

# ACADEMIC BOARD CHARTER

## 1 THE CHARTER

- 1.1 The principal academic advisory body to Council is Academic Board. This charter establishes the responsibilities of Academic Board within the governance system of the University of South Australia.

## 2 PRIMARY ROLE AND FUNCTIONS

- 2.1 To act as a forum for the debate of University-wide academic issues.
- 2.2 To foster excellence in teaching, learning and research in the University.
- 2.3 To oversee quality assurance and the administration of academic matters.
- 2.4 To approve proposals for the development of all undergraduate and postgraduate programs and courses, and the phasing out of, or amendments to, existing programs and courses.
- 2.5 To approve policies and procedures related to teaching, learning, research, equity and student administration, and any variation to standard academic procedures.
- 2.6 To provide advice on the development of compacts with the commonwealth and associated matters.
- 2.7 To provide formal input into the corporate planning process through the review of priorities and parameters for the annual Corporate Plan.

### **3 ACADEMIC BOARD STRUCTURE**

3.1 Academic Board shall comprise the following members:

3.1.1 The Vice Chancellor (ex officio).

3.1.2 The two Deputy Vice Chancellors

3.1.3 All Pro Vice Chancellors (ex officio).

3.1.4 Director: Library Services (ex officio).

3.1.5 Director: Learning and Teaching Unit (ex officio).

3.1.6 Director: Student and Academic Services (ex officio).

3.1.8 Dean: Graduate Studies (ex officio).

3.1.9 Director: Regional Engagement (ex officio).

3.1.10 Executive Officer (ex officio non voting).

3.1.11 Chairperson (elected by and from the University at large).

3.1.12 Deputy Chairperson (elected by and from the University at large).

3.1.13 Twelve academic staff members (three elected by and from academic staff of each operational Division with at least one at Level C or below).

3.1.14 One academic staff member (elected by and from academic staff from the Academic Portfolio).

3.1.15 One academic staff member (elected by and from academic staff from the Centre for Regional Engagement).

3.1.16 Five students (elected by and from UniLife).

3.1.17 One professional staff member (elected by and from professional staff from the University at large).

- 3.1.18 One Divisional Manager (elected by and from Divisional Managers).
- 3.1.19 One Director (elected by and from the Directors of University recognised Research Institutes and Centres).
- 3.1.20 One Professor (elected by and from the Professoriate).
- 3.1.21 One Head of School (elected by and from Heads of School).

## **4 STANDING ARRANGEMENTS**

- 4.1 A quorum is reached if half the membership plus one are present.
- 4.2 Terms of office for elected members shall be two years.
- 4.3 The Chairperson and Deputy Chairperson shall hold office for no more than three consecutive terms.
- 4.4 There shall be a Standing Committee of Academic Board consisting of the Chairperson, Deputy Chairperson and the Chairs of the Board's major sub-committees (Deputy Vice Chancellor [Academic], Deputy Vice Chancellor [Research and Innovation] and Dean of Graduate Studies) plus one other member appointed by and from the Board. In cases where action is necessary before a meeting of the Board can be conveniently held the Standing Committee may act on behalf of Academic Board, reporting its action to the next meeting of the Board

## **5 REPORTING RELATIONSHIPS**

- 5.1 Academic Board shall have the following reporting relationships:
  - 5.1.1 To report to University Council on each of its meetings.
  - 5.1.2 To consider matters referred to it by University Council.
  - 5.1.3 To receive reports from (i) Division Boards (ii) Sub-Committees of Academic Board and any other committees that are from time to time established.

5.1.4 To provide advice to other committees of Council as required.

## **6 DELEGATIONS**

6.1 To delegate certain functions to its Sub-Committees, to Academic Policy and Program Review Committee, Teaching and Learning Committee, Research Degrees Committee, Research Policy Committee, Division Boards or such other committees as it shall from time to time propose.

6.2 To perform functions delegated to it by University Council. This shall include:

6.2.1 Approval of changes to the terms of reference and membership of the Board's Sub-Committees, Divisional Boards.

6.2.2 Approval of the terms of reference for School Boards, and changes to the structure or nomenclature of Schools.

6.2.3 Approval of any changes to the membership of Human Research Ethics Committee (HREC) on the recommendation of the Chairperson.

6.2.4 Approval of the eligibility criteria and conditions governing the award of all new prizes, awards and scholarships, and amendments to existing prizes and awards.

6.2.5 Receiving reports on honorary academic titles conferred by Divisions or Institutes, with the exception of adjunct titles at Associate Professor level or above.

6.2.6 Receiving annual reports from Human Resources and Divisions on academic staff promotions to Level B and C on the recommendation of the Vice Chancellor and Chairperson.

6.2.7 Receiving annual reports on nominations for annual Divisional, CRE and School prizes and awards.