



ACADEMIC BOARD CHARTER

Approved by Academic Board: 13 Apr 2018

Revised by Academic Board: 6 Nov 2020

1. Purpose

This Charter is adopted by the Academic Board and is governed by Regulation 2: Academic Board. The Regulation itself cites the *University of Divinity Act 1910* to identify the purposes of the Academic Board as:

- a) Oversight of academic programs and courses of study in the University and other academic affairs of the University;
- b) Providing advice to the Council on the academic programs and courses of study in the University and other academic affairs of the University.

Regulation 2 assigns to the Academic Board certain **duties** [2.5.2 a) to o)] and delegates to the Board certain **responsibilities** [2.6.1 and 2.6.1 to 2.6.8].

Membership of the Academic Board and the role of the Chair of the Academic Board are also defined in Regulation 2.

This Charter is adopted by the Academic Board as a means of further defining the Board's operations and procedures, with regard to meetings and responsibilities of members to the Board.

2. Meeting Procedures

- 2.1 The Academic Board has six scheduled meetings each year advertised on the University Calendar.
- 2.2 Other meetings for specific purposes, such as workshops or colloquial discussions, may be called by agreement of the Board.
- 2.3 Special meetings may be called by the Chair of the Academic Board, provided that at least 7 days' notice is given to members.
- 2.4 The agenda ordinarily contains:
 - Matters Arising
 - Chair's Business
 - Items of Strategic Focus
 - Members' Business
 - Committee Reports, including all confirmed minutes
 - Presentation by a Committee Chair

- 2.4 Any member of the Board may propose an item of business at any time to the Chair or the University Secretary for consideration by the Board to the Chair.
- 2.5 The University Secretary issues a call for agenda items at least 3 weeks prior to the scheduled meeting date.
- 2.6 In accordance with the University's policies on meetings, the agenda and meeting papers are circulated at least 1 week in advance of the meeting.
- 2.7 All items on the agenda must be presented either for discussion only or with a clearly-worded motion.
- 2.8 The Chair may exclude from the agenda an item without a motion or clear objective for discussion and has discretion to refuse to put a late item before a meeting.
- 2.9 Decisions made by the Board are published in the University Gazette.

3. Members' Responsibilities

- 3.1 Members of the Academic Board are expected to attend all meetings. Where the Academic Dean of a College is unable to attend, the person identified as the deputy for that member in accordance with Regulation 2 is expected to attend. A person who holds an acting appointment in a role (such as when an officer is on leave or an office is vacant) is entitled to attend and participate as a member of the Academic Board.
- 3.2 Members are expected to engage actively in the work of the Academic Board, including preparation for meetings and participation in the business of the meetings.
- 3.3 Members are expected to be familiar with the values and principles established in the University's Strategic Plan and to act in accordance with the Board's duties in fostering collaboration, promoting excellence and innovation, upholding integrity, managing risk, and maintaining inclusiveness in policies and practices.
- 3.4 Members are expected to act in the best interests of the whole University in all matters which come before the Academic Board. Members are expected to recognise that there is an interdependent relationship between the collective well-being and strategy of the University and the health and mission of individual Colleges and that the Academic Board cannot deliver its responsibilities if it is not informed by the perspectives of Colleges and students.
- 3.5 Members are to declare any conflict of interest in an agenda item at a meeting prior to consideration of an item, or prior to expressing an opinion on an item dealt with by electronic circulation. Members are encouraged to discuss any potential conflicts of interest with the Chair prior to a meeting.
- 3.6 Members are expected to maintain an appropriate level of confidentiality with regard to Board discussions and decisions. When an item or paper is marked Confidential, members are not to discuss it with or to disclose its contents to anyone other than a member of the Board.

4. Accountability

- 4.1 The Academic Board receives an annual report from each College in the form prescribed by the Board for the purposes of ensuring that Colleges are adhering to the academic

policies of the University and to demonstrate that the University is operating within the requirements of the Higher Education Standards Framework.

- 4.2 The Academic Board reports to the University Council as required by the Board's Terms of Reference, including the outcomes of Course Reviews and the annual reports of the Colleges as required in 4.1 above.

5. **Related Documents**

Members of the Board are expected to be familiar with the following documents related to the Board's accountabilities and operations:

- a) Higher Education Standards Framework
<https://www.teqsa.gov.au/higher-education-standards-framework-2015>
- b) Australian Qualifications Framework
<https://www.teqsa.gov.au/australian-qualifications-framework>
- c) University of Divinity, Regulation 2: Academic Board
<http://www.divinity.edu.au/documents/regulation-2-general-academic-provisions/>
- d) [University's Strategic Plan 2025: Growing in Partnership](#)
- e) Key University Policies, including: Academic Staff Policy, Course Policy, Student Services Policy, Unit Policy, and the Statement of Rights, Responsibilities and Conduct of Members of the University
<https://www.divinity.edu.au/university-of-divinity/governance/policies-and-procedures/>

6. **Date of Next Review**

This Charter must be reviewed no later than 31 December 2023