

Academic Board Terms of Reference

Academic Board is the overarching Board responsible for establishing, monitoring and maintaining academic standards within higher education at the College, approving policies and procedures and advising on the development of academic activities. This Board also receives minutes and reports from each of its sub-committees, the Peer Review Panel and HE Management Group.

Within the requirements of validating partners, the Academic Board has overall responsibility for:

- Advising the Principal, Board of Governors and College Leadership and Management Team on higher education development and the resources required to support this development.
- Reporting to the Principal, Board of Governors, and College Leadership and Management Team on compliance with partnership and any professional, statutory or regulatory body requirements.
- Ensuring that academic standards on all awards at the College are maintained, and reporting on the establishment, monitoring and maintenance of these academic standards to the Principal, Board of Governors and College Leadership and Management Team.
- Retaining oversight of course content and ensuring that all new awards or modifications to existing awards are in-line with current strategy.

Schedule

The Academic Board will meet four times per year.

Membership

The Academic Board will be chaired by the Vice Principal: Learning and Achievement.

Other membership will include:

- Head of HE, Access and Professional Studies
- HE Development and Partnership Manager
- Quality Systems Manager
- LRC Manager (or nominee)
- Learning Services Manager (or nominee)
- IT Manager (or nominee)
- Data Services Manager (or nominee)
- Two HE Academic Representatives (by election)
- One Non-Academic Representative (by election)
- Students' Union HE Officer
- Administrator
- Head of Human Resources, Equality Diversity and Inclusion Coordinator, Head of Finance and others as and when necessary.

Terms of Reference

The Academic Board has the authority (within partnership agreements) to:

- Approve Board of Examiners and Subsidiary Board of Examiners membership on an annual basis.
- Establish or dis-establish project groups and/or subcommittee groups, regulating membership and terms of reference.
- Co-opt non-members onto Academic Board and/or its project groups and/or subcommittee groups as applicable.
- Internally approve applications for external examiners (where applicable) via the External Examiners subcommittee.
- Set and monitor the effectiveness of policies and procedures for the setting of the academic assessment of students (where applicable) via the Board of Examiners and Subsidiary Board of Examiners.
- Set and monitor the effectiveness of admissions criteria.
- Set and monitor the effectiveness of policies and procedures relating to academic misconduct and student exclusions through academic misconduct.
- Approve the introduction of and any changes thereto of HE Teaching, Learning and Assessment strategies and promote HE CPD, scholarly activity, research and protect academic freedom.
- Receive minutes from the Peer Review Panel.
- Receive minutes from the HE Management Group.
- Initiate the development of, and any changes thereto of the regulatory framework directly relating to HE.
- Undertake annual review and approval of all HE strategies, policies and procedures within existing Calderdale College and Governing Body frameworks.