculty PVC/ Executive Deans (Deputy Deans as alternates; 4, one per Faculty)
- Students' Union elected officer, on the nomination of the Students' Union President
- Chief Financial Officer (or nominee)
- Director of Apprenticeships (or nominee)
- Director of Student and Academic Services (or nominee)
- Chief Information Officer (or nominee)
- Chief of Staff and Clerk to the Board of Governors (or nominee)
- Director of Future Students, Communications and Marketing (or nominee)
- Head of Planning and Business Intelligence (or nominee)

In attendance

Committee Officer (SAS)

Members "in attendance" do not have voting rights. The Chair has discretion to determine whether and how many post-holders or other individuals may attend a meeting in a non-voting capacity.

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

Responsibility

The Strategic Academic Portfolio Group is responsible for:

- The strategic development and evaluation of the University's educational portfolio, including in respect of its size and shape, subject mix and modes of delivery, as well as all academic partnerships;

- Monitoring and considering the performance of the educational portfolio as a whole, and of individual subject areas, programmes and partnerships, against the University's strategic ambitions, and advising on actions in response;
- Defining and ensuring consistent application of the criteria against which individual proposals for developments and adaptations to the University's portfolio are assessed, ensuring an appropriate balance between intellectual, pedagogic, financial, commercial and reputational factors, as well as strategic fit;
- Identifying, scrutinising and making recommendations to Academic Board on proposals for new subject areas, programmes, modes of delivery and academic partnerships, as well as of major revisions to the existing portfolio, ensuring an appropriate balancing of potential risks and rewards and of short-, medium- and longer-term perspectives;
- Maintaining an overview of the outcome of any decisions delegated to Faculties regarding the educational portfolio;
- Ensuring the consistent use of Award titles;
- Ensuring active consideration of equality, diversity and inclusion in the conduct of its business;
- Ensuring any task-and-finish groups or special interest groups it creates can discharge their functions, having Terms of Reference with clear responsibilities and delegated authorities;
- Evaluating annually its performance and that of any groups it creates to ensure academic governance arrangements enhance institutional performance and add value.

Accountability

The Strategic Academic Portfolio Group is accountable to Academic Board and reports to it on:

- Proposals for new policies and frameworks within its area of competence;
- Proposals for changes to its terms of reference, membership or priorities or to those of any sub-groups established to support delivery of its terms of reference;
- Any matters or priority areas referred to it for action by the Chair of Academic Board or Directorate.

SAPG provides an annual assurance report to Academic Board, through which it demonstrates how it has fulfilled its Terms of Reference and assesses its own effectiveness. The requirements for the report will be specified by Academic Board.

Administration

The Strategic Academic Portfolio Group will meet up to six times a year. The duration of meetings will be no longer than three hours. The Quorum for meetings is one-third of members eligible to attend.

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 the Strategic Academic Portfolio Group 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 the Committee can improve and better integrate practices which support equality, diversity and inclusivity.

Membership	
Deputy Vice-Chancellor (Chair)	Amanda Coffey
PVC Student Experience/Registrar (Deputy Chair)	Jo Midgley
Faculty PVC/ Executive Deans (Deputy Deans as alternates; 4, one per Faculty)	ACE: James Lee FBL: Ray McDowell FET: Tod Burton HAS: Marc Griffiths
Students' Union elected officer, on the nomination of the Students' Union President (1)	TBC
Chief Financial Officer (or nominee)	Julie Wallis
Director of Apprenticeships (or nominee)	David Barrett
Director of Student and Academic Services (or nominee)	Rachel Cowie
Chief Information Officer (or nominee)	Richard Strange
Chief of Staff and Clerk to the Board of Governors (or nominee)	Jodie Anstee
Director of Future Students, Communications and Marketing (or nominee)	Katie Jenkins
Head of Planning and Business Intelligence (or nominee)	Paul Cotter
Secretary	Heather Moyes