

Academic Board Membership and Terms of Reference

Current Version	Previous Reviews	Next Review
31/10/2013	12/94 8/95 6/96 5/98 3/00,1/6/01 (terminology only), 5/5/03 (minor changes), 26/6/03, 4/5/06, 2/11/10, 29/3/12	2015

1 Definitions

- 1.1 **Academic Board** ("the Board"): the body established by the (then) Christchurch Polytechnic Council at its meeting on 16 August 1990 (originally referred to as the Board of Studies), in accordance with the Education 1989 Act (Section 182.2) as follows:

The Council of an Institution shall establish an Academic Board consisting of the Institution's Chief Executive (CE), and members of the staff and students of the Institution, to:

- a Advise the Council on matters relating to courses of study or training, awards and other academic matters: and*
 - b Exercise powers delegated to it by the Council.*
- 1.2 **Committees:** those bodies formally set up by the Academic Board to ensure that the Board's terms of reference are carried out in an effective manner.

2 Terms of Reference

- 2.1 The Ara Institute of Canterbury¹ Council delegates the Academic Board to:
- a Approve new and existing programmes and courses which are in accordance with the Ara Strategic Plan and Investment Plan
 - b Admit students to approved programmes and courses
 - c Grant awards
 - d Develop, monitor, review and maintain policies on academic matters, including research
- 2.2 In fulfilling this delegation, the Academic Board will undertake to implement the following responsibilities in accordance with the Ara Investment Plan and in such a manner that the academic freedom of staff and students is preserved, as defined in the Education Act 1989 (Section 161.2 and Section 161.3).
- 2.3 The Academic Board will:
- a Advise Council, and recommend where appropriate, on the academic strategic direction and practices of the institution.
 - b Develop, monitor, review and maintain policies on academic matters including research conducted by staff.
 - c Consider proposals for new programmes.
 - d Approve programmes.
 - e Manage sub-committees as required, including:
 - i Defining delegations, roles, Terms of Reference (TOR) and membership.
 - ii Receiving and acting on reports.
 - iii Reviewing performance and effectiveness.

¹ From herein referred to as Ara

- f Consider and report on any other academic matters which are referred to it by the Council or CE, or which the Board believes are of significant importance.

3 Membership

3.1 Whilst membership of the Academic Board is defined in terms of the positions held, it is important to note that Board members are not there to represent the interests of any one faction, but to contribute their particular expertise, experience and perspective to the Board. All decisions must be taken with the best interests of the whole of institution as the paramount driving force.

- a Chief Executive (CE) (Chair)
- b Director, Academic
- c Kaiārahi
- d Chair, Research and Knowledge Transfer Committee (or delegate)
- e Chair, Evaluation and Review Committee (or delegate)
- f Chair, Programme Approval Committee (or delegate)
- g Chair, Teaching and Learning Committee (or delegate)
- h Student Representatives (2)**
- i Head of Departments (4)**
- j Academic Staff members serving a term of two years each, two replaced per year (5)*
- k Director, Education and Applied Research

* Three year rotation ** Two year rotation

(19 members)

3.2 For a combined Academic Board (2 ITPs):

- a CEs of each institution (Chair) (2)
- b Academic Director or equivalent (2)
- c Kaiwhakahaere (2)
- d Academic Quality or equivalent representatives (2)
- e Students – one from each ITP (2)
- f All Chairs of Board of Studies or equivalent (up to 9)
- g Academic Staff members (2 from each institution (4))

(Up to 27 members, note that the number and expertise of staff from each ITP should reflect the relative sizes and educational offerings of the institutions.)

3.3 At the discretion of the Board, further members may be seconded, including an academic from another institution or other external body in an advisory capacity. Non-voting observers/understudies from within Ara may attend meetings unless otherwise stipulated. The Board retains the right to determine whether this is with or without speaking rights.

4 Committees of the Academic Board

4.1 The Committees of the Board:

- a Research and Knowledge Transfer Committee (with ethics subcommittee)
- b Evaluation and Review Committee
- c Programme Approval Committee
- d Teaching and Learning Committee
- e Boards of Study or equivalent

- 4.2 For a combined Academic Board, there would be separate sub-committees for each ITP, and it would be possible to have different sub-committee structures in the two collaborating institutions.

5 Formal Delegations

- 5.1 From time to time, the Academic Board formally delegates specific tasks and/or responsibilities to its Committees or other bodies. In doing so, it requires that:
- a Any policies related to the responsibilities are formally approved by the Academic Board unless specifically delegated otherwise; and
 - b Major decisions made by the body receiving the delegation are reported to the Academic Board.
- 5.2 The Academic Delegations Register is currently under review.

6 Appointment of Members

- 6.1 The designated appointed members are selected on the basis of the following criteria:
- a commitment to educational quality;
 - b ability to apply a global view to academic issues;
 - c academic knowledge, skills and experience;
 - d discipline/content area;
- 6.2 A balanced representation will be aimed for when appointing new members.
- 6.3 Members are appointed by the CE, in consultation with the Director, Academic.
- 6.4 Appointments to each Committee are made by the respective Committee, based on the approved membership and ToR, and reported to the Academic Board.

7 Quorum

- 7.1 Ten members constitute a quorum for a single Board, 15 for a combined Board.
- 7.2 In cases where the quorum is not achieved, the meeting can proceed, with any recommended actions/motions being endorsed by the larger group before they are binding.

8 Meetings

- 8.1 The Academic Board will determine the frequency with which it meets, with no fewer than five meetings per academic year.
- 8.2 Each sub-committee will determine the frequency with which it meets. Each is responsible for maintaining adequate records of each meeting and for reporting to the Academic Board on a regular basis, appropriate to its tasks and delegations.

9 Attachments

- 9.1 Academic Board Structure (diagram).

**Academic Board
Sub Committees**

