



## Academic Board Membership and Terms of Office Policy

**Responsibility for Policy:**

Finance Director, Deputy Chief Executive & University Secretary

**Relevant to:**

All LJMU Staff

**Approved by:**

Board of Governors 3<sup>rd</sup> July 2017

**Responsibility for Document Review:**

Manager, Secretariat.

**Date introduced:**

Long standing LJMU Policy.

**Date(s) modified:**

February 2016, June 2016, January 2017, July 2017

**Next Review Date:**

July 2019

### RELEVANT DOCUMENTS

### RELATED POLICIES & DOCUMENTS



## Academic Board

### Membership & Terms of Office Policy

#### 1. STRUCTURE OF THE ACADEMIC BOARD

1.1 The structure of the Academic Board can be varied but must at all times be consistent with the composition arrangements approved by the Board of Governors and the terms of reference of the Academic Board as defined in the University's Articles of Government.

1.2 Academic Board membership should comprise 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 membership of the Academic Board should be made up of:

- at least 50% of senior management (defined currently as the Strategy Delivery Forum)
- at least 2 members of Teaching staff (excluding the Strategy Delivery Forum)
- at least 2 students of the University

1.3 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 Academic Board has approved that the PVC (Education) is the Deputy Chair.

1.4 Quoracy: One half of the Academic Board of whom at least 50% must be members of the senior management.

1.5 The current membership of the Academic Board is as follows:

Vice-Chancellor & Chief Executive (Chairman)	Ex officio
PVC (Education) (Deputy Chairman)	Ex officio
PVC (Scholarship, Research & Knowledge Transfer)	Ex officio
PVC (External Engagement)	Ex officio
Registrar & Deputy Chief Executive	Ex officio
Academic Registrar	Ex officio
Director of Strategic Partnership Initiatives	Ex officio
5 x Executive Deans of Faculty	Ex officio
2 x LiverpoolSU Sabbaticals	Ex officio
5 x Directors from the Strategy Delivery Forum	Elected
6 x Faculty Academic Staff:	
Arts, Professional & Social Studies (x2 to reflect current size of Faculty)	Elected

Approved Board of Governors 6.7.15

Further amended by the Board of Governors on 16.11.15 to reflect an extended term of office to three years. Amended by the Board of Governors 21 November 2016 to update the membership of the Academic Board. Further amended 03.07.17 to reflect new Faculty structure.

Education, Health & Community	Elected
Liverpool Business School	Elected
Science	Elected
Technology and Environment	Elected
4 x Professoriat (not a member of SDF) (1 per Faculty)	Elected
1 x Non Teaching Staff	Elected

### **In Attendance (as and when required)**

Deputy Chief Executive (Organisational Enhancement)  
 Finance Director (University Secretary) & Deputy Chief Executive  
 PVC (Strategic Initiatives)  
 Dean, The Graduate School  
 Director of Library Services  
 Director of Graduate Advancement and Employer Engagement (currently an elected member)  
 Director of Marketing and Corporate Communications (currently an elected member)  
 Head of Student Advice and Wellbeing  
 Director of Research & Innovation Services  
 Academic Board Secretary

## **2. TERMS OF OFFICE**

- 2.1 Ex-officio members are appointed by virtue of their role at LJMU and remain a member of Academic Board whilst appointed to that role.
- 2.2 Elected members are elected for a term of office of three years, following which they must stand down and seek further nomination and election.
- 2.3 A further three-year term of office is possible, with six years representing the maximum term of office possible on a continuous basis.
- 2.4 Elected members who have served six years continuous terms of office can be re-elected to the Board at a later date, provided that there has been an identifiable break in service of at least three years.
- 2.5 In support of transparency and openness, to foster a greater understanding of the work of the Academic Board and to encourage greater participation, a maximum of two LJMU staff can attend an Academic Board meeting in the capacity of Observer. Staff wishing to attend meetings as an Observer should send a request by email to the Academic Board Secretary. You can find a copy of the Staff Observer Procedure at <https://policies.ljmu.ac.uk/UserHome/Policies/ViewPolicyStart.aspx?id=80&l=1>

Approved Board of Governors 6.7.15

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- 2.6 As from 7th July 2004, members of the Board of Governors have been invited to attend Academic Board meetings in the capacity of Observer.

### **3. NOMINATION & ELECTION PROCESS**

- 3.1 The method of selection or election of members of Academic Board is subject to the approval of the Board of Governors.
- 3.2 The current method is by nomination and, if necessary, election by those members of staff eligible to vote in a given category.
- 3.3 A nomination must be supported by two members of staff who can be full or part-time members of staff from the appropriate category, of whom one must be the line manager of the Nominee. Nominees are also required to provide a short supporting statement.
- 3.4 Elections are held electronically, but with the provision of paper ballot forms for staff without direct access to an LJMU networked PC.

### **4. ACADEMIC BOARD NOMINEE TO THE BOARD OF GOVERNORS**

- 4.1 By virtue of the Instruments of Government, up to two members of the Board of Governors may be teachers at the University nominated by the Academic Board. The current membership of the Board of Governors provides for two members of Academic Board.
- 4.2. The Academic Board will make direct proposals for two members of teaching staff from the wider University community (including members of the Academic Board) to become members of the Board of Governors. The proposals will be received by the Nominations Committee who will select on the basis of the current skills and membership requirement of the Board at that time.
- 4.3 Academic Board Members wishing to seek membership of the Board of Governors are required to meet the requirements as laid down in the document "Role of Governor" and, in particular, the Nominations Criteria in Annex 1.
- 4.4 Whilst Staff Governors are elected by their peers, they specifically do not perform a representative role or hold a mandate for the group of staff to whom they belong. Staff Governorship is designed to provide a staff perspective based on the opinions and experience of the individual Governor.

Approved Board of Governors 6.7.15

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