

# Academic Board

## Charter

### Purpose

This Charter sets out the objectives and functions of the Academic Board, the responsibilities of its members and provides details of the Board's membership and operations.

### Academic Governance Principles

The Federation University Australia Act 2010 (the Act) provides that a primary responsibility of the Council is to oversee and monitor the academic<sup>1</sup> activities of the University.

The Act also requires the Council to establish an Academic Board and delegate powers or functions to it.

### Objective

In accordance with the Federation University Australia Statute 2021 (Part 5, Division 1 (20)), the objective of the Academic Board is to establish and maintain academic leadership at an institutional level.

### Functions

The functions of the Academic Board are to—

- achieve effective academic oversight of the quality of learning and teaching<sup>2</sup>, research and research training;
- approve proposed new academic and other courses and programs leading to an award;
- set and monitor institutional benchmarks for academic and research quality and outcomes;
- oversee and monitor risks to academic and research integrity and brief the University's Audit and Risk Management Committee on matters that may result in regulatory risk;
- provide advice to management, the Vice-Chancellor and the Council on academic and related matters, including advice on academic outcomes, policy and practices;
- monitor and report to Council on academic and research quality and standards;
- monitor the occurrence and nature of formal complaints relating to academic matters and the actions taken to address underlying causes;
- receive advice on academically related matters from University advisory bodies;
- confirm that delegations of academic authority are exercised appropriately;
- recommend to Council the conferral of higher education and vocational education and training qualifications;
- between meetings, decide urgent matters by circular resolution, which matters have been referred to it for decision by the Academic Board Steering Committee; and

---

<sup>1</sup> In this Charter the word academic includes higher education, vocational educational and training courses and research programs.

<sup>2</sup> The term learning and teaching refers to all University teaching, learning, education and training activities.

- consider issues referred to it by the Council for consideration.

As the peak academic governing body of the University, the Academic Board oversees the University's academic governance system consistent with the requirements of the Higher Education Standards Framework (Threshold Standards) 2021 and other regulatory standards.

The Academic Board must carry out its functions with a view to ensuring compliance with governing regulations and professional accreditation, including those applicable in overseas jurisdictions in which the University offers academic courses or undertakes academic activities.

The Academic Board may obtain and use independent advice as necessary for informed and competent decision-making.

## Membership of the Academic Board

The Academic Board comprises the following members:

### Ex officio members

- Chair
- Deputy Chair
  - TAFE representative of the Committee
  - Higher Education representative of the Committee (optional)
- Vice-Chancellor
- Pro Vice-Chancellor VET and Pathways and Chief Executive, TAFE
- Deputy Vice-Chancellor Global, Engagement and Quality
- Chief Learner Experience Officer
- Pro Vice-Chancellors and Executive Deans of Institutes (three)
- Dean, Graduate Research
- Senior TAFE representative nominated by the Pro Vice-Chancellor VET and Pathways and Chief Executive, TAFE;
- Chair, Curriculum Committee
- Chair, Learning and Teaching Quality Committee
- Chair, Research Committee
- Associate Deputy Vice-Chancellor, Reconciliation, or nominee

### Elected members

- two higher education academic staff members consisting of:
  - one at Level A – C
  - one at Level D – E
- two TAFE staff members consisting of:
  - one Leadership Team member
  - one Skills and Education Delivery Team member
- one general/professional staff member
- one Higher Degree by Research student
- one higher education coursework student

- one TAFE student

#### Co-opted members

- up to two members co-opted by the Board

### Appointment of Chair

The Chair of the Academic Board is appointed by Council on the recommendation of the Vice-Chancellor<sup>3</sup> and must be a current or former academic at Associate or Professorial level, or equivalent.

The Chair holds office for two years and may be reappointed for an additional two-year term. The Chair may serve a maximum of two consecutive two-year terms.

The Chair has full voting rights, and in the case of an equal vote, has the casting vote.

### Appointment of Deputy Chair

The Vice-Chancellor will appoint up to two Deputy Chairs from the members of the Academic Board<sup>4</sup>, including one representative from TAFE, and optionally, one representative from Higher Education.

The Deputy Chair/s hold office for a two-year term. This office is in addition to their current position on the Board which does not fall vacant due to their appointment.

The Deputy Chair/s may be reappointed for an additional two-year term. The Deputy Chair/s may serve a maximum of two consecutive two-year terms.

### Responsibilities of Academic Board members

Members of the Academic Board must—

- act in good faith, honestly and for proper purposes;
- exercise reasonable skill, appropriate care and diligence;
- avoid all conflicts of interest; and
- demonstrate the University's Living Values of Inclusion, Innovation, Excellence, Empowerment and Collaboration.

### Terms of office

Elected staff members shall hold office not exceeding a two-year term. Elected student members shall hold office not exceeding a one-year term.

Elected staff members may be re-elected but no elected staff member can serve for more than six years, whether those years are consecutive or not.

Elected student members may be re-elected but no elected student member can serve for more than three years, whether those years are consecutive or not.

Co-opted members shall hold office not exceeding a one-year term. Co-opted members may be re-appointed but cannot serve for more than three years, whether those years are consecutive or not.

Casual vacancies in the elected membership may be filled by invitation of the Chair of Academic Board, in accordance with the FUA (Operations) Regulations. Any person filling a casual vacancy shall serve only the remaining period of the member they replace.

---

<sup>3</sup> See section 22(1) of the Statute in relation to the appointment of the Chairperson.

<sup>4</sup> See section 22(2) of the Statute in relation to the appointment of the Deputy Chairperson.

If unable to attend a meeting, only ex officio members are entitled to appoint a proxy to attend and vote on their behalf. Proxy attendees contribute to the meeting quorum.

Any member who misses three or more meetings will be counselled by the Chair regarding their membership options.

Elections will be managed in accordance with the FUA (Operations) Regulations.

## Meetings

The Academic Board will meet as required, at least six (6) times per year.

The quorum for a meeting is fifty per cent (50%) of the membership.

A joint meeting of the Council and Academic Board may be held annually.

The Secretary or their nominee will act as secretary for the Academic Board but will not be a member of the Academic Board. The Secretary or nominee provides the Academic Board with high-level governance and administrative support.

Circulars may be used to manage time critical business between meetings when necessary. They are typically used for non-contentious and routine recommendations as they limit discussion.

## Academic Board Standing Committees

The following standing committees support the Academic Board in discharging its responsibilities—

- Academic Board Steering Committee: responsible for administrative support in planning, preparing for and managing the Academic Board's meeting requirements and for resolving circular resolutions on urgent matters be put to Academic Board for decision between Academic Board meetings;
- Curriculum Committee: responsible for assessing and recommending proposed new courses for approval by the Academic Board and for assessing and approving the amendment of existing courses;
- Learning and Teaching Quality Committee: responsible for advising on the quality of teaching and learning;
- Research Committee: responsible for the quality of research, scholarship and research training.

Each standing committee has the purpose, functions and responsibilities set out in its Charter. The standing committee structure is regularly reviewed to ensure it continues to be effective and fit for purpose.

The Chair of each standing committee is ex officio a member of the Academic Board.

## Reporting to Council

The Academic Board reports to the Council at least five (5) times each year on the performance of its functions and the achievement of its objectives, including the minutes of its meetings.

## Reviews

The Academic Board will:

- review the performance of its standing committees against their Charter; on an annual basis and report accordingly to Council;
- review this Charter at least once every two years in accordance with the Federation

University Australia (Academic) Regulations 2022; and

- work with independent reviewers appointed by Council who review the effectiveness of the University's academic governance processes at least once every five years and ensure that agreed recommendations from those reviews are implemented.

### Approval and next review date

Approved: Council 11 December 2024

Amendment approved: Council 12 March 2025

Next review due: December 2026