

What is Academic Board

Academic Board is the principle academic body of the University, which looks after the framework of policies, processes and structures that provides leadership and oversight of the academic activities. The purpose of Academic Board is:

- quality assurance of learning, teaching, research and research training;
- academic oversight of programs and courses of study in Higher Education and Vocational Education and Training in the University;
- provide advice of an academic nature to [Federation University Council](#) on the conduct and content of those programs and courses; and
- provide rigorous academic scrutiny and peer review of academic activities, deliberately distinct from management to ensure impartial scrutiny.

The Board promotes academic leadership by overseeing: the high standard of learning and teaching and academic integrity, quality assurance, compliance with Tertiary Education Quality and Standards Agency ([TEQSA](#)), research, scholarships, policy development and maintenance, monitor selection requirements for academic recognition and other academic matters.

The Board plays a key role in Academic Governance policy framework. It provides a forum for the discussion and debate of the university's academic direction, and also provides an opportunity for student involvement in academic decision-making.

What are the responsibilities of the Board

Academic Board's overarching responsibility relates to overseeing academic governance of the University. Its scope ranges across:

- creating awareness of and providing leadership in relation to contemporary educational issues;
- establishing a quality assurance framework for learning, teaching and research;
- links for Schools;
- promulgate essential matters for the academic community;
- regularly reviewing and evaluating the performance of the Academic Board and reporting outcomes to Council; and
- provides Council with any requested information.

Academic Board Composition

Academic Board comprises of 34 member positions: of which 22 are *ex officio* positions and 12 *elected* positions from academic, professional/general and teaching staff and students of the University. Elections for membership of the Academic Board normally commence in October of each year via the University's election website to commence the beginning of the following year.

The Board oversees key academic governance focus areas and discusses matters that require consideration and oversight. The Chair and [Academic Board committees](#) carry out much of the Board's work.

The functions and capabilities of the board are outlined in [Regulation 2.2.2](#).

Election of Chair and responsibilities

The Chair is elected by and from Academic Board members for a two-year term. The Chair serves as the key point of contact between the academic community and Council. The Chair's responsibilities include:

- engages with the wider academic community and advise on matters of an academic governance nature;
- provide academic governance advice to council;
- establishing and maintaining academic standards;
- consult on matters of academic integrity;
- reviews and approves academic policies and procedures and monitors their compliance; and
- ensure proceedings are conducted in a professional manner.

The Board's relationship with Council

The Board provides recommendations, advice and reports on its responsibilities and functions to Council. The Chair of Academic Board is an *ex officio* member of Council and attends Council meetings and provides a report on Academic Board matters and programs.

Academic Board and the Vice-Chancellor are the principal sources of advice to Council on all academic matters. [Federation University Australia Act 2010](#) and [University Council and committees](#).

Board Meetings, Agendas and Minutes

Academic Board [Schedule of Meeting Dates](#) meets 5 times a year and a 6th meeting is identified as a reserve meeting (an additional meeting if required).

The agenda for each meeting is available on the [Academic Board website](#) prior to the meeting, which is accessible for its members. Members will be sent an email advising when the agenda is available.

A copy of the agenda and minutes are uploaded into the University record management system to ensure strict version control. Circulatory Resolution meetings are sometimes required between scheduled meetings.

The agenda includes standing items: Chair's Report, the Vice-Chancellor Report and Chairs of Academic Board committees, school board minutes, key University staff Reports and Council Extracts.

The minutes record the date, time and place of the meeting. The names of the Chair and of all other persons present at the meeting and members absent with apology are also recorded along with a summary of the business conducted at the meeting including motions which are carried.

The procedures adopted for meetings are included in the [Academic Board Standing Orders](#).

Quorum

A quorum is half (50%) of the members of the Board. Should a meeting lack a quorum, no business will be approved or ratified, however items of business can be discussed and 'notes' will be recorded. Items scheduled that require approval or resolution at the meeting will normally be held over to the next meeting.

Confidentiality (in camera)

Some items discussed by the Academic Board could be considered sensitive in Nature. When this occurs, a portion of the meeting will be held 'in camera'. The Chair

will indicate the intention to hold certain parts of the proceedings in camera. Items discussed at these times are recorded in an in-camera version of the minutes.

Standing Committees of Academic Board

The Standing committees forward recommendations to Academic Board in accordance with their Terms of Reference (ToR's):

- Academic Board Executive Committee; ([Terms of Reference](#))
- Higher Education Curriculum Committee; ([Terms of Reference](#))
- Learning and Teaching Quality Assurance Committee; ([Terms of Reference](#))
- VET Curriculum & Quality Committee; ([Terms of Reference](#))
- Research Committee; ([Terms of Reference](#))
- International Education Committee; ([Terms of Reference](#))
- Research Higher Degree Committee; ([Terms of Reference](#)) and
- University Appeals Committee. ([Link to Webpage](#))

How do I become a Board member

Academics (levels A, B, C), professional staff, professoriate and students are eligible to stand for election to Academic Board and its committees. [Elections](#) are held yearly or bi-yearly to fill a range of membership terms.

What is expected of a member

Members of the board are responsible for communicating matters deliberated at Academic Board meetings and expected to demonstrate the following behaviours ([Staff Code of Conduct](#)):

- meeting preparation;
- collective decision making;
- debate outcomes;
- provide feedback; and
- act in the best interest of the University.

Executive Officers for Board and Standing Committees can be contacted by emailing: academicsecretariat@federation.edu.au.