



## TERMS OF REFERENCE AND MEMBERSHIP

### ACADEMIC BOARD

**CHAIR:**           **Professor Nigel Weatherill**  
**Vice-Chancellor & Chief Executive**

#### **1. STRATEGIC CONTEXT**

The Academic Board is established as the principal academic body of the University, overseeing the overall planning, co-ordination, development and supervision of the academic work of the University and oversight of the four core aims of the strategic plan: establishing and enhancing the student partnership; excellence in learning, teaching and assessment; embedding research and scholarship; and social economic engagement. The Academic Board is responsible to the Vice-Chancellor & Chief Executive and the Board of Governors for providing guidance, advice and assurance that academic governance is effective.

#### **2. GENERIC RESPONSIBILITIES**

- To ensure that the activities and decisions of the Academic Board are aligned with the priorities contained within the LJMU Strategic Plan 2012-2017
- To oversee progress of relevant strategic Key Performance Indicators
- To ensure that equality and diversity matters are fully considered, addressed and embedded within the activities and decisions of the Academic Board
- To identify risks and opportunities associated with the proposals, decisions and other activities which fall within the remit of the Academic Board
- To ensure terms of reference are reviewed on an annual basis along with the Academic Board's effectiveness, and reported to the Board of Governors thereon.
- To ensure the Academic Board complies with the standards and guidelines provided by the University's Secretariat for reporting and presentation.

#### **3. SPECIFIC RESPONSIBILITIES**

The Academic Board shall be responsible for:

- 3.1.** General issues relating to research, scholarship, learning and teaching and courses at the University, including:
  - the determination of academic strategy and strategic planning;
  - a quality framework for student admissions;
  - the appointment and removal of internal and external examiners;

- policies and procedures for assessment and examination of the academic performance of students;
- policies and procedures endorsed by its sub-committees
- the content of the curriculum;
- academic standards and the validation of review of courses;
- the procedures for the award of qualifications and honorary academic titles; and
- the procedures for the expulsion of students for academic reasons.
- keeping under review academic plans of the University in light of the objectives set by the Board of Governors and reporting thereon annually to the Board of Governors.

Such responsibilities shall be subject to the requirements of the validating and accrediting bodies.

- 3.2.** Considering the planning, development, and oversight of the academic and related activities of the University, including teaching, research and knowledge transfer and the resources needed to support them and for advising the Vice-Chancellor & Chief Executive and the Board of Governors thereon.
- 3.3.** The nomination, removal and replacement of its representatives on external academic bodies.
- 3.4** Ensuring compliance with the UK Quality Code for Higher Education.
- 3.5** Providing assurance to the Vice-Chancellor & Chief Executive and the Board of Governors that the University has an effective framework to manage the quality of learning and teaching and to maintain academic standards.
- 3.6** Advising on such other matters as the Board of Governors or the Vice-Chancellor & Chief Executive may refer to the Academic Board.

#### **4. CONSTITUTION**

The constitution is detailed below:

##### **4.1. Reporting and Membership**

<b>Reporting to:</b>	Board of Governors
<b>Reporting Committees:</b>	<ul style="list-style-type: none"> <li>• Quality Assurance &amp; Enhancement Committee</li> <li>• Education Committee</li> <li>• Research, Scholarship &amp; Knowledge Transfer Committee</li> <li>• Social &amp; Economic Engagement Committee</li> </ul>

	<ul style="list-style-type: none"> <li>• International Policy Committee</li> </ul>
<b>Working Panels/Groups:</b>	<ul style="list-style-type: none"> <li>• Assessment Boards</li> </ul>

	<b>Job Title / Representative</b>	<b>Title and Name</b>
<b>Chair</b>	Vice-Chancellor	Professor Nigel Weatherill
<b>Secretary</b>	Secretariat	Lynn Sutcliffe
<b>Members</b>	See: <ul style="list-style-type: none"> <li>• Membership &amp; Terms of Office Policy</li> <li>• Academic Board Membership</li> </ul>	
<b>Alternates</b>	Not applicable	

- 4.2** The Academic Board may establish such committees/panels/working groups as it considers necessary for purposes enabling it to carry out its responsibilities provided that each establishment is first approved by the Vice-Chancellor & Chief Executive and the Board of Governors. Such committees may include (but shall not consist solely of) persons who are not members of the Academic Board. The number of members of any such committee/panel/working group and the terms on which they are to hold and vacate office shall be determined by the Academic Board.
- 4.3** Subject to any conditions that the Academic Board may impose, the proceedings of a committee/panel/working group of the Academic Board shall be governed by the provisions of the University's Articles of Government regulating the proceedings of the Academic Board so far as they are capable of being applied.
- 4.4** The Academic Board is empowered to invite guest speakers to make presentations on specific topics. The Academic Board will invite interested parties to attend meetings or those parts of meetings of relevance to them.
- 4.5** There shall be an Academic Board of no more than 30 members comprising the Vice-Chancellor & Chief Executive (who shall be Chair) and such other numbers of staff and students as may from time to time be approved by the Board of Governors. The Vice-Chancellor & Chief Executive may nominate a Deputy Chair from among the members of the Academic Board to chair the meeting in place of the Chair. The period of appointment of members and the method of selection or election of members shall be subject to the approval of the Board of Governors. The membership of the Academic Board shall consist as to not less than 50% of members of the senior management (defined currently as the Strategy Delivery Forum); as to not less than 2 of

members of the Teaching staff (excluding the Strategy Delivery Forum); and as to not less than 2 of students of the University.

**4.6** Members have equal voting rights, but the Chair has the casting vote.

### **Quorum**

No business shall be transacted at any meeting of the Academic Board unless a quorum is present.

The quorum shall be one-half of the members of the Academic Board of whom at least 50% must be members of the Strategy Delivery Forum.

### **5. Frequency**

The Academic Board shall meet at least once in relation of every term. The agenda and minutes of the Academic Board and of its committees/panels/working groups (and other bodies) established by it shall be made available for inspection on request from the University's Secretariat. Save as otherwise expressly provided in the University's Articles of Government, the proceedings of Academic Board shall be governed by the provisions of the University's Articles of Government regulating the proceedings of the Board of Governors so far as they are capable of being applied.

**APPROVED BY BOARD OF GOVERNORS: [3<sup>rd</sup> July 2017]**

**DATE OF NEXT REVIEW [JUNE 2018]**