

ACADEMIC BOARD CHARTER

1 THE CHARTER

- 1.1 The principal academic advisory body to Council is Academic Board. This charter establishes the responsibilities of Academic Board within the governance system of the University of South Australia.

2 PRIMARY ROLE AND FUNCTIONS

- 2.1 To act as a forum for the debate of University-wide academic issues.
- 2.2 To foster excellence in teaching and learning in all taught programs.
- 2.3 To approve and monitor the University's teaching, learning and research strategies.
- 2.3.1 To monitor and benchmark academic standards via the following mechanisms:
- a. Annual monitoring and benchmarking of student recruitment, achievement and retention including by equity group and cohort;
 - b. Annual monitoring and benchmarking of student experience data including by equity group and cohort;
 - c. Annual monitoring of developments in the taught portfolio.
- 2.3.2 To receive and approve reports from the Academic Standards and Quality Committee in relation to course, program and teaching quality assurance and improvement processes and any recommendations that may arise from professional accreditation.
- 2.3.3 On recommendation from Academic Standards and Quality Committee to approve new programs, the phasing out of programs and major amendments to existing programs.
- 2.3.4 On recommendation from Academic Standards and Quality Committee to approve new academic policies and regulations or changes to existing ones.
- 2.4 To provide advice to the Vice Chancellor regarding the terms of reference of the Vice Chancellor's Nominated Reviews and their outcomes.
- 2.5 To approve new prizes, awards and scholarships.
- 2.6 To establish sub-committees and approve changes to their terms of reference and membership.

- 2.7 To provide advice to Council as requested concerning the establishment or disestablishment of key discipline areas, Schools or Divisions.
- 2.8 To approve changes to the membership of the Human Research Ethics Committee (HREC) on the recommendation of the chairperson of HREC.
- 2.9 To receive annual reports from Human Resources and Divisions on academic staff promotions to Levels B and C on the recommendation of the Vice Chancellor and the chairpersons of the respective promotions committees.
- 2.10 To provide advice to Council and other committees as required.

3 ACADEMIC BOARD STRUCTURE

- 3.1 Academic Board shall comprise the following members:
 - 3.1.1 The Vice Chancellor (ex officio).
 - 3.1.2 The two Deputy Vice Chancellors (ex officio).
 - 3.1.3 The Provost & Chief Academic Officer (ex officio).
 - 3.1.4 All Pro Vice Chancellors (ex officio).
 - 3.1.5 Chief Information Officer (ex officio).
 - 3.1.6 Director: Teaching Innovation Unit (ex officio).
 - 3.1.7 Director: Student and Academic Services (ex officio).
 - 3.1.8 Director: Student Engagement Unit
 - 3.1.9 Director: Office of Strategic Programs
 - 3.1.10 Dean: Graduate Studies (ex officio).
 - 3.1.11 Head: UniSA College (ex officio).
 - 3.1.12 Executive Officer (ex officio non-voting).
 - 3.1.13 Chairperson (elected by and from academic staff from the University).
 - 3.1.14 Deputy Chairperson (elected by and from academic staff from the University).
 - 3.1.15 Twelve academic staff members (three elected by and from academic staff of each operational Division with at least one at Level C or below).

- 3.1.16 Two academic staff members (elected by and from academic staff from the Academic Portfolio).
- 3.1.17 Five students (elected by and from UniSA Student Association).
- 3.1.18 One professional staff member (elected by and from professional staff from the University at large).
- 3.1.19 One Divisional Director (elected by and from Divisional Directors).
- 3.1.20 One Director (elected by and from the Directors of University-recognised Research Institutes and Centres).
- 3.1.21 One Professor (elected by and from the Professoriate).
- 3.1.22 One Head of School (elected by and from Heads of School).

4 STANDING ARRANGEMENTS

- 4.1 A quorum is half the membership plus one.
- 4.2 The term of office for elected members is two years.
- 4.3 Each of the Chairperson and Deputy Chairperson shall hold office for no more than three consecutive terms.
- 4.4 There will be a Standing Committee of Academic Board consisting of the Chairperson, Deputy Chairperson and the Chairs of the Board's major sub-committees (Provost and Chief Academic Officer, Deputy Vice Chancellor [Research and Innovation] and Dean of Graduate Studies plus one other member appointed by and from the Board.
 - 4.4.1 In cases where action is necessary before a meeting of the Board can be conveniently held, the Standing Committee may act on behalf of Academic Board, reporting its action to the next meeting of the Board.
 - 4.4.2 Alternatively, where urgent action is necessary, a matter may be dealt with out of session and approved if voted on by a majority of Academic Board members, and subsequently reported to the next meeting of the Board.
- 4.5 The Chair may in relation to relatively minor matters give executive approval to them and seek ratification of his or her decision at the following Academic Board meeting.

5 REPORTING RELATIONSHIPS

- 5.1 Academic Board must report to University Council on each of its meetings through its Chairperson who is an ex officio member of Council.
- 5.2 The Board has the power to require reports from its sub-committees, Division Boards or any other committee of the Academic Board on academic matters.

6 DELEGATIONS

- 6.1 Academic Board may delegate as it thinks necessary certain of its functions to sub-committees in accordance with section 2.6 of this Charter.
- 6.2 Sub-committees would normally convene in the following fields (although the nomenclature may change): Academic Standards and Quality Committee, Research Degrees Committee, Research Leadership Committee.