

# Academic Board Terms of Reference

## Establishment

*By what authority:*

Established Schedule 1, Part 7, Division 5, Clause 14 of *Adelaide University Act 2023* (SA). These terms of reference are approved by the Transition Council on 8 March 2024.

## Mission, Vision and Values

The Academic Board provides strategic academic leadership and oversight to support high-quality learning and teaching, scholarship, and research and research training activities, while promoting a culture of collaboration, integrity, inclusivity, independence, transparency, efficiency and continuous improvement that embraces good governance practices, while safeguarding the academic freedom of the University.

Further, the Academic Board provides a forum for discussion, information exchange and debate on key issues affecting Adelaide University and the wider higher education sector. It contributes to the delivery and efficacy of the University's strategic vision while mitigating risk and promoting excellence in all facets of academic endeavour.

## Role

*Nature:*

The Transition Council is the governing body of *Adelaide University*, and pursuant to Schedule 1, Part 7, Clauses 8(5) and 8(6) is responsible for the transition of tertiary education and research from The University of Adelaide and University of South Australia (the 'prescribed universities') to *Adelaide University*. Subject to the *Adelaide University Act (2023)* (the Act), the Transition Council has all the powers of the Council of *Adelaide University* (University).

The Academic Board is a standing committee of Transition Council. The Vice Chancellor and President is the responsible officer of *Adelaide University*, and the Academic Board is constituted by the Transition Council to provide for their contribution to the development of academic strategy and the oversight of academic operations. It is the peak committee for the consideration 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* (HESF) and pertaining to the following HESF 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

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

*Responsibility:*

The 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, student experience 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 *Adelaide University* and advise the 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 *Adelaide University* strategic plan.
- f. Consider and provide advice to the Vice Chancellor and President on reports of the regular reviews of academic programs, research and research training related, and academic organisational units.
- g. Provide a forum to facilitate information flow, discussion, and agreed actions arising from 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's compliance with the HESF 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, determine actions, and/or report on all matters referred to it by the 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>Operating procedures prescribed/determined itself:</i>	Subject to the Terms of Reference established by the Council, the Academic Board may determine such procedures, as to the conduct of its meetings, as it sees fit.
<i>Transitional provision:</i>	For the avoidance of doubt, upon the establishment of the Academic Board all decisions, recommendations and reports of the Transitional Academic Board will be taken to be decisions, recommendations and reports of the Academic Board.
<i>Frequency of meetings:</i>	Up to 4 times per year, or more frequently as required.
<i>Sub-committees:</i>	<p>The Academic Board may establish and disestablish sub-committees to advise it on any matters within its Terms of Reference.</p> <p>Academic Board will approve the Terms of Reference for each of its sub-committees.</p> <p>All such sub-committees provide regular reports to the Academic Board concerning their activities and compliance with those domains of the HESF that are included in the sub-committees' Terms of Reference.</p>

## Membership

Office Bearers	Details
Chair	Elected for 2 years; maximum of 2 terms; Drawn from the elected Level D–E Academic Board members; All board members are eligible to vote
Deputy Chair	Elected for 2 years; maximum of 2 terms; Drawn from the elected Level D–E Academic Board members; All board members are eligible to vote

Ex officio members	Number	Details
Vice Chancellor and President	1	Ex officio
Provost	1	Ex officio
Deputy Vice Chancellor Academic	1	Ex officio
Deputy Vice Chancellor Indigenous	1	Ex officio

Deputy Vice Chancellor International and External Engagement	1	Ex officio
Deputy Vice Chancellor Research and Innovation	1	Ex officio
Deputy Vice Chancellor Student Experience and Success	1	Ex officio
Pro Vice Chancellor Graduate Research Training	1	Ex officio
Pro Vice Chancellor Learning and Teaching	1	Ex officio
University Librarian	1	Ex officio
Pro Vice Chancellors of each College	6	Ex officio
Deans of School	3	Elected for 2 years; maximum of 2 terms; Elected by the Deans of School
College Executive Director	1	Elected for 2 years; maximum of 2 terms; Elected by the College Executive Directors
Adelaide University Student Association (AUSA) President	1	Aligned to term of AUSA Presidency
<b>Total</b>	<b>21</b>	

<b>Elected members</b>	<b>Number</b>	<b>Details</b>
Academic staff – Levels D–E (two per College)	12 <sup>1</sup>	Elected for 2 years; maximum of 2 terms; Elected from and by the Academic staff of the respective College
Academic staff – Levels A–C (two per College)	12	Elected for 2 years; maximum of 2 terms; Elected from and by the Academic staff of the respective College
Academic staff at large (other than from the Colleges)	3 <sup>1</sup>	Elected for 2 years; maximum of 2 terms; Elected from and by Academic staff not derived from the Colleges
Professional staff (from the Colleges)	3	Elected for 2 years; maximum of 2 terms; Elected from and by Professional staff of the Colleges
Professional staff at large (other than from the Colleges)	3	Elected for 2 years; maximum of 2 terms; Elected from and by Professional staff not derived from the Colleges
Aboriginal and Torres Strait Islander staff member	2	To be determined
Student member – Undergraduate	2	Elected for 1 year; maximum of 3 terms; Elected from and by enrolled undergraduate students at the university
Student member – Postgraduate coursework	1	Elected for 1 year; maximum of 3 terms; Elected from and by enrolled postgraduate coursework students at the university

<sup>1</sup> This will include the Chair and Deputy Chair.

Student member – Graduate researcher	1	Elected for 1 year; maximum of 3 terms; Elected from and by enrolled graduate researchers at the university
<b>Total</b>	<b>39</b>	
<b>Grand Total</b>	<b>60</b>	

<i>Gender balance and diversity:</i>	In selecting and appointing members to the Academic Board regard should be given to gender balance and diversity.
<i>Chairing of Meetings:</i>	The Chair of Academic Board will preside over the meeting of Academic Board, and in their absence the Deputy Chair.
<i>Term of office:</i>	Elected academic and professional staff members hold office for two years and are eligible for re-election for no more than a total of two terms.  Casual vacancies will be filled by reference to the appointing process.
<i>Proxies:</i>	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.
<i>Attendance:</i>	The Academic Board may invite specific staff as attendees, observers or visitors on an ongoing basis or for items or on occasions as determined.
<i>Agenda:</i>	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 (or nominee(s)) 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.
<i>Minutes:</i>	The minutes of Academic Board shall be prepared in accordance with governance guidelines.  Reports of Academic Board to Transition Council should show clearly those matters recommended to Transition

Council for decision. Reports shall be considered at the next Ordinary Meeting of Transition Council.

*Annual review of terms of reference and performance:*

The Academic Board will annually review and report to the Transition Council on its own performance against its Terms of Reference. An assurance statement on its compliance with the Higher Education Standards Framework (Threshold Standards) 2021 (HESF) will be included in the self-assessment.

For the avoidance of doubt, the Terms of Reference of the Academic Board are established and amended by the Transition Council.

The Academic Board will review its Terms of Reference annually and make any recommendations to the Transition Council.

### Document Governance

<b>Approving authority</b>	<b>Council</b>
<b>Policy owner</b>	<b>Provost</b>
<b>Responsible officer</b>	Council Secretary
<b>Effective from</b>	TBC
<b>Review date</b>	TBC
<b>Enquiries</b>	Governance@adelaide.edu.au
<b>Replaced documents</b>	Terms of Reference approved 8 March 2024

### History of changes

<b>Date approved</b>	<b>To section/clauses</b>	<b>Description of change</b>