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**ACADEMIC BOARD**

**TERMS OF REFERENCE**

1. **Purpose**

Subject to the responsibilities of the Board of Governors to determine the educational character and mission of the University, and for oversight of all its activities, the Academic Board is the University's principal academic authority. It oversees the teaching and research of the University and is responsible for its academic quality and standards, the admission and regulation of students, and the overall student academic experience.

**2. Delegated Authority**

2.1 To approve, monitor or recommend to the Board (as appropriate):

2.1.1 activities, policies, regulations, and procedures

2.1.2 regulatory, external and statutory returns, reports and publications

2.2 In circumstances where action is required and it would not be timely to wait until the next meeting because a delay would impede the business of the University or the functioning of the Academic Board, the Chair may be approached to take action in consultation with members of the University Executive Board and others as appropriate. Details of Chair’s action taken will be reported to Academic Board at the next meeting.

**3. Duties**

3.1 To oversee:

* effectiveness of policies, procedures and regulations relating to teaching and research, academic quality and standards, the admission, regulation and the conduct and discipline of students.
* matters relating to academic delivery, quality and standards and the student academic experience and outcomes.
* the quality of the student academic experience and outcomes of academic collaborations and partnerships.
* assurance of the University’s compliance with regulatory expectations including in particular the Office for Students Conditions of Registration relating to access and participation (conditions A), quality and standards and student outcomes (conditions B) and protections (conditions C).
* the validity, integrity, and credibility of the assessment of students and the academic awards and standards maintained by the University and its academic partners.
* matters relating to the academic character and portfolio of the institution.
* assurance to the Governing Body, primarily through the Academic Assurance Committee, of a robust academic governance framework.

3.2 To review:

* reports and performance metrics relating to the duties of the Academic Board and relevant external expectations.
* the effectiveness of actions, policies, and regulations to secure high quality academic standards, student outcomes and the integrity of academic awards (including honorary degrees).
* notifications of reportable events aligned with the remit of Academic Board.
* reports and actions relating to the student academic experience and ‘student voice’.
* emerging academic developments.
* outcomes from the elections of the Students’ Union.

3.3 To challenge and advise the Executive on the robustness of processes, progress against targets, capacity to deliver and risks to academic delivery and regulatory requirements.

3.4 To advise the Executive and Board of Governors on any other relevant matters referred to the Academic Board within its remit and purpose.

**4.** **Standing Groups**

4.1 The following standing groups have been established in accordance with the standing orders and report to the Academic Board:

* + Honorary Awards Committee
  + Teaching and Learning Committee
  + Research and Innovation Committee
  + Senior Academic Progression Committee
  + Student Experience Committee

**5. CONSTITUTION**

The Academic Board shall comprise:

**Ex-officio members**

* Vice-Chancellor (Chair)
* Deputy Vice-Chancellor – Academic (Deputy Chair)
* Pro Vice-Chancellors
* Dean of Academic Strategy
* Dean of Students
* College Deans
* Students’ Union President and College Officers

**College representatives**

College Deans shall be responsible for nominating one Associate Dean and one Head of Department to the Academic Board from their respective College, for a Term of Office specified within the appointment procedures.

**Representatives of the wider University community**

Academic Board shall set out procedures for the appointment of nine members selected from the academic community, including the respective terms of office.

In addition to the membership, attendance will be determined by invitation of the Chair.

**Secretariat**

The Secretary of the Academic Board will be determined by the University Secretary.

**6. CURRENT MEMBERSHIP**

|  |  |  |
| --- | --- | --- |
| **Chair** | | |
| Professor Liz Mossop | Vice-Chancellor | |
| **Academic Leaders (University)** | | |
| Professor David Shepherd | Deputy Vice-Chancellor – Academic (Deputy Chair) | |
| *Vacancy* | PVC Business and Enterprise | |
| Professor Chris Wigginton | PVC Global and Academic Partnerships | |
| Professor Helen Scott | PVC Learning, Teaching and Student Success | |
| Professor Rory Duncan | PVC Research and Innovation | |
| Dr Helen Best | Dean of Academic Strategy | |
| Dr Neil McKay | Dean of Students | |
| **Academic Leaders (College of Business, Technology and Engineering)** | | |
| Professor Conor Moss | Dean of College | |
| Dr Samantha Giove | Associate Dean representative | until 31 July 2025 |
| Dr Tina Harness | Head of Department representative | until 31 July 2025 |
| **Academic Leaders (College of Health, Wellbeing and Life Sciences)** | | |
| Professor Toni Schwarz | Dean of College | |
| Dr Alison Purvis | Associate Dean representative | until 31 July 2024 |
| Professor Neil Bricklebank | Head of Department representative | until 31 July 2024 |
| **Academic Leaders (College of Social Sciences and Arts)** | | |
| Dr Iain Garner | Dean of College | |
| Dr Rebecca Peake | Associate Dean representative | until 31 July 2024 |
| Roger Bateman | Head of Department representative | until 31 July 2024 |
| **Academic staff representatives (selected by the Academic Board Selection Panel)** | | |
| Dr Marjory Cristiany Da Costa Abreu | Business, Technology and Engineering | until 31 July 2025 |
| Dr Claire Ketnor | Business, Technology and Engineering | until 31 July 2024 |
| Dr Christine O'Leary | Business, Technology and Engineering | until 31 July 2024 |
| Dr Sadiq Bhanbhro | Health, Wellbeing and Lifesciences | until 31 July 2025 |
| Dr David Rogerson | Health, Wellbeing and Lifesciences | until 31 July 2025 |
| Dr Alan Ruddock | Health, Wellbeing and Lifesciences | until 31 July 2025 |
| Professor David Smith | Health, Wellbeing and Lifesciences | until 31 July 2024 |
| Professor Claire Craig | Social Sciences and Arts | until 31 July 2025 |
| Dr James Fenwick | Social Sciences and Arts | until 31 July 2025 |
| **Student Representatives** | | |
| Jeremiah Abiola Fasipe | Students’ Union President | In line with the Students’ Union elected terms of office |
| Martha Mitchell  Seun Seidu  Olivia Collis | Students’ Union College Officers |
| Total | 30 | |
| Quorum | 10\*  Quorum is one-third rounded up to the next whole number of the total actual membership, including at least one academic leader from each College. | |
| Clair Marlow | Acting University Secretary | |
| Ruth Thei | Head of Governance and Sector Regulation | |
| Ben Machin | Governance Senior Advisor (Secretary) | |
| In attendance |  | |
| Dr Luke Desforges | Academic Director, London Campus | |
| Alison Wells | Group Director for Student and Academic Services | |
| *Vacancy* | Director of Academic Services | |
| Leopold Green | Head of Academic Quality and Standards | |
| Nikki Davies | Head of Student Policy, Casework and Compliance | |