

COLLEGE BOARDS TERMS OF REFERENCE



Standing Committee of Academic Senate

1. Establishment

- 1.1 The College Boards are standing committees of Academic Senate, established under the authority of the Governance Rule and in accordance with the Standing Orders of the Academic Senate. The definitions in the Governance Rule and in the Standing Orders also apply to these Terms of Reference.

2. Purpose

- 2.1 The College Board aims to ensure the highest standards of quality in all academic matters pertaining to the College. It is responsible for the governance and oversight of academic activities of the College, including teaching and learning, research and research training. It provides a forum for high level academic discussion of teaching and learning and research activities, to generate ideas and innovations that enhance the quality of these activities. The College Board functions apply to all matters associated with the quality of academic activities conducted within the College and its constituent Schools and disciplines. As a Standing Committee of Academic Senate, mobilising the diverse expertise and experience of its academics, students and professional staff, College Board carries out its responsibilities on behalf of, and advises, Academic Senate.

3. General Functions and Meetings

3.1 General Functions

Quality Assurance

- 3.1.1 oversee quality assurance for teaching, learning and research activities within the College;
- 3.1.2 contribute to good governance of the College;
- 3.1.3 monitor the continuous improvement of the College's activities within the relevant legislation and University Rules and policies and approve matters

in accordance with these;

- 3.1.4 review and monitor academic standards and student outcomes in teaching, learning, research and research training within the College, including regularly monitoring for academic risk. Provide advice to the College Pro Vice-Chancellor, with regular reporting to Academic Senate for quality assurance and risk management purposes.
- 3.1.5 maintain academic oversight of research training at the College level to ensure compliance with national regulations, legislation and University policy.
- 3.1.6 maintain academic oversight of research activities at the College level such as: peer review; grant funding targets and applications; research engagement; skill development; and research support schemes.
- 3.1.7 monitor academic activity to reduce the impact of foreign interference and conflict of interest issues at the College level with regular reporting to Academic Senate.

Approve

- 3.1.8 approve College procedures and guidelines relevant to teaching, learning, research and research training, student experience and engagement consistent with the policies of Academic Senate;
- 3.1.9 approve revisions of existing programs and courses, including the discontinuation of courses within the delegations and functions assigned to the College Board and Academic Senate policies.

Advise and Recommend

- 3.1.10 advise Academic Senate and the College Pro Vice-Chancellor on any relevant issues;
- 3.1.11 monitor, advise and make recommendations to the Academic Senate and its committees on academic matters including teaching, learning, research and research training. These include but are not limited to:
 - endorsing new programs for Program and Course Approval Committee approval;
 - recommending the discontinuation of a program for Program and Course Approval Committee approval;
- 3.1.12 advise on other matters referred by Academic Senate, President of Academic Senate, Pro Vice-Chancellor, or the Vice-Chancellor.

Other Duties

- 3.1.13 monitor College research impact and conduct regular benchmarking for continuous improvement and to track trends.
- 3.1.14 contribute to the strategic and operational planning of the College;
- 3.1.15 exercise academic functions as required in delegations assigned under the Governance Rule (Schedule 2) for College Boards.

3.2 Meetings

- 3.2.1 College Board will usually meet a minimum of five (5) times each calendar year; and
- 3.2.2 The Standing Orders of the Academic Senate will apply.

4. Reporting

- 4.1 College Boards are required to report to Academic Senate in accordance with Section 3. General Functions and Meetings as listed in this Terms of Reference and Delegations of College Boards and any annual cycle of business requirements.

5. Membership

5.1 Ex Officio

The College Board shall consist of the following ex-officio members:

- 5.1.1 Pro Vice-Chancellor of the College (Chair);
- 5.1.2 President of Academic Senate;
- 5.1.3 Deputy Head(s) of the College and/or All Assistant Deans of the College;
- 5.1.4 All Heads of Schools of the College;
- 5.1.5 Dean of Graduate Research;
- 5.1.6 Nominee of the Academic Registrar;
- 5.1.7 College General Manager; and
- 5.1.8 The Academic Senate members elected from the College.

5.2 Elected Members

- 5.2.1 Each College Board will have two (2) academic staff members elected from each School of the College by the academic staff within the School.
- 5.2.2 Each College Board will have two (2) elected student members from each

category.

5.2.3 These elected students will consist of students enrolled in undergraduate, postgraduate coursework and postgraduate research higher degree programs offered by the College. Students will be elected by the students in that type of program as follows.

- Two (2) undergraduate students enrolled in an undergraduate program offered by the College.
- Two (2) postgraduate coursework students enrolled in a postgraduate coursework program offered by the College.
- Two (2) postgraduate research students enrolled in a research higher degree offered by the College.

5.3 Attendance with rights of audience and debate:

5.3.1 all academic, professional and technical staff of the College;

5.3.2 the Senior Research Librarian;

5.3.3 the Director, Strategy, Planning and Performance, or nominee; and

5.3.4 in accordance with the Standing Orders of the Academic Senate, the Committee may grant rights of audience and debate for a specific meeting or item(s) in a meeting to such a person, persons or categories of person as deemed appropriate.

6. Elections

6.1 Elections to the College Board shall be conducted by the Returning Officer who shall conduct any ballot and determine the result in accordance with provisions for the conduct of elections as determined by the University Secretary.

7. Terms of Office

7.1 The term of office of a student member under Clause 5.2.2 shall be for up to one year, expiring on 31 December of the anniversary year. Students must be currently enrolled in an undergraduate, postgraduate coursework or postgraduate research higher degree program in the College to continue to serve as a representative on the College Board.

7.2 The terms of office for elected academic staff members under Section 5.2.1 shall be up to two years.

8. Vacancies

- 8.1** Where a vacancy in an elected position provided under section 5.2 occurs, the Chair of the College Board, in consultation with the Heads of School as appropriate, may resolve to appoint an eligible staff member or student member to fill the vacancy for the unexpired portion of the predecessor's term of office.
- 8.2** A vacancy arising from an insufficient number of nominations for election to the College Board may be filled by nomination by the Chair of the College Board, in consultation with the Heads of School as appropriate.

9. Quorum

- 9.1** The quorum for meetings of College Board will be at least eight (8) serving members, including at least three (3) elected academic staff members from Clauses 5.1 and/or 5.2;
- 9.2** The President of Academic Senate is not counted as part of the quorum;
- 9.3** Proxies attending the meeting on behalf of a non-attending elected member are to be included as part of the quorum.

10. Subsidiary Bodies

- 10.1** The College Board will have a College Progress and Appeals Committee as a subsidiary body to advise and make recommendations to the College Board regarding student progress and appeals.
- 10.2** College Board may establish other sub-committees and/or working groups to advise it in meeting its obligations. These sub-committees / working groups will provide reports as required to the College Board.

11. Authorities (Delegations)

- 11.1** College Boards may exercise delegated authority as set out in the online Schedule of Academic Matters, which has been approved by Council in accordance with the Governance Rule.

12. Urgent Business

- 12.1** On behalf of the College Board, the Chair is authorised to approve urgent business which must be conducted between scheduled meetings of the College Board.
- 12.2** The Chair must report all such actions to the next meeting of the College Board for ratification and must include these actions as part of their report to the next meeting of Academic Senate.

13. Contact

College Board Secretary.

14. Essential Supporting Documents

Governance Rule

Academic Senate Handbook

Standing Orders of the Academic Senate

Schedule 2 - Governance Rule - Delegation of Academic Matters

15. Related Documents

University of Newcastle Act 1989 (NSW)

University of Newcastle By-law 2017 (NSW)

Terms of Reference Program and Course Approval Committee

Terms of Reference Teaching and Learning Committee

Terms of Reference Research Committee

Document History and Authority

Date Approved 16 June 2010

Approval Authority Academic Senate

Date	Approved By	Amendment
31 August 2022	Academic Senate	Amendment for removal of Interim Constitution of Academic Senate Rule and inclusion of Governance Rule. Functions redefined. Changes to membership and quorum. Changes to reporting and subsidiary bodies. Administrative changes to reflect changes in numbering. Document History and Authority updated for all amendments.
1 March 2022	Academic Senate	Amendment to Ex Officio membership to include the Dean of Graduate Research
16 February 2021	Academic Senate	Amendments to position titles and removal of references of 'Faculty' to 'College'. Increase to the number of student members from one to two also added.
9 September 2020	Academic Senate	Clause 7 updated to reflect changes to the Governance Rule with regard to the need to conduct elections for Casual Vacancies on Faculty Boards. Clause 6 (relating to terms of elected members) also amended.
27 March 2017	Academic Senate	Administrative amendment to title of University of Newcastle By-law 2017 to reflect updated By-law
22 November 2016	Academic Senate	Administrative updates to reflect updated position titles as follows – 4.3.2 Senior Research Librarian and 4.3.3 Director Strategy Planning and Performance.
4 March 2015	Academic Senate	President of Academic Senate approved, under delegated authority amendments to clause 4.1.6 following restructure of Academic Division and clause 4.3.3 following departmental name change.
24 July 2013	Academic Senate	Includes amendments to Clause 1, Establishment; Clause 4, Membership; and Clause 7, Quorum. Existing elected positions whose term of office expires 31 December 2013 will continue for the remainder of their term. Changes to the elected membership are to be in place by 1 January 2014 when the new terms of office commence.
1 July 2010	Academic Senate	The College Boards Terms of Reference were approved by Academic Senate 21 April 2010, with effect from 1 July 2010