Academic Board

TERMS OF REFERENCE

1. TITLE OF BOARD

Academic Board

2. ESTABLISHMENT

The Academic Board is established under Section 20 (1) of the Charles Darwin University Act 2003.

3. FUNCTIONS AND RESPONSIBILITIES

Under section 20 of the Act, the functions of the Academic Board are specified as:

(4) The Academic Board –

(a) May advise the Council or the Vice-Chancellor on any matter relating to the University and, in particular, make recommendations with respect to instruction, studies, examinations and assessments, research and awards relevant to those programs deemed to be awards for funding purposes; and

(b) Must report on any matter on which it is required to report by the Council or the Vice-Chancellor.

The Board may, in addition to the functions conferred on it by section 20 of the Act, undertake the following broad functions:

Academic Direction

- Determine guidelines for and receive reports from reviews of academic units;
- Advise the Council and the Vice-Chancellor on the development of the University’s academic goals as they pertain to the University Strategic Plan and related plans; and
- Receive regular reports from the Vice-Chancellor and senior managers on matters relevant to Academic Board and determine actions within the functions of the Academic Board in response to such reports.

Academic Quality

- Monitor and assist in improving the University’s academic quality assurance framework;
- Review, advise and recommend to Council the guidelines for the award of the University and Chancellor’s medals;
- Monitor compliance with, and effectiveness of academic governing documents;
- Promote discussion on and analysis of academic performance measures and standards, and actively support continuous improvement strategies;
- Promote discussion and dissemination of information regarding best practice in learning and teaching, and research; and
• Receive and consider and, if appropriate, comment upon the annual reports from the University’s research ethics committees before referring them to Council.

Academic Governance

• Determine and review academic policies related, but not limited to: admission, progression, exclusion, academic misconduct, examination, assessment, special consideration, undergraduate course structure and nomenclature, postgraduate coursework structure and nomenclature, research higher degree structure and nomenclature, honours degree structure and nomenclature, and research examination;
• Determine the accreditation and re-accreditation of, and process for, units and courses; and monitor and report outcomes;
• Determine the framework for minor and major unit and course changes; and monitor and report outcomes;
• Receive and consider reports from standing committees and working parties, and determine actions within the functions of the Academic Board in response to such reports;
• Consider and recommend the accreditation of units and courses from other parties; and
• Report to Council and the Vice-Chancellor new and revised academic governing documents.

General

• Report to Council and the Vice-Chancellor on other matters where a response from the Academic Board is requested.

Standing Committees and Working Parties

The Board may establish standing committees and working parties as it deems necessary, and a person may be appointed as a member of any such standing committee or working party whether or not that person is a member of the Board.

Standing Committees of Academic Board will include:

• Academic Appeals Committee;
• Executive Committee of Academic Board;
• Board of Graduate Studies;
• Higher Education Learning and Teaching Committee; and
• Vocational Education and Training Learning and Teaching Committee.

4. MEMBERSHIP

The membership of Academic Board shall comprise the following:

(l) Ex Officio Membership

• Vice-Chancellor;
• Provost;
• Deputy Vice-Chancellor, Research and Research Training;
• Deputy Vice-Chancellor, Operations;
• Deputy Vice-Chancellor, Global Strategy and Advancement;
• Pro Vice-Chancellor, Student Engagement and Success;
• Pro Vice-Chancellor, Education Strategy;
• Pro Vice-Chancellor, Vocational Education and Training;
• Pro Vice-Chancellor, Indigenous Leadership;
• Pro Vice-Chancellor, Higher Education; and
• Director, Menzies School of Health Research

Persons acting in the capacity of an ex-officio member of the Academic Board will hold the rights and privileges of the ex-officio position for the duration of his or her acting appointment; however he or she may not hold more than one (1) position on the Board at any one meeting.

(II) Elected Staff Membership

• Chair;
• Deputy Chair – Higher Education;
• Deputy Chair – Vocational Education and Training;
• One (1) member elected by and from the Heads of Schools of the Faculty of Vocational Education and Training;
• Two (2) members elected by and from the College Deans;
• Three (3) members elected by and from the academic staff of the Faculty of VET;
• Twelve (12) members elected from the Colleges, two (2) from each of six (6) Colleges, elected by the academic staff of the respective College.

(III) Elected Student Membership

• Two (2) VET students elected by and from VET student cohort;
• Two (2) undergraduate higher education students elected by and from the undergraduate higher education student cohort; and
• Two (2) postgraduate higher education students elected by and from the postgraduate higher education students, one of whom must be a Higher Degree by Research student.

Elected student members referred to in 4(iii) must not be members of University staff.

(IV) Casual Vacancies

Vacancies in the elected membership which occur six (6) months or more prior to the next annual Academic Board election will be filled by direct appointment by the Executive Committee following consultation with the serving members of the applicable electoral cohort.

Vacancies in the elected membership, which occur less than six (6) months prior to the next annual Academic Board election, will remain vacant until the next election.

(V) Co-opted Membership

The Chair may, after consultation with the Vice-Chancellor, nominate up to three (3) people to be members of the Board to address equity issues.

(VI) Permanent Observers

• Chair of Academic Board, Batchelor Institute.

Permanent observers have a standing invitation to attend meetings, the right to receive meeting documentation, submit questions on notice and participate in meeting debate.

(VII) Observers
Staff members and Council members of the University are encouraged to attend meetings of Academic Board. Notification of the intention to attend must be given to the Secretary a minimum of one (1) week before the meeting. Notifications may cover more than one (1) meeting. Observers have the right to receive meeting documentation, submit questions on notice and participate in meeting debate.

5. CHAIR

A meeting of the Board must be presided over by the Chair, or in the Chair’s absence, by a Deputy Chair, or in the absence of the Chair and Deputy Chairs, by a member elected for the purpose by the members present at that meeting, provided there is a quorum.

Election of the Chair and Deputy Chairs

The Chair and the Deputy Chairs of the Board will be elected by and from the full-time Higher Education and Vocational Education and Training academic staff of the University.

6. SECRETARY

The University Secretary (or nominee) will act as secretary to Academic Board.

7. TERM OF OFFICE

The Chair and Deputy Chairs will serve a three (3) year term of office commencing from 1 January of the year following his or her election. The Chair and Deputy Chair may be elected for a further term of two (2) years but may not hold office for more than two (2) consecutive terms.

For 2018, the nominee of each college with the most votes will be elected for a two (2) year term, and the nominee with the second most votes of each college will be elected for a one (1) year term. From 2019, all terms will be two (2) years.

All other Elected staff members serve a two (2) year term commencing from 1 January of the year following his or her election. Elections will be held each year for half of the elected staff membership. An elected member may be elected for a maximum of three (3) consecutive terms.

Elected student members serve a one (1) year term commencing from 1 January in the year after his or her election.

Members appointed into a vacant position as a result of a casual vacancy will fill the term of the vacated position.

Co-opted members serve a two (2) year term from the date of appointment and are eligible for reappointment.

An elected member of the Board vacates his or her office if the member is absent, without apology, from three (3) consecutive meetings of the Board.

An elected member may resign from his or her position on Academic Board by notifying the University Secretary in writing.
8. QUORUM

At a meeting of the Board a quorum is constituted as 50% plus one, members of the Board.

9. MEETINGS

The Chair of the Board or, if the Chair is unable to act, the Deputy Chair must call as many meetings of the Board as are necessary for the performance of the Board’s functions. The Board must meet a minimum of five (5) times per year and the interval between meetings must not exceed three (3) months.

10. RESOLUTIONS OF THE ACADEMIC BOARD

Matters requiring a resolution by the Board are to be determined by consensus of the members present.

A member may call for a vote on any matter requiring resolution before the Board. In this circumstance, the Chair will have only a casting vote.

Where a member holds more than one (1) Board position concurrently, they will receive one (1) vote only.

11. AGENDA

The agenda is to be distributed with supporting documentation at least seven (7) days prior to the meeting date.

12. REPORTING

The report from the meeting of the Academic Board will be provided to the next meeting of the Council of the University.

Information relating to matters under consideration and issues resolved will be disseminated to the University.

13. RELEVANT DEFINITIONS

In the context of this document:

**Academic staff member** means an academic staff member who holds a substantive academic position of at least 0.5 full-time equivalents and with a contract length of at least thirty-six (36) months, with the University;

**Academic units** means faculties, colleges, schools, research centres and institutes of the University;

**Determine** means to decide, approve or reject;

**Governance document** means a formally approved document that outlines non-discretionary governing principles and intentions, in order to guide University practice. A Governance document is a formal statement of intent that mandate principles or standards that apply to the University’s governance or operations or to the practice and conduct of its staff and students. They include the CDU Act, by-laws, policies, procedures, guidelines, rules, codes and the Enterprise Agreement; and

**Senior Manager** means a staff member of the University holding the position of Director, College Dean or Head of School or equivalent;
<table>
<thead>
<tr>
<th>Version</th>
<th>Date Approved</th>
<th>Approved by</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>12 Mar 2010</td>
<td>Council</td>
<td>Creation of original document and upload to CDU website.</td>
</tr>
</tbody>
</table>
| 1.01    | 26 Aug 2010  | Governance  | - Changed Director/PVC teaching and learning to PVC Learning, Teaching and Community Engagement to reflect title change.  
- Minor changes to spelling and grammar.  
- Position of Director, VET deleted from ex-officio membership as position no longer exists. |
| 1.02    | 28 Dec 2010  | Governance  | - Convert document to new template.  
- Change Executive Dean Law, Business and Arts to PVC Law, Education Business and Arts to reflect faculty name change.  
- Change Executive Dean Education Health and science to PVC Engineering, Health, Science and the Environment to reflect faculty name change.  
- Change Director, Student Services to Director, Office of Student Administration and Equity Services to reflect name change.  
- Change Director, International to Director, Office of International Services to reflect name change.  
- Change Director, Library and Information Access to Director of Library Services to reflect title change.  
- Position of Director support and Equity Services removed from ex-officio membership as position no longer exists |
| 2.00    | 13 Dec 2011  | Council     | Revision of ToR including addition of new members in response to changes in organisational chart. |
| 2.01    | 11 Mar 2013  | Governance  | - Converted document to new template  
- Minor changes to wording, formatting and grammar  
- Addition of relevant definitions  
- Assigned document number  
- Updated and added hyperlinks |
| 3.00    | 23 Aug 2013  | Council     | - Details of the Terms of Office of the Chair and Deputy Chair were added as per the Academic Board By-Laws  
- Details of the election process for the Chair and Deputy Chair added  
- Changes to membership as per restructure and reorganisation  
- Changes to list of observers  
- Elected members to be replaced if absent without apology for three (3) meetings |
| 3.01    | 10 Dec 2013  | Council     | - Director, Menzies School of Health Research added as a member |
| 4.00    | 28 Oct 2016  | Council     | - Changes to ex-officio membership as per executive restructure |
| 5.00 | 14 Dec 2017 | Council | - Addition of Board of Graduate Studies to Standing Committees and Working Parties  
- Amend Ex Officio Membership to include DVC GSA, PVC ES, PVC HE and remove PVC LEBA and PVC EHSE  
- Amend Elected Staff membership to remove Three (3) members elected by and from the Heads of Schools; one (1) from each Faculty; and Nine (9) members elected by and from the academic staff, three (3) from each Faculty and include Deputy Chair – HE, Deputy Chair – VET, Deputy Chair – Board of Graduate Studies, One (1) member elected by and from the Heads of Schools of the VET faculty;  
- Increase Elected Student Membership from one to two students  
- Swapped Observers and Permanent Observers  
- Amended Chair to reflect the presence of multiple Deputy Chairs  
- Replaced section on Election of the Chair and Deputy Chairs  
- Updated definitions |
| 5.01 | 15 Dec 2017 | Governance | - Conversion to new Governance template due to new University branding  
- Updated definitions |
| 5.02 | 16 Oct 2018 | Governance | - Document edited to remove duplicated sentence  
- To reflect the new University structure:  
  - University Research and Research Training Committee changed to Board of Graduate Studies;  
  - University Learning and Teaching Committee changed to Higher Education Learning and Teaching Committee and Vocational Education and Training Learning and Teaching Committee.  
- Elected Student membership was corrected to include one of whom must be a higher Degree by research student;  
- Corrected the name of Batchelor Institute of Indigenous Tertiary Education to Batchelor Institute; |