

# 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 the Chancellor's and Honorary Awards committees of Council. 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, Director (Governance) and 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 of the 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](#).