



Terms of Reference

Academic Board

Trim Location	12/G/3
Responsible Officer	Vice-Chancellor
Approval Date	07/12/2015
Approval Authority	USQ Council

1 Role

The Academic Board shall be responsible for making recommendations to Council on academic policy pertaining to the operation of the University and shall monitor the implementation of approved policy. The *University of Southern Queensland Act 1998*, Part 4, Division 3, section 39, clause (3) states that the Academic Board must:

- A. advise the Council about teaching, scholarship and research matters concerning the University; and
- B. formulate proposals for the academic policies of the University; and
- C. monitor the academic activities of the University's faculties; and
- D. promote and encourage scholarship and research at the University.

2 Functions

The functions of the Academic Board shall be to:

1. consider and recommend to Council on policy relating to all aspects of development and accreditation or re-accreditation of programs, admission of students, teaching, assessment, requirements for graduation, scholarships, and research planning and management;
2. consider and recommend on any matter referred to the Academic Board, by Council, Faculty Assembly, Faculty Board or the Vice-Chancellor;
3. delegate implementation matters, including formulation of advice to Council, to designated executives assisted by such standing committees as it may from time to time establish;

4. carry out periodic reviews of the implementation of academic policy and recommend such changes as it may deem desirable;
5. monitor reports from its standing committees to ensure that their delegated responsibilities are discharged.

3 Meetings

3.1 Frequency of Meetings

The Academic Board shall normally meet every eight weeks.

3.2 Standing Committees of the Academic Board

The Academic Board shall be assisted in its operation by the following standing committees, each of which may co-opt members of the University to their membership for such terms as they may decide.

1. Executive Committee
2. Education Committee
3. Research Committee

3.3 Quorum

1. At any meeting of the Academic Board, a quorum shall be 50% of the current membership. If a quorum is not present after the expiration of 15 minutes from the time appointed for the meeting, the meeting shall lapse.
2. Where a scheduled or special meeting of the Academic Board lapses for want of a quorum, the business that was to be considered at that meeting may be considered by the Executive Committee on behalf of the Academic Board. Any recommendations arising from the Executive Committee in these circumstances shall require ratification by the Academic Board by flying minute.

3.4 Conduct of Meetings

1. The Chair may exercise right of precedence over other members in speaking during a meeting.
2. When a motion or amendment is before the Chair, no member other than the proposer may speak until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes of a meeting.
3. A motion or amendment before the Chair may be re-worded or withdrawn subject to the leave of the meeting.
4. When two or more members indicate intention to speak, the Chair shall call upon the member who, in the Chair's opinion, first declared such intention.
5. When an amendment is before the Chair, discussion shall be confined to that amendment.

6. If two consecutive speakers have both argued either for or against a motion or amendment and no member wishes to argue the opposite view, or to move or foreshadow an amendment, the question shall be put to the meeting without further debate.
7. Right of reply shall be allowed only to a member who has proposed a substantive motion.
8. A question shall be decided by a show of hands of voting members present unless a ballot is requested by a majority of members present at the meeting.
9. The Chair shall have a deliberative vote and, in the case of equality of votes, a second or casting vote. The Chair shall generally exercise a casting vote against the motion.
10. If a resolution of the Board would be contrary to a previous resolution, the most recent resolution shall take precedence unless an absolute majority of all members vote to initiate rescission proceedings.
11. Should the Board wish to institute rescission proceedings at the same meeting, a motion to rescind a resolution of the Board must be carried by a two-thirds majority of all members of the Board.
12. In circumstances where the Board disagrees with a recommendation from one of its standing committees, the Chair of that committee may be asked to withdraw the recommendation and take it back to the committee for further deliberation.

3.5 Special Meetings

The Chair, or any seven members, may by notice in writing given to the Secretary, call a special meeting, for a purpose specified in the notice, to be held on such a date within the period of fourteen days after the notice is given as the Secretary shall determine.

4 Membership

4.1 Membership Structure

The membership of the Academic Board shall be:

1. Vice-Chancellor (ex officio);
2. Senior Deputy Vice-Chancellor (ex officio);
3. Deputy Vice-Chancellor (Academic Services) (ex officio);
4. Deputy Vice-Chancellor (Research and Innovation) (ex officio);
5. Deputy Vice-Chancellor (Students and Communities) (ex officio);
6. Pro Vice-Chancellor (Scholarly Information and Learning Services) (ex officio);
7. Executive Deans of Faculties (ex officio);
8. Director, Learning and Teaching Support (ex officio);
9. Director, Library Services (ex officio);

10. Six Professors, to include representation by both genders, who do not qualify under categories 4.1.1 to 4.1.9 elected by and from the academic staff;
11. Four male academic staff members, who do not qualify under categories 4.1.1 to 4.1.9 elected by and from the academic staff;
12. Four female academic staff members, who do not qualify under categories 4.1.1 to 4.1.9 elected by and from the academic staff ;
13. Six male members of Faculties, three to be elected by and from the academic staff of each Faculty;
14. Six female members of Faculties, three to be elected by and from the academic staff of each Faculty;
15. President of the Student Guild (ex officio);
16. One undergraduate student elected by and from the undergraduate students of the University;
17. One postgraduate student elected by and from the postgraduate students of the University;
18. One Indigenous* academic staff member elected by the academic staff members of the University;
19. One USQ Springfield academic staff member elected by the academic staff of the University;
20. One USQ Ipswich academic staff member elected by the academic staff of the University.

The University Secretary shall have rights of audience and debate at meetings of the Academic Board.

*As identified on the Human Resources database as at 4:00pm on the day on which nominations for that election close.

4.2 Gender Representation

Neither gender shall comprise more than 60% of the membership of the Board at any one time.

Should either gender not comprise at least 40% of the membership, the person or persons of the under-represented gender next in line on the most recent Academic Board ballot shall be invited on to the Academic Board.

Where future nominations in category 4.1.10 (elected professors) fail to include nominations by both genders, expressions of interest shall be sought from persons of the under-represented gender and the Academic Board Executive Committee shall act to invite a professor of the under-represented gender on to the Academic Board.

Should either gender not be represented in this category (4.1.10), the person or persons of the under-represented gender next in line on the most recent Academic Board ballot shall be invited on to the Academic Board.

4.3 Elections

Elections for the Board shall be conducted in accordance with the *University of Southern Queensland (Conduct of Council Elections) Statute 2010*. In the event of failure to nominate the required number of persons to a category of membership, a by-election shall be held to fill the vacancy.

4.4 Chair and Deputy Chair

The Chair and Deputy Chair shall be elected by and from the members of the Academic Board and a recommendation forwarded to Council for approval. Only elected members of the Academic Board are eligible candidates for the positions of Chair and Deputy Chair.

It is expected that a member of Academic Board will have served on Board committees prior to election as Deputy Chair of the Board.

It is expected that a member of Academic Board will have served first as Deputy Chair of the Board before being elected Chair of the Board. The practice of Deputy Chair succeeding as Chair will be encouraged.

4.5 Terms of Office

Ex officio members remain members for their term of office. Elected members shall serve for a three year term and shall be eligible for re-election, with no restriction on the number of renewable terms. The Chair and Deputy Chair shall serve for a three year term and shall be eligible for re-election. The Chair and Deputy Chair may not serve for more than two consecutive terms.

4.6 Absences

1. Ex officio members of the Academic Board may nominate a duly appointed acting person to represent them when necessary.
2. An elected member who is absent from two or more consecutive meetings without having been granted leave of absence shall be deemed to have vacated the elected position, resulting in a casual vacancy.
3. An elected member who anticipates being absent with the approval of the University, from two or more consecutive meetings of the Academic Board, shall make a prior written application to the Board for leave of absence. During such absence, his/her place shall be filled by invitation to the candidate scoring the next highest number of votes at the most recent election. If no such candidate exists, then the Chair of the Board may invite a person from the relevant membership category to serve in his/her place.

4.7 Casual Vacancies

1. Where a casual vacancy occurs in the first twelve months of the term of the Board the vacancy will be filled by the candidate with the next highest number of votes in the previous election. If no such candidate exists, the Secretary shall conduct an election to fill the vacancy.
2. Where a casual vacancy occurs more than twelve months into a term and with more than six months before completion, the Secretary shall conduct an election

to fill the vacancy. If a casual vacancy is unable to be filled by election, the Chair of the Board may, after taking such advice as they see fit, appoint an appropriate person in the same category of membership to fill the vacancy.

3. Where a casual vacancy occurs in a term with less than six months before completion the Chair of the Board may, after taking such advice as they see fit, appoint an appropriate person in the same category of membership to fill the vacancy.

4.8 Meetings, Reporting and Minutes

Frequency of Meetings: Six times per year.

Reports to: USQ Council

Minutes: For all meetings, minutes shall be kept as provided for in University policy. Minutes shall be kept from the previous five years and stored in a repository (eg SharePoint) to facilitate access to decisions of continuing relevance.

A report and minutes of each Academic Board meeting will be provided to the USQ Council.

Modification History

Date	Source	Details
		Previously USQ Calendar Management 3.2
26.03.2013	12/G/3	Conversion to new template
26.08.2013	Council	Revised Terms of Reference and Membership of Academic Board
21.10.2013	Council	Revised Terms of Reference of Academic Board
13.08.2014	Council	Update to Section 4.1, Number 6, to reflect new PVC title
17.02.2015	Academic Board Executive Committee	Administrative updates following annual review
16.03.2015	Council	Revised Terms of Reference of Academic Board
15.05.2015	Council	Revised Terms of Reference of Academic Board
22.07.2015		Administrative update to 4.1.9 following appointment and change of title from Executive Director to Director
22.09.2015		Update to gender balance requirements within section 3.2, as approved by Academic Board on 22.09.2015.
07.12.2015	Council	Revised Terms of Reference of Academic Board (to include new section 4.8 Meetings, Reporting and Minutes)
09.02.2016		Removal of Fraser Coast representative from Membership list
15.03.2016		Removal of statement on Gender Representation in Section 3.2