

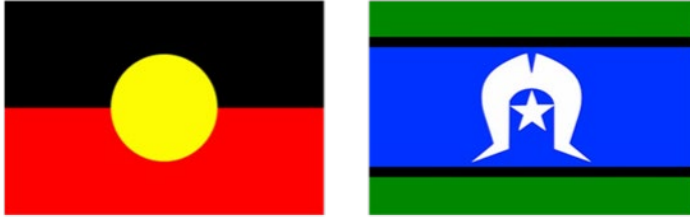
ACADEMIC BOARD EXECUTIVE

Terms of Reference

Governance and Secretariat

Version 3.0

Acknowledgement of Country



Victoria University acknowledges, recognises and respects the Ancestors, Elders and families of the Bunurong/Boonwurrung, Wadawurrung and Wurundjeri/Woiwurrung of the Kulin who are the traditional owners of University land in Victoria, the Gadigal and Guring-gai of the Eora Nation who are the traditional owners of University land in Sydney, and the Yulara/YUgarapul people and Turrbal people living in Meanjin (Brisbane).

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1. Establishment

This committee was first established as a standing committee of the Academic Board on 5 April 2017 (Resolution 05-35-2017), in accordance with the Academic Board Regulations.

2. Rationale

The Academic Board Executive Committee is delegated the functions of the Academic Board in accordance with the Academic Board Executive Committee Instrument of Delegation.

3. Terms of Reference

As the peak academic governance body within the University and accountable to the University in its own right and as a delegate, the Academic Board's functions are to (but not limited to):

- a. set institutional standards for academic quality and outcomes and monitor the effectiveness of initiatives to meet academic standards and impact the quality of teaching and learning, programs and courses and the student experience, domestically, internationally and through third party arrangements;
- b. approve (or not approve) proposals for the accreditation and reaccreditation of all academic programs of study offered by the University;
- c. maintain oversight of academic and research integrity, including monitoring of potential and emerging risks;
- d. review and provide advice on the development and effectiveness of policies and procedures that guide all academic and educational activities, including approval of policies relating to academic quality;
- e. monitor and provide advice to Council and the Vice-Chancellor on policies and procedures that are intended to support participation by Aboriginal and Torres Strait Islander peoples and ensure sensitivity to Aboriginal and Torres Strait Islander knowledge and cultures;
- f. monitor and provide advice to Council and the Vice-Chancellor on the quality of scholarship, research, research training and research-related matters and associated policies and foster the development and maintenance of high standards and support for research and scholarship;
- g. monitor and review the effectiveness of delegations made under policies and procedures relevant to the role and functions of the Academic Board and its standing committees, ensuring delegations are appropriately implemented;

- h. advise Council and/or the Vice-Chancellor on the academic aspects of the University's strategic plans, priorities and risk management, including evaluating the quality and effectiveness of educational innovations or proposals for innovations;
- i. evaluate annual self-reviews of Academic Board's standing committees to ensure that their referred responsibilities are effectively discharged;
- j. provide a forum to facilitate communication on issues within the education sector and encourage discussion and dissemination of information within the University regarding good practices in scholarship and research;
- k. monitor occurrence of formal complaints about academic matters and allegations of academic and research misconduct, and actions taken to address underlying causes;
- l. advise on matters referred to the Academic Board, within the remit of its delegated authorities, by Council, the Vice-Chancellor or other University officers; and
- m. review and report annually to Council on its own performance.

3.1 Categories of membership

| Category | Role/Descriptor |
|-------------------|---|
| Ex Officio | |
| A | Chair of Academic Board |
| B | Deputy Chair of Academic Board |
| C | Chair of Courses Committee |
| D | Chair of Learning and Teaching Quality Committee |
| E | Chair of Research and Research Training Committee |

3.2 Chairperson

The Chair of the Academic Board Executive Committee will be the person filling the position of Chair of the Academic Board.

3.3 Deputy Chairperson

The Deputy Chair of the Academic Board Executive Committee will be the person filling the position of Deputy Chair of the Academic Board.

3.4 Proxy

As the Academic Board Executive Committee is comprised entirely of ex-officio members, no proxies shall be allowed for members on the Committee.

3.5 Observers

An Observer may attend a meeting of the Academic Board Executive Committee with the approval of the Chair. Observers may speak at a meeting only at the invitation of the Chair.

Staff and students of the University may request permission to be present as observers for consideration of a particular item. Such requests are to be submitted to the relevant Executive Officer at least three calendar working days prior to the meeting. Attendance will be at the invitation of the Chair.

4. Meetings

4.1 Frequency of Meetings

The Committee will meet as required.

4.2 Quorum and decision making

A quorum for a meeting of the Academic Board Executive Committee is 3 members.

Meetings shall not proceed if a quorum is not present within half an hour after the appointed commencement time of the meeting.

A member must not participate in discussion or voting on any matter in respect of which there is an actual, perceived or potential conflict of interest. Such a conflict must be recorded in the minutes of the Committee.

4.3 Agenda

The agenda for each meeting will be prepared by the relevant Executive Officer. The agenda will generally be provided to members of the Committee at least 7 days in advance of the meeting.

Submissions will be starred if discussion is required for an item. All members will have an opportunity to star an item at the commencement of a meeting. The recommendations for all unstarred items will be accepted at this time.

4.4 Minutes

The Chair (or Acting Chair) shall clear the minutes of each meeting and they will be confirmed by the Committee at the next scheduled meeting.

5. Reporting

Following each meeting, the Chair shall submit a report to the next meeting of the Academic Board for noting.

Original Academic Board Approval Date

Wednesday 5 April 2017.

Modification History

| Date | Approval | Details |
|------------------|-------------------------|---------|
| 5 April 2017 | | |
| 5 September 2018 | | |
| 4 December 2024 | Academic Board approval | |