

THE UNIVERSITY OF NEW SOUTH WALES
ACADEMIC BOARD STANDING COMMITTEES
TERMS OF REFERENCE AND COMPOSITION

The Academic Board Standing Committees are:

1. Academic Services Committee
 2. Committee on Education
 3. Committee on Research
 4. Policy Advisory Committee
 5. Postgraduate Coursework Committee
 6. Pre-University and Alternative Education Committee
 7. Undergraduate Studies Committee
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ACADEMIC SERVICES COMMITTEE

Preamble

Under the UNSW By-law, the Academic Board is the principal academic body of the University.

Standing Committees assist the Academic Board to fulfil its functions under the By-law and as determined by the Council. These include, primarily:

- Supporting and coordinating the work of the Faculties and other academic units.
- Encouraging teaching, scholarship and research.
- Advising and reporting to Council and the Vice-Chancellor on matters within its functions or as requested by Council and the Vice-Chancellor.

Committee functions

Within its focus areas the Committee will:

1. Prepare timely reports and recommendations on matters requested or referred to it by the Academic Board.
2. In accordance with the Academic Board's functions as stated in the Preamble, suggest or recommend to the Academic Board matters which, in the Committee's opinion, the Academic Board should address.
3. Keep meetings of the Academic Board informed of progress on matters referred to it by the Academic Board. In the case of the Committee's suggestions and recommendations under paragraph 2, these shall include recommendations for their prioritization and timetabling.

4. Consult and liaise with other Standing Committees of the Academic Board if to do so would assist in fulfilling its functions.
5. Submit an annual report on its proceedings to the Academic Board.

Committee focus

1. Centrally provided teaching services, for example: accommodation, timetables and examination and enrolment.
2. Educational support services for the teaching, research and scholarship functions of the University, including library and information services, information technology, major equipment and campus development.
3. Any other matters within the Academic Board's functions which may be referred to it by Academic Board.

The Academic Services Committee will take a strategic view of its focus areas, and will be cognisant of the integrated nature of the services delivered in the University.

Membership and term of office

1. President and Deputy Presidents, *ex officio*
2. Deputy Vice-Chancellor (Academic), *ex officio*
3. Pro-Vice-Chancellor (Students) & Registrar (or nominee), *ex officio*
4. Executive Director – Finance and Operations (or nominee), *ex officio*
5. Executive Director – University Services (or nominee), *ex officio*
6. Director of IT at UNSW (or nominee), *ex officio*
7. University Librarian (or nominee), *ex officio*
8. Director, Learning & Teaching@UNSW (or nominee), *ex officio*
9. Up to four other members of the Academic Board, appointed by the Board.
10. Two students at least one of whom shall be a member of the Academic Board, with any non-Academic Board student member appointed on the recommendation of a representative association of students.
11. The Committee shall have the power to co-opt up to three other persons as it sees fit, after consultation with the President of the Academic Board.

Subject to paragraph 11, the membership of the Committee shall be determined by the Academic Board after one month following the election of each new Academic Board.

Presiding Member

The Committee shall elect one of its number, from among those who are members of the Academic Board, to be its Presiding Member.

Meetings

1. The Committee shall normally meet each month, excepting January.
2. The Presiding Member may convene a special meeting at any time upon reasonable notice.

COMMITTEE ON EDUCATION

Preamble

Under the UNSW By-law, the Academic Board is the principal academic body of the University.

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- Supporting and coordinating the work of the Faculties and other academic units.
- Encouraging teaching, scholarship and research.
- Advising and reporting to Council and the Vice-Chancellor on matters within its functions or as requested by Council and the Vice-Chancellor.

Committee functions

Within its focus areas the Committee will:

1. Prepare timely reports and recommendations on matters requested or referred to it by the Academic Board.
2. In accordance with the Academic Board's functions as stated in the Preamble, suggest or recommend to the Academic Board matters which, in the Committee's opinion, the Academic Board should address.
3. Keep meetings of the Academic Board informed of progress on matters referred to it by the Academic Board. In the case of the Committee's suggestions and recommendations under paragraph 2, these shall include recommendations for their prioritization and timetabling.
4. Consult and liaise with other Standing Committees of the Academic Board if to do so would assist in fulfilling its functions.
5. Submit an annual report on its proceedings to the Academic Board.

Committee focus

1. Strategic educational goals and policies, including monitoring the implementation of such policies, assessing whether goals are achieved and recommending improvements.
2. Enhancing the quality of learning & teaching at UNSW, including monitoring activities in respect to quality assurance and continuous improvement.
3. The student experience at UNSW.
4. The General Education program.

5. Procedures for encouraging quality teaching, and for recognising and rewarding outstanding teaching.
6. Any other matters within the Academic Board's functions which may be referred to it by Academic Board.

Membership and term of office

1. President and Deputy Presidents, *ex officio*
2. Deputy Vice-Chancellor (Academic) (or nominee), *ex officio*
3. Pro-Vice-Chancellor (Students) & Registrar (or nominee), *ex officio*
4. Presiding Members of the Undergraduate Studies Committee and of the Postgraduate Coursework Committee
5. Director of Learning & Teaching @ UNSW (or nominee), *ex officio*
6. Director of the Learning Centre (or nominee), *ex officio*
7. One member from each Faculty and University College ADFA who shall be either an Associate Dean Education or hold a similar academic position related to educational matters, as appropriate
8. Up to four elected members of Academic Board appointed by the Board
9. Two students, one of whom shall be an undergraduate member of the Academic Board, the other of whom shall be a postgraduate member of the Academic Board
10. Director, Student Management
11. Director, Student Development.
12. The Committee shall have the power to co-opt up to two other persons as it see fit, after consultation with the President of the Academic Board.

Subject to paragraph 12, the membership of the Committee shall be determined by the Academic Board after one month following the election of each new Academic Board.

Presiding Member

The Committee shall elect one of its number, from among those who are members of the Academic Board, to be its Presiding Member.

Meetings

1. The Committee shall normally meet each month, excepting January.
2. The Presiding Member may convene a meeting at any time upon reasonable notice.

COMMITTEE ON RESEARCH

Preamble

Under the UNSW By-law, the Academic Board is the principal academic body of the University.

Standing Committees assist the Academic Board to fulfil its functions under the By-law and as determined by the Council. These include, primarily:

- Supporting and coordinating the work of the Faculties and other academic units.
- Encouraging teaching, scholarship and research.
- Advising and reporting to Council and the Vice-Chancellor on matters within its functions or as requested by Council and the Vice-Chancellor.

Committee functions

Within its focus areas the Committee will:

1. Prepare timely reports and recommendations on matters requested or referred to it by the Academic Board.
2. In accordance with the Academic Board's functions as stated in the Preamble, suggest or recommend to the Academic Board matters which, in the Committee's opinion, the Academic Board should address.
3. Keep meetings of the Academic Board informed of progress on matters referred to it by the Academic Board. In the case of the Committee's suggestions and recommendations under paragraph 2, these shall include recommendations for their prioritization and timetabling.
4. Consult and liaise with other Standing Committees of the Academic Board if to do so would assist in fulfilling its functions.
5. Submit an annual report on its proceedings to the Academic Board.

Committee focus

1. Strategic research goals.
2. Performance and improvement of research goals, plans and policies.
3. Quality assurance and continuous improvement in research and research training
4. Research training and the research student experience at UNSW.
5. Research program proposals' compliance with approved academic policy.
6. Professional doctorates.

7. The examination and award of higher doctorates.
8. Procedures for encouraging quality research and for recognising and rewarding outstanding research.
9. Any other matters within the Academic Board's functions which may be referred to it by Academic Board.

Membership and term of office

1. President and Deputy Presidents, *ex officio*
2. Deputy Vice-Chancellor (Research), *ex officio*
3. Pro-Vice-Chancellor (Research Strategy) and Dean of Graduate Research, *ex officio*
4. Pro-Vice-Chancellor (Students) & Registrar (or nominee), *ex officio*
5. One member from each Faculty and the University College ADFA who shall be an Associate Dean (Research) or hold a similar academic position related to research matters, as appropriate.
6. Up to four other members of the Academic Board, appointed by the Board.
7. Two postgraduate research students, of whom at least one shall be a member of the Academic Board, the other of whom shall be appointed on the recommendation of a representative association of students.
8. The Committee shall have the power to co-opt up to three other persons as it sees fit, after consultation with the President of the Academic Board.

Subject to paragraph 8, the membership of the Committee shall be determined by the Academic Board after one month following the election of each new Academic Board.

Presiding Member

The Committee shall elect one of its number, from among those who are members of the Academic Board, to be its Presiding Member.

Meetings

1. The Committee shall normally meet each month, excepting January.
2. The Presiding Member may convene a meeting at any time upon reasonable notice.

POLICY ADVISORY COMMITTEE

Preamble

Under the UNSW By-law, the Academic Board is the principal academic body of the University.

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- Encouraging teaching, scholarship and research.
- Advising and reporting to Council and the Vice-Chancellor on matters within its functions or as requested by Council and the Vice-Chancellor.

Committee functions

Within its focus areas the Committee will:

1. Prepare timely reports and recommendations on matters requested or referred to it by the Academic Board.
2. In accordance with the Academic Board's functions as stated in the Preamble, suggest or recommend to the Academic Board matters which, in the Committee's opinion, the Academic Board should address.
3. Keep meetings of the Academic Board informed of progress on matters referred to it by the Academic Board. In the case of the Committee's suggestions and recommendations under paragraph 2, these shall include recommendations for their prioritization and timetabling.
4. Consult and liaise with other Standing Committees of the Academic Board if to do so would assist in fulfilling its functions.
5. Submit an annual report on its proceedings to the Academic Board.
6. Act as an Agenda Committee for Academic Board.

Committee focus

1. University processes around planning and resource allocation.
2. School and Faculty structures.
3. Senior academic appointments.
4. Academic governance, including the biennial review of Faculty "such other persons", and Committee operation.

5. Academic Board's agenda.
6. Any other matters within the Academic Board's functions which may be referred to it by Academic Board.

Composition and term of office

1. President and Deputy Presidents, *ex officio*
2. Vice-Chancellor
3. Deputy Vice Chancellor (Academic), *ex officio*
4. Deputy Vice-Chancellor (Research) or nominee *ex officio*
5. Presiding Members of Academic Services Committee, Committee on Education, Committee on Research, Postgraduate Coursework Committee, Pre-University and Alternative Education Committee, Undergraduate Studies Committee, *ex officio*
6. Up to four other members of the Academic Board, appointed by the Board.
7. The Committee shall have the power to co-opt up to three other persons as it sees fit, after consultation with the President of the Academic Board.

In attendance:

Pro-Vice-Chancellor (Students) & Registrar (or nominee), *ex officio*

Subject to paragraph 7, the membership of the Committee shall be determined by the Academic Board after one month following the election of each new Academic Board.

Presiding Member

The President of the Academic Board shall be the Presiding Member of the Policy Advisory Committee.

Meetings

1. The Committee shall normally meet each month, excepting December.
2. The Presiding Member may convene a special meeting at any time upon reasonable notice.

POSTGRADUATE COURSEWORK COMMITTEE

Preamble

Under the UNSW By-law, the Academic Board is the principal academic body of the University.

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- Encouraging teaching, scholarship and research.
- Advising and reporting to Council and the Vice-Chancellor on matters within its functions or as requested by Council and the Vice-Chancellor.

Committee functions

Within its focus areas the Committee will:

1. Prepare timely reports and recommendations on matters requested or referred to it by the Academic Board.
2. In accordance with the Academic Board's functions as stated in the Preamble, suggest or recommend to the Academic Board matters which, in the Committee's opinion, the Academic Board should address.
3. Keep meetings of the Academic Board informed of progress on matters referred to it by the Academic Board. In the case of the Committee's suggestions and recommendations under paragraph 2, these shall include recommendations for their prioritization and timetabling.
4. Consult and liaise with other Standing Committees of the Academic Board if to do so would assist in fulfilling its functions.
5. Submit an annual report on its proceedings to the Academic Board.

Committee focus

1. Postgraduate coursework program proposals and professional doctorate proposals' compliance with approved academic policy.
2. Professional and coursework doctorates.
3. Postgraduate coursework policy issues.
4. Facilities and infrastructure for postgraduate coursework students.
5. Quality in postgraduate coursework education.

6. Faculty reports on postgraduate coursework education.
7. Any other matters within the Academic Board's functions which may be referred to it by Academic Board.

Composition and term of office

1. President and Deputy Presidents, *ex officio*
2. Deputy Vice-Chancellor (Academic), *ex officio*
3. Pro-Vice-Chancellor (Students) & Registrar (or nominee), *ex officio*
4. One member from each Faculty and the University College, ADFA, who shall be a member of the committee of that Faculty/body responsible for postgraduate coursework matters.
5. Two postgraduate students, at least one of whom shall be a member of the Academic Board, with any non-Academic Board student member appointed on the recommendation of a representative association of students.
6. Up to four other members of the Academic Board, appointed by the Board.
7. The Committee shall have the power to co-opt up to three other persons as it sees fit, after consultation with the President of the Academic Board

Subject to paragraph 7, the membership of the Committee shall be determined by the Academic Board after one month following the election of each new Academic Board.

Presiding Member

The Committee shall elect one of its number, from among those who are members of the Academic Board, to be its Presiding Member.

Meetings

1. The Committee shall normally meet each month, excepting January.
2. The Presiding Member may convene a special meeting at any time upon reasonable notice.

PRE-UNIVERSITY AND ALTERNATIVE EDUCATION COMMITTEE

Preamble

Under the UNSW By-law, the Academic Board is the principal academic body of the University.

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- Supporting and coordinating the work of the Faculties and other academic units.
- Encouraging teaching, scholarship and research.
- Advising and reporting to Council and the Vice-Chancellor on matters within its functions or as requested by Council and the Vice-Chancellor.

Committee functions

Within its focus areas the Committee will:

1. Prepare timely reports and recommendations on matters requested or referred to it by the Academic Board.
2. In accordance with the Academic Board's functions as stated in the Preamble, suggest or recommend to the Academic Board matters which, in the Committee's opinion, the Academic Board should address.
3. Keep meetings of the Academic Board informed of progress on matters referred to it by the Academic Board. In the case of the Committee's suggestions and recommendations under paragraph 2, these shall include recommendations for their prioritization and timetabling.
4. Consult and liaise with other Standing Committees of the Academic Board if to do so would assist in fulfilling its functions.
5. Submit an annual report on its proceedings to the Academic Board.

Committee focus

1. Educational goals and policies, academic program development, curriculum and quality of the University's portfolio of pre-University and alternative education programs, including
 - programs that qualify students for admission to undergraduate programs (eg UFY, UPP, Enabling Programs);
 - short course programs that address learning needs of students in particular skills areas (eg Bridging Courses; English Entry Courses);

- alternative entry / pathway programs that assist targeted equity and other groups to transition to University study;
 - non-award courses and other educational activity that may lead to credit for university qualifications.
2. UNSW program entry requirements to assess impacts on pre-University and alternative education programs.
 3. Student performance and academic standards in all pre-University and alternative education programs (through regular reporting instruments).
 4. Promotion of pre-University and alternative education programs, including integration with broader UNSW recruitment activities.
 5. Services for pre-University and alternative education program students, including access to IT and online systems, orientation programs, and learning and support services.
 6. Administrative services for relevant pre-University and alternative education programs.
 7. Any other matters within the Academic Board's functions which may be referred to it by Academic Board.

Composition and term of office

1. President and Deputy Presidents, Academic Board, *ex officio*
2. Pro-Vice-Chancellor (Students) & Registrar or nominee, *ex officio*
3. Pro-Vice-Chancellor (International) or nominee, *ex officio*
4. Chief Executive Officer, UNSW Global, *ex officio*
5. Director, Foundation Studies or nominee, *ex officio*
6. Director of Learning Centre or nominee, *ex officio*
7. Director, Nura Gili or nominee, *ex officio*
8. One member from each Faculty, who would normally be an Associate Dean with oversight of Faculty education and/or local or international recruitment.
9. One currently enrolled undergraduate student who has undertaken a pre-University or alternative education pathway.
10. Up to two other members of the Academic Board, appointed by the Board.
11. The Committee shall have the power to co-opt up to two other persons as it sees fit, after consultation with the President of the Academic Board.

Subject to paragraph 11, the membership of the Committee shall be determined by the Academic Board after one month following the election of each new Academic Board.

Presiding Member

The Committee shall elect one of the members, from amongst those who are members of the Academic Board, to be its Presiding Member.

Meetings

1. The Committee shall normally meet each month, excepting January.
2. The Presiding Member may convene a special meeting at any time upon reasonable notice.

UNDERGRADUATE STUDIES COMMITTEE

Preamble

Under the UNSW By-law, the Academic Board is the principal academic body of the University.

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- Encouraging teaching, scholarship and research.
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Committee functions

Within its focus areas the Committee will:

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3. Keep meetings of the Academic Board informed of progress on matters referred to it by the Academic Board. In the case of the Committee's suggestions and recommendations under paragraph 2, these shall include recommendations for their prioritization and timetabling.
4. Consult and liaise with other Standing Committees of the Academic Board if to do so would assist in fulfilling its functions.
5. Submit an annual report on its proceedings to the Academic Board.

Committee focus

1. Undergraduate Program proposals' compliance with approved academic policy.
2. Undergraduate coursework policy issues, including general education, selection, admission, accreditation, assessment, re-enrolment and progression of undergraduate students.
3. Quality in undergraduate education.
4. Faculty reports on undergraduate education matters.

5. Any other matters within the Academic Board's functions which may be referred to it by Academic Board.

Composition and term of office

1. President and Deputy Presidents, *ex officio*
2. Deputy Vice-Chancellor (Academic), *ex officio*
3. Pro-Vice-Chancellor (Students) & Registrar (or nominee), *ex officio*
4. One member from each Faculty and the University College, ADFA, who shall be a member of the committee of that Faculty/body responsible for undergraduate matters.
5. Two undergraduate students, at least one of whom shall be an undergraduate member of the Academic Board, with any non-Academic Board student member appointed on the recommendation of a representative association of students.
6. Up to four other members of the Academic Board, appointed by the Board.
7. The Committee shall have the power to co-opt up to three other persons as it sees fit, after consultation with the President of the Academic Board.

Subject to paragraph 7, the membership of the Committee shall be determined by the Academic Board after one month following the election of each new Academic Board.

Presiding Member

The Committee shall elect one of the members, from amongst those who are members of the Academic Board, to be its Presiding Member.

Meetings

1. The Committee shall normally meet each month, excepting January.
2. The Presiding Member may convene a special meeting at any time upon reasonable notice.