Academic Board

Academic Board is the overarching Board responsible for establishing, monitoring and maintaining academic standards within higher education at the University Centre and the College, approving policies and procedures and advising on the development of academic activities.

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 awarding, professional, statutory or regulatory body requirements.
- Ensuring that academic standards on all higher education awards at the University Centre 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 programme content and ensuring that all new awards or changes 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 Deputy Principal – Curriculum and Quality.

Other membership will include:

- Head of Higher Skills (UCMT)
- Assistant Head of Higher Skills (UCMT)
- Quality, Partnerships and Learner Engagement Manager (UCMT)
- Curriculum Leader for Higher Education (UCMT)
- Head of Work-based Learning (or nominee)
- Quality Systems Manager (or nominee)
- Learning Centre Manager (or nominee)
- Manager of Learner Services & Admissions (or nominee)
- Head of Data Services (or nominee)
- One nominated HE Academic Representatives
- Students' Union HE Officer
- Administrator
- Head of Human Resources, Head of Finance, IT Manager, Equality, Diversity and Inclusivity Coordinator (or nominee) and others as-and-when necessary, and by invitation.

Quorum

For the meeting to be quorate a minimum of five members shall be present:
- Chair
- One of the UC Management Team (identified as UCMT in the list above)
- Head of Work-based Learning (or nominee)
- Learning Centre Manager (or nominee)
- Quality Systems Manager (or nominee)

Terms of Reference

The Academic Board has the authority (within the limits set by partnership agreements or awarding body regulations) to:

- Approve the membership and terms of reference for the Board of Examiners 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 nominations for external examiners (where applicable) via the External Examiners subcommittee.

- Set and monitor the effectiveness of policies and procedures relating to higher education, including: the setting of the HE Admissions process and criteria, academic assessment of HE students (where applicable), Unfair Practice (academic misconduct), Extenuating Circumstances and the Interruption of Studies, Recognition of Prior Learning (RPL), and Ethical Approval for the purposes of research.

- Maintain oversight of the production of HE-related reports, analyses, evaluative accounts, action plans and other documents for the purposes of internal and external regulatory, statutory and/or quality assurance activities.

- Promote HE CPD, scholarly activity, research and protect academic freedom.

- Initiate the development and any changes thereto of the regulatory framework directly relating to higher education.

- Undertake annual review and approval of HE-related strategies, policies and procedures within existing University Centre, Calderdale College and Governing Body frameworks.