

2. Academic Board

Overview

- 2.1 The Academic Board is the principal academic body of the University and oversees the academic governance and the maintenance of academic standards of the University.

Note – Section 14 of the *University of New South Wales Act 1989* (NSW) establishes the Academic Board and prescribes that its functions be prescribed by the By-laws.

Note – Clause 56 of the *University of New South Wales By-law 2005* (NSW) prescribes the functions of the Academic Board are:

- (a) to be the principal academic body of the University, and
- (b) to oversee academic governance and the maintenance of academic standards, and
- (c) to advise the Vice-Chancellor and Council on matters relating to the conduct and standards of teaching, scholarship and research within the University, and
- (d) to consider and report on matters referred to it by the Council or by the Vice-Chancellor, and
- (e) any functions delegated to it by the Council, and
- (f) any other functions as may be prescribed by the rules.

- 2.2 For the purpose of these Rules, **academic activities** refer to the teaching, learning, research and research training activities of the University.

- 2.3 The Academic Board is to maintain effective oversight of the quality of academic activities of the University in accordance with the requirements of the Higher Education Standards Framework (as in force).

Approval, monitoring and review

- 2.4 The Academic Board is to:

- a) approve the establishment and revision of award programs and specialisations;
- b) monitor the quality of other academic offerings including non-award and short courses;
- c) develop, endorse, monitor and review policies and procedures related to academic activities;
- d) endorse and monitor institutional quality benchmarks of academic activities;
- e) endorse and monitor entry standards;
- f) endorse, monitor and review the use of delegations of academic authority.

Quality and Improvement

- 2.5 The Academic Board is to:

- a) oversee the review and re-approval of award programs and specialisations;
- b) evaluate the quality and effectiveness of educational innovations; and
- c) monitor and, where necessary, initiate actions to improve quality in relation to the academic activities of the University.

Draft UNSW Rules relating to Academic Board and its committees

Academic Integrity and Risk Management

2.6 The Academic Board is to:

- a) oversee risks relating to academic activities, consistent with the University's strategy and risk appetite;
- b) monitor measures to maintain integrity in all academic activities of the University.

Student success, opportunity and wellbeing

2.7 The Academic Board is to maintain oversight of measures to support:

- a) student orientation, transition, progression, retention and completion;
- b) student diversity, equity and participation; and
- c) student wellbeing and safety.

Leadership, collaboration and advice

2.8 The Academic Board is to:

- a) maintain competent academic governance leadership at an institutional level;
- b) be a forum for discussion of academic matters;
- c) engage in effective two-way communication between the University community and University leadership.
- d) provide advice to the Vice-Chancellor and senior management on academic matters.

Academic strategy

2.9 The Academic Board is to support:

- a) academic excellence;
- b) scholarship that informs teaching, learning, research and professional practice;
- c) academic freedom;
- d) Indigenous participation and engagement in academic activities of the University;
- e) the development and delivery of the UNSW Strategy as it relates to academic matters.

Reporting

2.10 The Academic Board is to:

- a) submit a report on its proceedings to the next meeting of the Council; and
- b) submit an annual report of the activities of the Academic Board and its committees.

Authority

2.11 Subject to the functions of the Academic Board and to any resolution of the Council, the Academic Board:

- a) may request, consider and act on reports relating to academic matters from faculties and boards of studies, university committees, divisions and senior officers of the University; and
- b) may refer academic matters to faculties, boards of studies, university committees and divisions and senior officers of the University for consideration and reporting.

2.12 The Academic Board or a committee appointed by it may act notwithstanding that there may be a vacancy or vacancies in the office of any member or members of the Academic Board or a committee.

Draft UNSW Rules relating to Academic Board and its committees

Members of Academic Board

2.13 The members of the Academic Board are as follows:

- (a) the Vice-Chancellor,
- (b) such Deputy Vice-Chancellors and Vice-Presidents as nominated by the Vice Chancellor in consultation with the President of the Academic Board,
- (c) the persons appointed to be:
 - (i) the Provost,
 - (ii) the Deans of the faculties, including the Dean & Rector of UNSW Canberra,
 - (iii) the Dean of Graduate Research,
 - (iv) the Dean of Lifelong Learning,
 - (v) such Pro-Vice-Chancellors and Directors as nominated by the Deputy Vice Chancellors or Vice-Presidents in consultation with the President of the Academic Board,
 - (vi) the Chairs of Academic Board Committees, University Committees, the Undergraduate Re-enrolment Appeals Committee and the Postgraduate Reenrolment Appeals Committee – if not already included in the membership of the Academic Board by virtue of another role,
- (d) 2 persons per Faculty elected by and from the eligible professors of the University,
- (e) 2 persons per Faculty elected by and from the eligible non-professorial members of the University,
- (f) 2 persons, elected by and from the enrolled undergraduate students,
- (g) 2 persons, elected by and from the enrolled postgraduate coursework students,
- (h) 2 persons, elected by and from the enrolled Higher Degree Research candidates,
- (i) the President of the UNSW Student Representative Council (SRC),
- (j) the Chair of the Arc@UNSW Board,
- (k) the President of the UNSW Postgraduate Council (PGC),
- (l) 1 UNSW Canberra undergraduate student who is a Trainee Officer (TO) of the Australian Defence Force Academy (ADFA), appointed by the Academic Board President in consultation with UNSW Canberra,
- (m) 1 Indigenous student, appointed by the Academic Board President, in consultation with the Deputy Vice-Chancellor, Indigenous, and
- (n) up to 5 such other persons as nominated by the Academic Board Advisory Committee (ABAC) and appointed by the Academic Board.

Appointed and Nominated Members

2.14 An appointed or nominated member of the Academic Board holds office as follows:

- (a) in the case of members appointed in accordance with Rules 2.13 (a), (b), (c), (i), (j) and (k), while the member holds the office by virtue of which they are a member,
- (b) in the case of members appointed and nominated in accordance with Rules 2.13 (l) - (n), for such term as may be specified in the member's instrument of nomination or appointment not exceeding 2 years,
- (c) appointments and nominations are renewable up to 3 times.

Draft UNSW Rules relating to Academic Board and its committees

Leave of Absence

2.15

- (a) A member of the Academic Board must request a leave of absence from the Academic Board if the leave is expected to exceed a period of 3 months. The request must be in writing and addressed as follows:
 - (i) The President of Academic Board must request the leave of absence from the Vice-Chancellor.
 - (ii) The Deputy President of Academic Board and any other member must request the leave of absence from the President of the Academic Board.
- (b) The leave of absence request must state the expected start and end dates for the leave of absence.
- (c) A leave of absence may be extended.
- (d) Where an elected member is granted a leave of absence from the Academic Board for a period in excess of 3 months, their position may be filled from the relevant electorate by the President of the Academic Board on advice of the Dean of the Faculty (for academic staff members) or the student organisations for student members.
- (e) A leave of absence vacancy for the President or Deputy President will be filled as per the casual vacancy rules in the Election Rules, except that the co-option will be to the position of Acting President or Acting Deputy President of the Academic Board.

Proceedings of the Academic Board

- 2.16 The Academic Board may arrange its affairs in Academic Board Standing Orders, subject to the following:
 - (a) The Academic Board must meet at the discretion of the President or upon the written request of the Chancellor or Vice-Chancellor or any 10 members of the Academic Board.
 - (b) All meetings of the Academic Board must be convened by a notice from the Academic Board Secretary specifying the time, place and agenda of the meeting. The Secretary will be a representative from Governance.
 - (c) Matters before the Academic Board are expected to be resolved on a consensus basis. However, if there is a need for a vote, the matter must be decided by the majority of the members present and voting. In the case of an equality of votes, the Chair is to have the casting vote. The President of Academic Board may approve voting on motions by email circulation.
 - (d) The number of Academic Board members that constitutes a quorum is 20.
- 2.17 The Academic Board may act notwithstanding that there may be a vacancy or vacancies in the office of any member or members of the Academic Board or a committee.
- 2.18 If the Academic Board does not approve without amendment any recommendation made by a faculty or a board of studies, the Academic Board is to, if requested to do so by the faculty or board of studies, transmit the recommendation to the Council for final decision.
- 2.19 The Council may at any time, of its own motion or at the request of a faculty or a board of studies, review any decision of the Academic Board.

Draft UNSW Rules relating to Academic Board and its committees

Review

- 2.20 The Academic Board will undertake a self-review every 2 years to ensure consistency with its role, objectives and responsibilities, and effectiveness of its operation and governance processes, including compliance with terms of reference and the Higher Education Standards Framework (HESF). The Academic Board will report on the self-review outcomes to Council.
- 2.21 At least every 5 years, the University will organise an independent review of the effectiveness of the operation of the Academic Board and academic governance processes, including compliance with terms of reference and the Higher Education Standards Framework (HESF).

3. Committees of Academic Board

- 3.1 There are to be the following committees of the Academic Board:
- (a) Advisory Committee
 - (b) Academic Quality Committee
 - (c) Research Committee
 - (d) Higher Degree Research Committee
 - (e) Academic Programs Committee
 - (f) Academic Programs Review Committee
 - (g) such other committees and sub-committees, as the Academic Board so determines.
- 3.2 Each committee and sub-committee of the Academic Board is to meet and perform its responsibilities in accordance with these Rules and on such other terms as determined by the Academic Board (such terms not to be inconsistent with these Rules).
- 3.3 The Academic Board must, at least every two years, review the terms it determines under rule 3.2 to ensure consistency with its role, objectives and responsibilities.
- 3.4 The operation and governance processes of each committee of the Academic Board must be reviewed every five years. The review will include appropriateness of its membership structure, conflict of interest management, application of the Delegations Policy, Procedure and Schedules, compliance with academic and research policies and procedures; and risk assessment and monitoring processes.

Advisory Committee

- 3.5 The Advisory Committee:
- (a) is responsible for the management of the business of the Academic Board, to advise the President of the Academic Board, to coordinate the work of the Academic Board and its committees, to respond to matters referred to it by the Academic Board and to consult with the relevant formulators of academic policy;
 - (b) may resolve urgent items of business relevant to the Academic Board's functions which, in the opinion of the President of Academic Board, cannot be managed within the Academic Board's regular schedule of meetings or via electronic circulation;
 - (c) is to be chaired by the President of the Academic Board.

Academic Quality Committee

- 3.6 The Academic Quality Committee:
- (a) is responsible for conducting detailed examination and making recommendations to the Academic Board on:
 - (i) learning and teaching quality, and other matters that relate to academic quality and standards, including educational innovation, quality benchmarks and student experience, performance and outcomes, and
 - (ii) such other matters referred to it by the Academic Board.

Draft UNSW Rules relating to Academic Board and its committees

- (b) is to be chaired by the Deputy Vice-Chancellor Academic Quality or such nominee of the Deputy Vice-Chancellor Academic Quality.

Research Committee

3.7 The Research Committee:

- (a) is responsible for conducting detailed examination and making recommendations to the Academic Board on:
 - (i) research quality, research integrity and research operations, and
 - (ii) such other matters referred to it by the Academic Board.
- (c) is to be chaired by the Deputy Vice-Chancellor Research and Enterprise or such nominee of the Deputy Vice-Chancellor Research and Enterprise.

Higher Degree Research Committee

3.8 The Higher Degree Research Committee:

- (a) is responsible for conducting detailed examination and making recommendations to the Academic Board on:
 - (i) the quality and standards of Higher Degree Research programs, including admissions to programs, candidature, supervision and thesis examination,
 - (ii) the establishment, revision or disestablishment of all Higher Degree Research programs, specialisations and courses (academic offerings), including program rules and other academic requirements, and
 - (iii) such other matters referred to it by the Academic Board.
- (b) is to be chaired by the Pro Vice-Chancellor Research Training and Dean of Graduate Research or such nominee of the Deputy Vice-Chancellor Research and Enterprise.

Academic Programs Committee

3.9 The Academic Programs Committee:

- (a) is responsible for conducting detailed examination and making recommendations to the Academic Board on:
 - (i) the establishment, major revision or disestablishment of university academic coursework offerings, including program rules and other academic requirements,
 - (ii) issues and policy relating to the quality and standards of academic coursework offerings, and
 - (iii) such other matters referred to it by the Academic Board.
- (b) is to be chaired by the Pro Vice-Chancellor Education or such nominee of the Deputy Vice-Chancellor Education and Student Experience.

Academic Programs Review Committee

3.10 The Academic Programs Review Committee:

- (a) is responsible for conducting detailed examination and making recommendations to the Academic Board on:
 - (i) the operation of the program review process and compliance with the program review policy and procedures, and

Draft UNSW Rules relating to Academic Board and its committees

- (ii) such other matters referred to it by the Academic Board.
- (b) is to be chaired by a member of the committee appointed by the President of the Academic Board.

Consultation draft