

# Charter

## Academic Board

<b>Responsible officer</b>	University Secretary	<b>Approval Date</b>	[Click to select Date]
<b>Committee</b>	Governance Officer	<b>Approval Authority</b>	Academic Board
<b>Services Officer</b>	(Academic Board)		

## 1. Introduction

Academic Board plays a leading role in the academic governance of the University, working separately but collaboratively with Council and the University Executive. Academic Board is responsible for approving academic policies, making recommendations to Council on academic programs, the quality and risk of the University, and for monitoring the implementation of academic policies and procedures. Academic Board may advise Council and University Executive on any academic matter relevant to the University and works with them in achieving the strategic objectives of the University. Academic Board also plays a leading role in ensuring that the University is compliant with relevant Australian Higher Education regulations.

The Academic Board was established by the University Council and has functions under the [University of Southern Queensland Act 1998](#). The [Academic Board Terms of Reference](#), approved by Council, enable the Academic Board to undertake the crucially important role of delivering good academic governance. These Terms of Reference also allow Academic Board to form Standing Committees and Working Groups to assist in the performance of its role. Currently the Academic Board has four Standing Committees:

- Academic Board Executive Committee
- Education Committee
- Research Committee
- Student Academic Appeals Committee

The Terms of Reference of Standing Committees are approved by Academic Board.

### 1.1. Purpose of the Academic Board Charter

The purpose of the Academic Board Charter is to set out the principles and procedures under which the Academic Board and its Standing Committees operate. This document is intended to support the [Terms of Reference for the Academic Board and its Standing Committees](#). If any inconsistency should occur between the Terms of Reference and the Charter, the Terms of Reference will have precedence.

The Charter will be reviewed annually, in conjunction with the Academic Board Terms of Reference.

## 2. Academic Board Meetings

Academic Board meets six times per year. Minutes are kept for all meetings, and are retained in accordance with the Queensland State Archives University Sector Retention and Disposal Schedule and stored in a repository (e.g. SharePoint) to facilitate access to decisions of continuing relevance.

A report and minutes of each Academic Board meeting is provided to the UniSQ Council.

The minutes of each meeting will be made available to the University Community via the publication of the minutes (excluding confidential items) online and the publication of the Academic Board Bulletin.

### **2.1. Procedure for including an item in the Academic Board Agenda**

All proposed agenda items are to be presented in the form of a briefing paper (template available from the [Academic Board SharePoint](#) site or the [Secretary](#)). The proposed item will be presented at the next available ABEX meeting for consideration with regard to its suitability for inclusion onto the Academic Board agenda. Feedback on the decision made by ABEX will be provided to the item's proposer.

Briefing papers for proposed items should be sent to the [Secretary \(Academic Board\)](#).

### **2.2. Location of Meetings**

Academic Board meetings are held in the Council Chambers, Toowoomba Campus with video link to the A630 Board Room, Springfield. In exceptional circumstances only, Academic Board members may attend remotely.

## **3. Meeting Procedures**

The meeting procedures for the conduct of the meetings of Academic Board and its Standing Committees have been approved by Council.

### **3.1. Quorum**

At any meeting of the Academic Board, a quorum shall be 50% of the current membership. If a quorum is not present after the expiration of 15 minutes from the time appointed for the meeting, the meeting shall lapse.

Where a scheduled or special meeting of the Academic Board lapses for want of a quorum, the business that was to be considered at that meeting may be considered by the Executive Committee on behalf of the Academic Board. Any recommendations arising from the Executive Committee in these circumstances shall require ratification by the Academic Board by flying minute.

### **3.2. Conduct of Meetings**

1. The Chair (Academic Board) will chair the meeting. In the absence of the Chair, the Deputy Chair (Academic Board) will chair the meeting.
2. The Chair may exercise right of precedence over other members in speaking during a meeting.
3. When a motion or amendment is before the Chair, no member other than the proposer may speak until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes of a meeting.
4. A motion or amendment before the Chair may be re-worded or withdrawn subject to the leave of the meeting.
5. When two or more members indicate intention to speak, the Chair shall call upon the member who, in the Chair's opinion, first declared such intention.
6. When an amendment is before the Chair, discussion shall be confined to that amendment.
7. If two consecutive speakers have both argued either for or against a motion or amendment and no member wishes to argue the opposite view, or to move or foreshadow an amendment, the question shall be put to the meeting without further debate.
8. Right of reply shall be allowed only to a member who has proposed a substantive motion.

9. A question shall be decided by a show of hands of voting members present unless a secret ballot is requested by a majority of members present at the meeting.
10. The Chair shall have a deliberative vote and, in the case of equality of votes, a second or casting vote. The Chair shall generally exercise a casting vote against the motion.
11. If a resolution of the Board would be contrary to a previous resolution, the most recent resolution shall take precedence unless an absolute majority of all members vote to initiate rescission proceedings.
12. Should the Board wish to institute rescission proceedings at the same meeting, a motion to rescind a resolution of the Board must be carried by a two-thirds majority of all members present.
13. In circumstances where the Board disagrees with a recommendation from one of its standing committees, the Chair of that committee may be asked to withdraw the recommendation and take it back to the committee for further deliberation.

### **3.3. Flying Minutes**

1. Where a decision of Academic Board is required before a scheduled meeting the Chair may authorise a flying minute.
2. A flying minute request shall set out background information and contain recommendations on which Members can vote for or against or abstain. Members shall confirm their vote by online methods or any other method specified in the notice, by the date specified in the notice.
3. The number of responses either for, against or abstaining, must meet the quorum provisions in these guidelines.
4. A report on the outcome of a flying minute will be provided to the next Board meeting and shall be confirmed in the same manner as for ordinary minutes of a Board meeting.

### **3.4. Electronic Participation**

1. A Member not able to physically attend a meeting may participate by electronic means with agreement of the Chair and provided such member can communicate effectively with other members present, members participating electronically are counted for quorum purposes as if present in person. A member seeking to participate electronically shall give the Secretary (Academic Board) notice of one (1) business day to request to be present by electronic means unless exceptional circumstances are present.
2. The Chair must acknowledge the presence of a member participating electronically both at the beginning and end of a meeting.
3. Members not attending in person are to be supplied with the same material given to members who attend in person. If a member does not have the information, or if material is tabled at a meeting and cannot be simultaneously given to a member not attending in person, that member should refrain from voting on a motion concerning any motion relating to that material.

### **3.5. Special Meetings**

The Chair, or any five elected members, may by notice in writing given to the Secretary, call a special meeting for a purpose specified in the notice, to be held on such a date as the Secretary shall determine within the period of fourteen days after the notice is given

## **4. Rights of Audience and Observers**

The following have rights of audience and debate, but not voting, at meetings of the Academic Board:

- University Secretary

- Principal Advisor (Academic Governance & Standards)
- Heads of School
- Director (Library Services)
- Director (UniSQ College)
- Research Institute Directors; and
- Deans / Associate Deans

In addition, the Chair may permit observers to attend meetings of Academic Board. Observers have rights of audience only, that is, they may not contribute to debate and cannot vote.

The Chair may request those with rights of audience and/or observers to leave the meeting when confidential items are discussed.

#### **4.1. Procedure for attending Academic Board meetings**

To enable those with Rights of Attendance and Observers to decide if they wish to attend an Academic Board meeting, the agenda will be published one week before each meeting.

Those wishing to attend the meeting should advise the [Secretary \(Academic Board\)](#) no later than one working day prior to the meeting of their desire to attend and where they wish to attend.

The number of Observers able to attend an Academic Board meeting may be limited. If requests to attend from Observers exceed capacity, approval to attend will be given on a “first come” basis.

## **5. Duty Statements**

### **5.1 Chair (Academic Board)**

The Chair (Academic Board) is responsible for leadership and management of Academic Board to ensure that Academic Board successfully fulfills its role and functions, as detailed in its Terms of Reference. The Chair (Academic Board) is a member of the University Council, Council’s Chancellor’s Committee, and Honorary Awards Committee. The Chair is also the Chair of Academic Board Executive Committee. A crucial role for the Chair (Academic Board) is communication within the University community on topics relevant to Academic Board.

A Duty Statement for the Chair (Academic Board) is available in Appendix 1.

### **5.2 Deputy Chair (Academic Board)**

The Deputy Chair (Academic Board) is responsible for providing support to the Chair (Academic Board) in managing the business and strategic direction of Academic Board to ensure that Academic Board successfully fulfills its role and functions, as detailed in the Terms of Reference.

A Duty Statement for the Deputy Chair (Academic Board) is available in Appendix 2.

### **5.3 Chair (Standing Committees)**

The Chair of an Academic Board Standing Committee is responsible for providing leadership and managing the business and strategic direction of the Standing Committee to ensure that it successfully fulfills its role and functions, as detailed in the Committee’s Terms of Reference.

### **5.4 Member (Academic Board)**

Members of Academic Board are either *ex-officio*, usually senior managers, or they are elected from the academic staff and students of the University to fill particular Academic Board membership categories. These categories are detailed in the Academic Board Terms of Reference.

A Duty Statement for a Member (Academic Board) is available in Appendix 3

## 6. Elections

Elections for members of Academic Board and Standing Committees are conducted in accordance with the [Council Election Policy](#) and [Council Election Procedure](#).

## 7. Annual Review Process

Academic Board and its Standing Committees will undertake an annual self-evaluation review. The results of the review will be provided to Council. The review will consider issues such as performance against stated roles and functions, the functioning of the Board or Committee and stakeholder relationships.

## 8. Communication

### 8.1. Bulletin

The Academic Board Bulletin provides an update on Academic Board activities, including key decisions made at Academic Board meetings. The Bulletin is released electronically to all UniSQ staff after each Academic Board meeting.

### 8.2. Students

To improve exposure of Academic Board's activities to the student body, a brief article will be included in the Student News after each Academic Board meeting, providing a link to the Academic Board Bulletin.

## 9. Regulatory Environment

### 9.1. Higher Education Standards Framework (Threshold Standards) 2021

The [Higher Education Standards \(HES\) Framework](#) has been structured to align with the student experience or 'student life cycle' i.e. as they progress from prospective students through to the award of a qualification. The Standards are intended to be useful to higher education providers as a framework for internal monitoring of the quality of their higher education activities. They encompass the matters that a higher education provider would ordinarily be expected to address in the course of understanding, monitoring and managing its higher education activities and any associated risks, and apply at all times.

The Standards:

- set out the requirements that a higher education provider must meet – and continue to meet – in order to be registered by TEQSA to operate in Australia as a provider of higher education. The Standards provide the basis for the regulation of registered higher education providers;
- ensure that the barrier to entry into the higher education sector is set sufficiently high to underpin and protect the quality and reputation of the sector as a whole;
- establish a baseline for operational quality and integrity from which all providers can continue to build excellence and diversity; and
- serve other broader purposes including the provision of:
  - an articulation of the expectations for provision of higher education in Australia as:
    - a guide to the quality of educational experiences that students should expect
    - a reference for international comparisons
    - a reference for other interested parties; and

- a model framework which higher education providers can apply themselves for the internal monitoring, quality assurance and quality improvement of their higher education activities.

## 9.2. Tertiary Education Quality and Standards Agency

The [Tertiary Education Quality and Standards Agency](#) (TEQSA) is Australia's independent national quality assurance and regulatory agency. It was established by the Tertiary Education Quality and Standards Agency Act with the purpose of:

- registering regulated entities as higher education providers and accrediting their courses of study;
- conducting compliance and quality assessments;
- conducting re-accreditation assessments of courses developed by providers without self-accrediting authority (UniSQ is a self-accrediting organisation);
- providing advice and making recommendations to the Commonwealth Minister responsible for Education on matters relating to the quality and regulation of higher education providers;
- cooperating with similar agencies in other countries; and
- collecting, analysing, interpreting and disseminating information relating to quality assurance practice and quality improvement in higher education.

## 9.3. Australian Qualifications Framework

The [Australian Qualifications Framework](#) (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework. It underpins the national system of qualifications in Australia encompassing higher education, vocational education and training and schools.

## Attachments

Appendix 1	Duty Statement for the Chair (Academic Board)
Appendix 2	Duty Statement for the Deputy Chair (Academic Board)
Appendix 3	Duty Statement for a Member (Academic Board)

# Duty Statement

## Chair (Academic Board)

<b>Division:</b>	Vice-Chancellor
<b>Department:</b>	Governance
<b>Classification:</b>	Up to three-year appointment, to align with the term of the Academic Board
<b>Location:</b>	UniSQ Toowoomba
<b>Approval:</b>	Council – 12 March 2018
<b>Responsible to:</b>	Chancellor
<b>Qualifications:</b>	Normally, the Chair (Academic Board) will be a Professor or Associate Professor with prior significant experience on an Academic Board or similar.

### Scope of the Role

The Chair (Academic Board) is responsible for leadership and management of Academic Board to ensure that Academic Board successfully fulfills its role and functions, as detailed in its Terms of Reference. The Chair (Academic Board) is a member of the University Council and Council's Chancellor's and Honorary Awards Committees. The Chair is also the Chair of Academic Board Executive Committee. A crucial role for the Chair (Academic Board) is communication within the University community on topics relevant to Academic Board.

### Organisational Relationships

<b>Internal:</b>	
Reports to:	Chancellor
Member of:	Academic Board, Academic Board Executive Committee, UniSQ Council, the Chancellor's Committee, and the Honorary Awards Committee.
Key contacts:	Academic Board, Vice Chancellor and senior executive team, University Secretary, Governance Office professional staff
<b>External:</b>	Other Universities.

## Key Responsibilities

1. Provide as Chair strategic leadership and management to enable Academic Board to successfully fulfil its role and functions as detailed in the Academic Board Terms of Reference.
2. Undertake the role of Chair (Academic Board Executive Committee), ensuring that Academic Board Executive Committee fulfils its functions and roles in accordance with its Terms of Reference.
3. Be an active member of the UniSQ Council and the relevant Committees, in particular reporting on significant matters considered or decided by Academic Board, putting forward the recommendations of Academic Board with respect to academic governance and consulting with Academic Board on matters when requested by Council.
4. Ensure appropriate communication within the University community on topics relevant to Academic Board.
5. Within the scope of the role, undertake special projects and other duties as requested by the Chancellor.
6. As a member of the University community, demonstrate the highest possible standards of professional and personal conduct, both as an individual and as part of a team, and commit to regular engagement in personal, professional and team development.

## Is This the Role for You?

Within the context of the key responsibilities described above, it is expected that you will meet the following criteria:

### Essential Criteria

- Demonstrated ability to operate at a senior governance level within an academic organisation including expertise in academic policy and performance oversight, proven capacity to set and achieve goals and work collaboratively with management to achieve outcomes, as well as the capacity to make and communicate to others critical decisions and actions.
- Demonstrated ability to make a leading contribution to consultative planning and decision making, and to engender a sense of unity, cooperation, and common purpose.
- Substantial experience in, and knowledge of academic governance including academic quality assurance, in a tertiary institution.
- Prior experience on the UniSQ Academic Board or at least a similar committee elsewhere is desirable.
- Alignment with the core University values of Respect, Integrity, and Excellence.

## Workload Considerations

An amount equal to 50% of a Level B, Step 2 Academic Salary will be made available, each year, for research assistance and work relief, as agreed with the supervisor of the Chair's substantive position. This allocation is instead of any specified academic workload allocation. In addition, as a member of Council, professional development funds will be available in accordance with the Council Remuneration Policy and Council Remuneration Schedule.

# Duty Statement

## Deputy Chair (Academic Board)

<b>Division:</b>	Vice-Chancellor
<b>Department:</b>	Governance
<b>Classification:</b>	Up to three-year appointment, to align with the term of the Academic Board
<b>Location:</b>	UniSQ Toowoomba
<b>Approval:</b>	Academic Board – 13 February 2018
<b>Responsible to:</b>	Chair (Academic Board)
<b>Qualifications:</b>	Normally, the Deputy Chair (Academic Board) will be a Professor or Associate Professor with prior experience on the Academic Board.

### Scope of the Role

The Deputy Chair (Academic Board) is responsible for providing support to the Chair (Academic Board) in managing the business and strategic direction of Academic Board to ensure that Academic Board successfully fulfills its role and functions, as detailed in the Terms of Reference.

### Organisational Relationships

<b>Internal:</b>	
Reports to:	Chair (Academic Board)
Member of:	Academic Board, Academic Board Executive Committee.
Key contacts:	Members of Academic Board, Vice Chancellor and senior executive team, University Secretary, Governance Office professional staff
<b>External:</b>	Other Universities.

### Key Responsibilities

1. Provide support to the Chair (Academic Board) in leadership and management of Academic Board to enable the Board to successfully fulfil its functions in accordance with its Terms of Reference.
2. Provide support to the Chair (Academic Board Executive Committee) to help ensure that the Academic Board Executive Committee fulfils its functions and roles in accordance with its Terms of Reference.

3. Within the scope of the role, undertake special projects and other duties as requested by the Chair (Academic Board).
4. Represent the Chair (Academic Board) when required by the Chair including acting as Chair of Academic Board in the Chair's absence.
5. As a member of the University community, demonstrate the highest possible standards of professional and personal conduct, both as an individual and as part of a team, and commit to regular engagement in personal, professional and team development.

## Is This the Role for You?

Within the context of the key responsibilities described above, it is expected that you will meet the following criteria:

### Essential Criteria

- Demonstrated capability to operate at a senior governance level within an academic organisation including a high-level skill in academic policy and performance oversight, a proven capacity to set and achieve goals and work collaboratively across organisational boundaries to achieve agreed outcomes, as well as the capacity to make and communicate to others critical decisions and actions.
- Demonstrated ability to make a leading contribution to consultative planning and decision making, and to engender a sense of unity, cooperation and common purpose.
- Substantial experience in, and knowledge of, leadership and management of academic governance within a tertiary institution.
- Normally, current member of the USQ Academic Board, being in their second or subsequent term.
- Alignment with the core University values of Respect, Integrity, and Excellence.

## Workload Consideration

An amount equal to 25% of a Level B, Step 2 Academic Salary will be made available, each year, for research assistance and work relief, as agreed with the supervisor of the Deputy Chair's substantive position. This is instead of any specified academic workload allocation.

# Duty Statement

## Member (Academic Board)

<b>Division:</b>	Vice-Chancellor
<b>Department:</b>	Governance
<b>Classification:</b>	<p>Elected member: Up to three-year appointment, to align with the term of the Academic Board</p> <p>Ex-officio: For as long as the office detailed in the Academic Board Terms of Reference is held</p>
<b>Approval:</b>	Academic Board – 13 February 2018
<b>Responsible to:</b>	Chair (Academic Board)
<b>Qualifications:</b>	Members of Academic Board are ex officio or elected from the academic staff of the University to fill a particular Academic Board membership category as detailed in the Academic Board Terms of Reference.

### Scope of the Role

Academic Board is the peak academic body of the University, responsible to Council for assuring the quality of teaching, scholarship and research and plays a leading role in the academic governance of the University. Academic Board advises Council and the University Executive on any academic matter relevant to the University and works with them in achieving the strategic objectives of the University. In this role and through its functions, Academic Board addresses the requirements that arise from the University Act.

A Member (Academic Board) is responsible for being prepared to attend meetings, consult with University colleagues, provide considered opinions, and participate in discussions on issues relevant to the Academic Board Terms of Reference.

### Organisational Relationships

<b>Internal:</b>	
Reports to:	Chair (Academic Board)
Member of:	Academic Board, may nominate to join Academic Board Standing Committees or Working Groups
Key contacts:	Members of Academic Board and other University colleagues

## Key Responsibilities

1. Attend meetings of Academic Board, having prepared for attendance by reading the agenda papers. When it is not possible to attend a meeting, an apology must be submitted. Where an elected member has not attended three consecutive meetings, without a leave of absence granted by the Chair (Academic Board), they may be asked to resign.
2. Provide considered opinions, participate in discussion and vote on motions, always considering the implications of decisions on the efficiency, effectiveness, and public standing of the University
3. Support Academic Board activities by joining Standing Committees (elected members), participating in Working Groups, or undertaking other support activities
4. As a member of the University community, demonstrate the highest possible standards of professional and personal conduct, both as an individual and as part of a team, and commit to regular engagement in personal, professional and team development.

## Is This the Role for You?

Within the context of the key responsibilities described above, it is expected that you will meet the following criteria:

### Essential Criteria

- Desire to work collaboratively across organisational boundaries to achieve agreed outcomes.
- Interest in administrative and academic leadership in a tertiary institution.
- Alignment with the core University values of Respect, Integrity, and Excellence.

## Workload Consideration

Members of Academic Board provide a service to the University. In terms of academic workload, Academic Board activities are considered as part of the service allocation.