

A3 - ACADEMIC BOARD TERMS OF REFERENCE POLICY

1 PURPOSE

The policy outlines the purpose and responsibilities the Institute's Academic Board.

2 BACKGROUND

BBI - The Australian Institute of Theological Education (BBI) is committed to quality learning and teaching, as reflected in its educational mission. This policy has been implemented in order to ensure high quality academic governance of the Institute's courses of study, units, systems and processes.

3 SCOPE

The Academic Board is established by BBI - The Australian Institute of Theological Education as the peak body for academic governance of the Institute. All academic bodies in the Institute report to the Academic Board. The Board has the following commitments:

1. Development of courses and units which reflect the Institute's educational mission and are underpinned by sustained, current and coherent bodies of scholarship that fulfil relevant accreditation authority requirements;
2. Ongoing engagement with open, independent, intellectual inquiry by its faculty and students;
3. Development and maintenance of an academic culture of sustained and published research;
4. Engagement in teaching and research informed by modern scholarly developments;
5. Promoting academic policies, systems and procedures that are consistent and benchmarked with best practice to be found in Australian and international higher education;
6. Ensuring its academic policies, systems and procedures are acceptable to stakeholders, and accrediting bodies.
7. To ensure the development and implementation of all academic courses and associated policies, systems and procedures work to uphold and live out the Objects of the Company

4 DEFINITIONS

N/A

5 POLICY

Governance:

The Academic Board is the peak body for Academic Governance of the Institute, which reports on a regular basis to the Institute's Board of Directors. The aim of the structure is to ensure an appropriate division of responsibilities between Academic and Corporate governance.

Rationale:

The Academic Board is the Institute's peak body for academic governance. In accordance with the Functions noted below, it fulfills the following aspects of the Tertiary Education Quality and Standards Authority's standards:

The higher education provider's academic governance arrangements demonstrate:

- *the effective development, implementation and review of policies for all aspects of the higher education provider's academic activities including delivery of the higher education provider's courses of study by other entities;*
- *the maintenance of academic standards, with appropriate mechanisms for external input, in accordance with international conventions for good academic practice; and,*
- *effective quality assurance arrangements for all the higher education provider's higher education operations, encompassing systematic monitoring, review and improvement.*

Membership:

Membership of the Academic Board will consist of the following Institute standing members:

- Up to two directors of the BBI Board (with Higher Education experience)
- CEO & Principal
- Counsel to Executive Team
- Academic Dean
- Associate Dean - Research
- Associate Dean – Quality, Standards and Innovation
- Student Services Manager
- Head of Theological Studies
- Head of Religious Education
- Head of Leadership & Theology
- Head of Governance and Canon Law
- At least two and up to five external persons with expertise in areas such as higher education, teaching and learning in higher education, research in higher education, community engagement, quality assurance and performance in higher education, human research ethics, student services and administration will be appointed to the Academic Board by the Board of Directors
- Up to two student members as elected by the student body.

All external members of the Academic Board will be appointed by the Board of Directors on the suggestion of the Academic Dean.

All members of the Academic Board will be voting members.

All appointed positions will be for a three year term and will be eligible for two further three year terms.¹

Secretariat will be provided by the Associate Dean – Quality Standards and Innovation.

Elected student member will hold office for one year and will be eligible for a further one year term.

¹ *In its establishment phase the Academic Board will be established with rotating appointments which may exceed this normal timeframe in order to allow for staggering of future Board resignations and appointments.*

The Academic Board will meet at least four times a year. Any additional meetings will be called with reasonable notice. Papers will be distributed to the Academic Board in advance of meetings in a reasonable timeframe to allow members to read through material.

Quorum:

Quorum for a meeting of the Academic Board is 50% of membership.

Voting:

When voting on a motion, the Board must achieve a reasonable consensus as determined by the Chair. For certainty, in the case of an equality of votes, the Chairperson, in addition to her or his deliberative vote, has a casting vote.

Election of Chairperson and Deputy Chairperson:

Protocol of the Meeting to Conduct Election of Chairperson and Deputy Chairperson

The Academic Dean or nominee shall preside over the initial part of the meeting to elect a Chairperson and Deputy Chairperson. Immediately following the election of the Chairperson, the Chairperson-Elect shall assume office and preside over the remainder of the meeting. The role of Deputy Chairperson is then elected.

Nominations

All members of the Academic Board are eligible to be elected to the office of Chairperson and Deputy Chairperson. Nominations will be called for the office of Chairperson by the Academic Dean from the floor. Interested candidates in this office are to announce their intentions verbally. If only one candidate announces her or his intentions, they are elected unopposed. The same nomination process applies for the election of the Deputy Chairperson.

Voting

If more than one interested candidate announces their intentions verbally, the election of the office bearer will go to a vote. All present members of the Academic Board are eligible to vote. To be elected, a candidate must receive a majority of votes by verbal confirmation. The same voting process applies for the election of the Deputy Chairperson. In the case of an equality of votes, the Chairperson and/or Academic Dean (or their nominee), in addition to her or his deliberative vote, has a casting vote. The Chairperson and Deputy Chairperson will be elected annually at the first meeting of the calendar year.

Chair of Meeting

The elected Chairperson will chair the meeting. Where the elected Chairperson is absent, the Deputy Chair will preside as chair of the meeting. In the event that both the Chairperson and Deputy Chairperson are absent for a meeting, provided quorum is present, members must elect a Chair for that meeting following the procedure above.

Functions:

The functions of the Academic Board include:

1. Provision of advice to the Institute (and to the CEO, as required) on *all* issues and policy matters affecting the Institute's academic organisation, governance, quality, standards, processes and resources;
2. Management and development of new academic initiatives; (such as a new faculty or school, a new academic department, or a new course);
3. Management of ethics policy, practices, and standards pertaining to academic work;
4. Recommending degree admission to the Directors for those students who have satisfied their respective course requirements;
5. Appointing sub-committees of the Academic Board;
6. Approving new and revised course and unit proposals;
7. Reviewing and approving updates and revisions to course and unit content;
8. Sustaining the development and autonomy of the Institute's faculty;
9. Management and development of research ethics policy, practices, and standards;
10. Confirming unit offerings on a yearly basis;
11. Development, implementation, and review of student admission, progression and graduation policies and related academic requirements;
12. Supervision of the development of the Institute's library and technology resources;
13. Fostering and communicating the expertise of faculty (e.g. through colloquia, workshops, etc.); and,
14. Overseeing the academic proficiency of the student body.
15. Overseeing and monitoring student progression through the review of course performance data.

6 RELEVANT LEGISLATION

Tertiary Education Quality and Standards Agency Act (Cth) 2011

7 KEY RELATED DOCUMENTS

All policies classified as Academic in the BBI policy matrix.

8 NOTES

Contact Officer	Principal and Chief Executive Officer
Implementation Officer/s	Academic Dean
Approval Authority / Authorities	Academic Board / BBI Board of Directors
Date Approved	23/08/16
Date of Commencement	11/10/16 (Academic Board Meeting Date)
Date for Review	24 months
Amendment History	Draft revised on 10/10/16 with BBI Board revisions from 28/09/16 and "Up to two student representatives" under membership, as revised by the Executive Leadership Team on 04/10/16
Key Stakeholders	Faculty & Sessional Academics / Students / Higher Education Partners