

ACADEMIC BOARD - TERMS OF REFERENCE

Purpose

Academic Board is responsible for determining the University's approach to, and assuring the quality of, learning & teaching, research, innovation and knowledge exchange, so that it aligns with, and supports, (1) the educational character, mission, vision, values and strategy of the University as defined by the Board of Governors, and (2) compliance with relevant regulatory Conditions of Registration.

This includes the academic regulations, policies and standards set and applied by the University, the quality and continuous improvement of the student academic experience, and the adequacy and effectiveness of the University's academic governance. Academic Board is accountable to the Board of Governors.

Reports to

Board of Governors

Sub-committees

Learning, Teaching & Quality Committee

Research Ethics & Integrity Committee

Research & Knowledge Exchange Committee

Occurrence

Six times a year¹

TERMS OF REFERENCE

- 1** To develop, monitor and review academic regulations, policies and procedures that effectively enable the University's mission, vision, values and strategy as approved by the Board of Governors, and in alignment with legislative and regulatory requirements. This includes, but is not limited to:
 - 1.1 approaches to learning, teaching, research, innovation, knowledge exchange and scholarship;
 - 1.2 the design, approval, monitoring, review and enhancement of the curriculum;
 - 1.3 the academic oversight and management of collaborative provision;
 - 1.4 the assessment and examination of the academic performance of students, ensuring the maintenance of academic standards;
 - 1.5 the award of qualifications, honorary academic titles, and honorary research fellowships;
 - 1.6 the admission, suspension and expulsion of students, and student complaints, appeals and student conduct; and
 - 1.7 the appointment of external examiners.
- 2** To consider the development of the academic activities of the University and the resources needed to support them and for advising the Vice-Chancellor & Chief Executive and the Board of Governors thereon.
- 3** To maintain a strategic Academic Risk Register and to oversee remedial actions.

¹ In close alignment with the Board of Governors cycle of business.

- 4 To regularly review (on a cycle of at least every two years) the effectiveness of the University's academic governance arrangements.
- 5 To ensure Academic Board fulfils its responsibilities with due regard to the University's commitment to equality, diversity and inclusivity.
- 6 To advise on such other matters that the Board of Governors or Vice-Chancellor may refer to Academic Board.

MEMBERSHIP

Chair Vice Chancellor & Chief Executive
Deputy Chair Pro Vice-Chancellor: Research & Knowledge Exchange
 Pro Vice-Chancellor: Academic Services
 Deans of Faculty
 Falmouth President of The Students' Union (SU)
 FX Plus Director of Student & Library Services
 Senior Head of the Academy for Continuing Education

Elected Member One member of academic staff
Elected Member One member of professional services staff
Elected Member One member of the Professoriate
Elected Member One member of technical staff

Co-opted Member Up to four (with voting rights), nominated by the Chair:
 Head of Employability
 Head of Governance Services
 Head of Postgraduate Research

Co-opted Member Up to one (with voting rights) elected student representative, determined by an appropriate process by The Students' Union.

Terms of office for Elected and Co-opted Members:

Co-opted and elected staff: two years, renewable to a maximum of two terms or four years.

Co-opted students: one year, renewable to a maximum of two terms or two years.

SERVICING OFFICERS

Secretary Head of Quality Assurance & Enhancement
Clerk Governance & Executive Support Officer

IN ATTENDANCE

Up to one Independent Member of the Board of Governors, invited by the Chair of the Board of Governors
 Staff as necessary to conduct the business of the Board

MEETING PROCEDURES

For procedures relating to meeting dates, circulation of meeting papers, quorum, decisions, and record keeping refer to the [Falmouth University Standard Meeting Procedures](#).

Further to the standardised meeting procedures: agendas, minutes and paper considered at Academic Board will be made available to all staff in the Academic Board Public SharePoint Site.

Approved by

Board of Governors on 24 November 2023

The Terms of Reference for Academic Board are derived from the [Falmouth University Articles of Government](#) (Version July 2018). Changes to the Articles of Government require approval by the Board of Governors, Privy Council and Office for Students.