Academic Board Terms of Reference

Document Control Box	
Document title (include version number if amended within same year as approved)	Academic Board Terms of Reference
Reference Number	003/22
Approval category (Please indicate)	
Governance/Governor	X
MPRIG Executive/Other Committee (insert name)	
Senior Staff (insert name)	
Date document approved	24/2/22
Supersedes (insert previous title and/or version date)	July 2019
Date document last reviewed and/or updated	
Date next due for review	Nov 2024
Related statutes or regulations	
Related policies/procedures/guidance/forms	
Staff member responsible for update	Academic Director

Amendment History

Version	Revision Summary	Date Approved	Author
003/22	Paragraph 2: Reworded point 3 to clarify that the board is not responsible for setting budgets; Paragraph 3b amended final point to clarify that the board are responsible for reviewing, rather than overseeing, research activities of staff; Removed 'other matters section'; Para 5 removed reference to individual sub-committees as listed at the end; Para 12 Amended committee names.	24/2/22	Gov Group /Academic Board

Academic Board Terms of Reference

Objectives

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 are to oversee academic standards, the quality of all courses within the College, and the student learning experience.

Responsibilities

2. 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
     - o implement the College's ongoing and proposed academic programmes and budgetary implications of the proposals and
     - o collaborating with other HE institutions, validating, accrediting, or awarding bodies in the UK and internationally as appropriate.

3. In addition, the Board is responsible for 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;
- commissioning and receiving reports on programmes from the Academic Quality Assurance Committee (AQAC); and ensuring appropriate action is taken in the light of these reports as well as those from validating partners, external examiners and other external bodies;
- reviewing research activities by staff and students and ensuring research takes place within an appropriate ethical framework.

c. <u>Students</u>

- procedures for the admission and attendance of students;
- procedures for the monitoring and enforcement of student attendance.

d. <u>Assessment, conferment, and revocation of awards</u>

- 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. <u>Relationships with external bodies</u>

- arrangements for external validation and accreditation;
- arrangements for delivering Spurgeon's programmes on other sites.

f. <u>The provision of learning resources</u>

g. <u>Programme design, validation, re-validation, and review</u>

- 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
- procedures and policies relating to curriculum modification.

Reporting

4. The Academic Board reports to the Board of Governors after each meeting.

5. The sub-committees of the Academic Board send reports to the Academic Board after each sub-committee meeting.

6. 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.

Membership

7. The Academic Board is convened by the Board of Governors.

8. Membership of the Board will be made up as follows:
    - The Chair of the Board will 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.

9. The work of the Board will be carried out through the Academic Director, who will normally act as the Secretary of the Board.

Meetings

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

Quorum

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

Sub-committees

12. 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.
    - The Admissions Committee - responsible for all matters in relation to admissions.
    - The Progression and Awards Board – responsible for all matters in relation to student progression and awards.
    - The Programme Approval Revalidation and Review Committee - responsible for the processes and procedures relating to design of new programmes, pathways or units, the review / revalidation of existing programmes or pathways and curriculum modification.
    - The Validation Panel - responsible for independently scrutinising the work of the Programme Approval Revalidation and Review Committee and making recommendations to the Academic Board for approval.
    - The Research Ethics Committee - responsible for all matters of research ethics.
    - 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 Committees – 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.

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