



Academic Board Terms of Reference

1. Objectives

- 1.1. The Academic Board is responsible to the Governors for the planning, development, operation and monitoring of the academic work of the College and providing assurance that academic governance is effective. The Academic Board's primary duties is to oversee academic standards, quality of all courses within the College and student learning experience

2. Responsibilities

- 2.1. In particular, the Board is responsible for:
 - formulating the College's academic policies in the light of the College's Mission, Vision and Values and the framework of UK Higher Education regulation;
 - approving and reviewing the range and nature of courses offered by the College;
 - advising the Principal and Governors on the resources needed to implement the College's ongoing and proposed academic programmes and the implications of budgetary proposals; and
 - collaborating with other HE institutions, validating, accrediting or awarding bodies in the UK and internationally as appropriate.
- 2.2. The approval and review of the following and other similar matters:
 - a. General
 - policies and procedures for establishing an appropriate academic environment;
 - staffing requirements;
 - the content of the curriculum and the appropriateness of programmes in providing education and/or training for Christian service.
 - b. Academic standards and quality assurance
 - maintenance of appropriate academic standards in all programmes;
 - regular monitoring of the quality and development of programmes, including methods for teaching and learning;
 - ensuring the quality of learning opportunities, academic practice and the student experience and their enhancement;

- the appointment of external examiners;
 - overseeing mechanisms to facilitate student feedback and to ensure the College considers students' views and feedback.
- c. Students
- procedures for the admission and attendance of students;
 - procedures for the monitoring and enforcement of student attendance.
- d. Assessment, conferment and revocation of awards
- policies and procedures for all assessment, student progression and conferment of academic awards and honorary awards;
 - procedures for verification and appeals;
 - procedures and policies related to the revocation of academic awards;
 - student achievement statistics
- e. Relationships with external bodies
- arrangements for external validation and accreditation;
 - arrangements for delivering of Spurgeon's programmes on other sites.
- f. The provision of learning resources.
- g. Programme design, validation, re-validation and review
- procedures and policies relating to undergraduate and postgraduate programme, pathway and unit design and validation;
 - procedures for periodic review and revalidation of existing undergraduate or postgraduate programmes or pathways;
 - procedures and policies relating to the design of non-HE courses and their periodic review.
- 2.3. Other matters
- a. Commissioning and receiving reports on programmes from the Academic Quality Assurance Committee (AQAC); and
- b. Ensuring appropriate action is taken in the light of these reports as well as those from validating partners, external examiners and other external bodies.
- 2.4. Overseeing policies and procedures for appropriate staff development.
- 2.5. Overseeing research activities by staff and students and ensuring research takes place within an appropriate ethical framework.
- 2.6. Oversee training and development activities by staff to improve professional practice, support and develop the curriculum and enhance the quality of the student learning experience.

3. Reporting

- 3.1. The Academic Board reports to the Board of Governors after each meeting.
- 3.2. The sub-committees of the Academic Board send reports to the Academic Board after each meeting:
 - a. Progression and Awards Board
 - b. Learning Resources Committee
 - c. Programme Design and Revalidation-Review Committee
 - d. Admissions Committee
 - e. Research Ethics Committee
 - f. Postgraduate Programme Committee(s)
 - g. Undergraduate Programme Committee(s)
 - h. Counselling and Training Committee
 - i. AQAC
 - j. 3.3 The Award Revocation Panel is not a standing committee but is convened as necessary after award conferment to investigate allegations of academic malpractice or administrative errors or irregularities in the conduct of the Progression and Award Board. The Panel will report to the Academic Board.

4. Membership

- 4.1. The Academic Board is convened by the Board of Governors.
- 4.2. Membership of the Board shall be made up as follows:
 - The Chair of the Board shall be the Principal or their authorised deputy.
 - All members of the permanent teaching staff
 - Three representatives of the associate staff (e.g. research fellows and associate tutors), nominated and elected from their number; such members serve on a rotational basis for a period of three years with the possibility of re-election
 - The Senior Registrar
 - The Librarian
 - At least one Governor
 - Up to four other members of the College Council as appointed by the Governors for a period of three years, with the possibility of re-appointment
 - Normally at least four and up to eight representatives of wider academic life, appointed by the Governors for a period of three years with the possibility of re-appointment
 - Three representatives of undergraduate students, if possible from different pathways

- Up to three representatives of postgraduate students, if possible from different pathways.
- 4.3. The work of the Board will be carried out through the Academic Director, who will normally act as the Secretary of the Board.

5. Meetings

5.1. The Board is a standing committee which shall meet not less than twice in any calendar year. The minutes of the Academic Board shall constitute a formal record of its meetings and decisions.

5.2. Quorum

Four members of the College's teaching staff, two external members and at least one Governor or other Council member shall constitute a quorum.

5.3. Sub-committees

The following are sub-committees of the Board:

- The Academic Quality Assurance Committee - responsible to the Academic Board for the quality of all College programmes.
- The Learning Resources Committee - responsible for overseeing the provision of learning resources as in 4f above.
- The Admissions Committee - responsible for all matters in relation to admissions as set out in 4c above.
- The Progression and Awards Board – responsible for all matters in relation to student progression and awards as in 4d above.
- The Programme Design and Revalidation-Review Committee - responsible for the processes and procedures relating to design of new programmes, pathways or units, and the review / revalidation of existing programmes or pathways as set out in 4g above.
- The Validation Panel - responsible for independently scrutinizing the work of the Programme Design and Revalidation-Review Committee and making recommendations to the Academic Board for approval.
- The Research Ethics Committee - responsible for all matters of research ethics as set out in 7 above.
- The Undergraduate Programme Committee(s) – these subject area specific committees will be responsible to the Academic Board for ensuring the efficient delivery of undergraduate degrees within the framework of policies and procedures laid out by the Academic Board and for responding to issues of academic quality and standards highlighted by the Academic Board.
- The Postgraduate Programme Committee(s) – these subject area specific committees will be responsible to the Academic Board for ensuring the efficient delivery of taught postgraduate degrees within the framework of policies and procedures laid out by the

Academic Board and for responding to issues of academic quality and standards highlighted by the Academic Board.

- The Counselling and Training Committee – responsible to the Academic Board for ensuring the efficient delivery of the College’s wider training programmes within the framework of policies and procedures laid out by the Academic Board and for responding to issues of academic quality and standards highlighted by the Academic Board.

5.4. The Academic Board has the power to appoint such further sub-committees as it sees fit to discharge its responsibilities.

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Member of staff responsible		Academic Director	