# Academic Board Terms of Reference

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Reports to: [University Board of Governors](https://www.cardiffmet.ac.uk/about/structureandgovernance/Pages/GoverningBody.aspx)

## Purpose

The Academic Board is a Committee of the Board of Governors and is the University’s senior decision-making body. The Academic Board is responsible for delegations set out in the Articles of Government as well as supporting, advising and assisting the Vice-Chancellor in the performance of their duties as delegated in the Articles, and advising the Board of Governors on relevant matters.

## Terms of reference

The Academic Board is responsible for but not limited to:

Financial Planning and Sustainability

* 1. Endorsing proposals for the annual budget for submission to the Board of Governors for approval.
	2. Ensuring the financial position of the University by reviewing accurate financial and student recruitment data and confirming actions recommended by the Chief Officer (Resources).

Strategic Planning

* 1. Discussing, considering and recommending the strategic direction of the University and developing strategic plans for approval by the University’s Board of Governors.
	2. Receiving, considering and approving strategies and policies and where appropriate recommending these to the Board of Governors for approval.
	3. Reviewing the performance of the University against aims, objectives and targets, and against its peer group and the sector as a whole, agreeing actions to meet agreed measures of success.
	4. Considering strategic issues arising from School and Departmental plans and referring recommendations on outcomes and policies to relevant committees for action.
	5. Considering, advising and making recommendations to external consultations, policy recommendations and economic developments affecting the University.
	6. Considering and approving policies for the operational implementation of these plans and policies.

Academic Planning

* 1. Considering the development of the academic dimensions of the strategic planning arrangements of Cardiff Metropolitan University and the resources needed to support them and for advising the Vice-Chancellor and the Board of Governors.
	2. Receiving and acting upon recommendations for the suspension of recruitment to programmes.
	3. Advising on such matters as the Board of Governors or the Vice-Chancellor may refer to the Academic Board.

Academic Quality and Assurance

* 1. Establishing the criteria for the admission of students.
	2. Confirming the appointment and removal of internal and external examiners.
	3. Confirming policies and procedures for the assessment and examination of the academic performance of students.
	4. Authorising the contents of the curriculum.
	5. Confirming academic standards and the validation and review of programmes.
	6. Setting the standards for Student engagement, retention and outcomes from programmes of study.
	7. Establishing the procedures for the award of qualifications and honorary academic titles.
	8. Establishing the procedures for, and making decisions regarding, the suspension or exclusion of students for academic reasons
	9. (The above are also subject to the requirements of validating, awarding and accrediting bodies)

Risk Management

* 1. Acting as the Risk Management Committee with responsibility for ensuring the effective implementation of the University’s Risk Management Policy and associated plans, reviewing on a regular and ongoing basis the strategic risks facing the University and recommending updates to the Institutional Risk Register for approval by the Board of Governors.

Oversight of Delegated Authority

* 1. Establishing and overseeing the work of delegated Working Groups, Project Groups and Task and Finish Groups as appropriate and receiving reports from such groups.
	2. Receiving minutes of the reporting Committees and summary reports from Chairs of reporting Committees highlighting how delegations have been used.

The responsibilities and decision-making role of the Academic Board are clarified in the University’s Scheme of Delegation.

The Academic Board may establish such Committees as it considers necessary to enable it to carry out its responsibilities, provided that the establishment of each committee is first approved by the Vice-Chancellor. The number of members of any such Committee and the terms on which they are to hold and vacate office shall be determined by the Academic Board. The Committees, and any bodies which report to them, will be shown in the structure chart included in the Terms of Reference. The Academic Board will also receive updates from School Management and Planning Teams as appropriate.

## Membership

The Vice-Chancellor may nominate a Vice Chair from the membership to take the chair in their absence. Membership of Academic Board will align to the purpose and terms of reference. The current practice is that membership will include staff at levels 1, 2 and 3.

**Members:**

President and Vice-Chancellor (Chair)

Deputy Vice Chancellor (Vice Chair)

Chief Officer, Resources

Pro Vice-Chancellor, Research and Innovation

Pro Vice-Chancellor, Student Engagement

University Secretary

Dean of Cardiff School of Art and Design

Dean of Cardiff School of Education and Social Policy

Dean of Cardiff School of Management

Dean Cardiff School of Sport and Health Sciences

Dean of Cardiff School of Technologies

Director of Commercial Services

Director of Environment and Estates

Director of Global Engagement

Director of Innovation

Director of Learning Enhancement

Director of Library and Information Services

Director of Marketing, Communications and Student Recruitment

Director of People Services

Director of Registry Services

Director of Research

Director of Sport

Director of Student Services

Head of Strategy, Planning and Performance

Elected Staff Members (Academic Staff) (2)

Elected Staff Member (Professional Services Staff)

Elected Staff Member (Professoriate)

**Student Representatives**

Student Union President

Student Union Vice-President

Terms of office for elected membersto be three years and up to three terms

Designated Deputies can act as substitutes for those members who are unable to attend meetings. No other alternates are permissible unless approved by the Chair.

Academic Board will co-opt members as appropriate.

Other staff will attend Academic Board meetings at the invitation of the Chair.

## Quorum

Meetings of the Academic Board will be quorate if at least 50% of members are present.

## Frequency of Meetings and Conduct of Business

Academic Board will meet once per month except for January and August, on the first Wednesday of the month. Special meetings may be called at any time.

Decisions made will be reported to relevant committees as appropriate. A summary will be provided to the Board of Governors meeting following an Academic Board meeting.

Decisions made at the Vice-Chancellor’s Executive Group, which works under the delegated authority of the Vice-Chancellor as per the Scheme of Delegation, will be reported to Academic Board.

Decisions will be communicated widely by members, including to all staff via the Cardiff Met Intranet.

**Terms of Reference reviewed and approved on: 05 July 2023**

