

Role of the Chair of Academic Board

Strategy, planning and leadership

The Chair of Academic Board:

- provides effective academic leadership and manages the functions and responsibilities of Academic Board (including continuous improvement and quality assurance processes) in accordance with the Council's delegation, the board's terms of reference (TOR), UTS strategy and any legislative or regulatory requirement
- ensures that Academic Board fulfils its primary role of assuring UTS Council of the UTS's academic quality and standards
- provides oversight of academic governance processes and engages with Academic Board members, senior executives and UTS community, to strengthen UTS's academic governance and in promoting Academic Board to the UTS community as a collegial, vital and energetic plenary body
- determines the board's annual forward plan (in consultation with the University Secretary and Executive Officer) as per the Academic Board's TOR and presents it to Executive Committee of Academic Board (ECAB) and Academic Board
- has, as a key role, the development of a close working relationship with the senior executive
- ensures that the Deputy Chair and committee chairs are kept informed of the key internal and external issues affecting academic strategy, academic quality and academic risk
- will determine the duties of the Deputy Chair from time to time.

Ex officio positions and other representation

The Chair of Academic Board is a member of:

- Academic Board
- the UTS Council, and acts as a liaison between Academic Board and the Council (usually seven meetings scheduled each year)
- Honorary Awards Committee of Council (meets as required)
- Senior Leaders Group
- ECAB (and chairs ECAB)
- the Committee of Chairs of Academic Boards and Senates of NSW and Territories (approximately four meetings per year).

In addition, the Chair may be invited by the Vice-Chancellor and Provost to serve on ad hoc committees and working parties from time to time.

The Chair represents the board at UTS graduations and externally to other institutions within the higher education sector.

Academic Board meetings

The Chair of Academic Board:

- determines Academic Board's agenda (in consultation with the University Secretary and Executive Officer) as per the forward plan and the board's TOR
- presides over meetings of Academic Board impartially, preserving order and ensuring that proceedings are conducted in a proper manner
- demonstrates academic leadership as described for all Academic Board members
- demonstrates integrity and works within the UTS Code of Conduct
- provides advice and guidance to the Executive Officer of Academic Board in order to finalise Academic Board business (such as confirming the agenda and preparations for a meeting, acceptance (or not) of late papers, checking the draft minutes and any report from Academic Board to other bodies, and advising on subsequent actions)
- conducts the meeting efficiently and effectively by:
 - staying within the board's terms of reference and standing orders
 - ensuring that a quorum is present at the meeting, where possible
 - calling on members who wish to speak in order and ensuring fair and proper conduct of debate
 - keeping debate focused on the topic under discussion
 - summing up, at appropriate stages, where a decision has been reached
 - ensuring that, as far as possible, all members present have an understanding of proposed course(s) of action
 - putting motions and amendments to a vote and determining the result
 - declaring the meeting closed when the business is concluded
 - signing the minutes of the previous meeting when they are confirmed by Academic Board
 - undertaking subsequent action on behalf of Academic Board as appropriate
 - reporting to the next meeting on any (duly permitted) executive action or other key actions taken on behalf of the board
- participates in the pre-meeting briefings with the University Secretary, the Deputy Chair and the Executive Officer to Academic Board
- reviews and checks draft minutes of Academic Board meetings

Reports

The Chair of Academic Board:

- presents a report to each meeting of Academic Board
- reviews and approves the formal report from Academic Board to Council, and reports back to the board from Council
- drafts the Academic Board briefing (newsletter) for online publication following each Academic Board meeting
- provides an Academic Board annual report to Council, at an appropriate time in the UTS annual planning cycle, on the board's broad assessment of the governance of UTS academic activities including academic strategy, academic quality (covering academic governance including policy and standards) and academic risk.

Executive action

The Chair of Academic Board:

- takes executive action on behalf of Academic Board subject to conditions of exercise as authorised by Council, including:
 - to approve, in special circumstances, a degree or diploma award in instances where a student has not completed the usual prescribed requirements (such as aegrotat and posthumous awards)
 - to rescind the conferral of an award in cases not covered by Delegation 4.10.8
 - to appoint members to Academic Board and its committees on behalf of the board,
 - by engaging, as appropriate, with the relevant parties to fill vacancies
 - by consulting with board members taking Professional Experience Program leave in order to seek appropriate replacements
 - and ensuring gender balance is maintained as required to those committees that include gender balance in their composition.
 - to give course approval (eg approval of new courses, course accreditation, withdrawal of accreditation, extension to course accreditation, variations to the conditions of accreditation, and course reviews)
 - to exercise all other powers of the board.

Eligibility to stand for re-election as Chair

The Chair will not be eligible to stand for re-election if it would result in the term limit of six consecutive years being exceeded.