

ACADEMIC GOVERNANCE PROTOCOL

Approved	Academic Board
Approval Date	1/7/2020, 7/11/2016, 13/10/2015
Date for Review	2025
Responsible Officer	Dean
Author / Role	D Speed (Dean)
Related Documents (explicitly cross-referenced)	Constitution Academic Board Terms of Reference
Higher Education Standards (2015)	6.3
National Code (2018) (if directly relevant)	

1. Responsibility for Academic Governance

Responsibility for the academic governance of SCD is vested in Academic Board, which

- approves and implements the academic operation of the institution;
- receives recommendations from its committees, reports its activities to Council;
- makes some recommendations to Council (such as the list of students recommended for graduation); and
- may receive a request from Council to carry out an academic project (such as review or development of a key policy or conduct of an investigation with both academic and institutional implications).

2. Membership of Academic Board

An Academic Board is required by the SCD Constitution and functions in line with the Constitution's general specifications of its powers and duties. Membership of Academic Board is set down in the detailed terms of reference for Academic Board.

Membership of Academic Board is determined by academic expertise acting in the best interests of the SCD as a whole. It is not a representative body in which individuals appointed by the Member Institutions that comprise and own SCD represent the individual interests of their employers.

Academic Board is a high-level body reflecting and addressing the academic concerns of Council, which governs SCD as a whole and addresses the interests of particular Member Institutions as they have implications for SCD as a whole. The Academic Board Committees undertake the detailed academic work of the operation under the oversight of Academic Board and report to it. Academic Board oversees academic quality assurance with regard to its own Committees and to the operation of the Member Institutions and the two centrally managed SCD Schools and sets SCD's academic policy and procedure. It also has responsibility for SCD's academic developments. Its significant activities and decisions are communicated to the Member Institutions and Schools. It may, on occasion, receive submissions from the Member Institutions, either directly or via its Committees.

Student membership of Academic Board is representative of the collective student body.

3. Academic and Corporate Governance

In line with the Higher Education Standards, SCD recognises a clear distinction between academic governance and corporate governance. The corporate governance body does not engage in details of academic development or the maintenance of academic standards by the academic body specifically qualified for the task. At the same time, however, the governing body takes ultimate responsibility:

- for putting in place the frameworks that enable trustworthy academic governance to occur, and
- for both academic and institutional risk management.

4. Academic Committees

The academic governance structure provides for five formal Committees with terms of reference that articulate their relationship and obligations to Academic Board and their memberships. Chairs and members of the Committees are appointed by Academic Board, in consultation with the Dean and relevant Officers.

The five Committees fall into two categories:

- (i) Having equal authority with Academic Board in day-to-day decisions that cannot be delayed:
Standing Committee
- (ii) Having some delegated authority from Academic Board in specific areas:
Coursework Committee
Discipline Coordinators Committee
Research Committee
Student Support and Administration Committee
- (i) Standing Committee performs duties of the Academic Board between the scheduled meetings of the Board that cannot be delayed and reports its actions to the next Academic Board meeting. This does not preclude the occasional possibility that Standing Committee might decide to seek acceptance of a recommendation by Academic Board itself. The Chair of Standing Committee is always the Chair of Academic Board (or the Deputy Chair of the Board).
- (ii) The remaining four Committees hold delegations from Academic Board to resolve certain matters that involve the clear application of established policy, such as student admissions, appointment of supervisors and examiners, and accreditation of teachers, with the proviso that all doubtful cases will be referred to the Board itself. These Committees otherwise prepare reports and recommendations that require the approval of Academic Board. To facilitate Academic Board meetings, matters addressed by these Committees are presented to the Board as items, variously, for information and decision. The Chairs of these Committees are members of the Board.

The business of each of these Committees is reported to Academic Board by the Committee concerned, that is, under the name of the Chair of the Committee, as a discrete agenda item at the Academic Board meeting. Academic Board normally follows a standing agenda that includes each Committee report. There may sometimes be no report.

5. Management and Academic Governance: Committee Reports

Each of the five Committees of Academic Board has as one of its members an Officer employed in the Office of the Dean, as part of the management team led by the Dean and CEO:

- (i) Standing Committee: Dean
One other member may also be an Officer
- (ii) Coursework Committee: Academic Director
Discipline Coordinators: Academic Director (Chair)
Research Committee: Research Director
Student Support and Administration Committee: Academic Registrar

The Dean/Officer provides expert advice to the Committee concerned and undertakes the preparation of documents for the Committee's consideration and reporting to Academic Board, in consultation with the Chair of the Committee, who decides what is to be reported, and other members as relevant.

6. Management and Academic Governance: Dean and Officer Reports

The Academic Board Agenda also calls for reports directly from (i) the Dean and (ii) the three Officers who are members.

- (i) Dean's Report

Certain bodies that are independent of Academic Board function as Committees of the Dean:

- (a) Academic Classification and Promotion Committee
- (b) Academic Classification and Promotion Appeals Committee
- (c) Library Committee
- (d) Research Ethics Committee

The Dean also oversees the work of the External Advisory Panel, that is, the collective of all persons who currently act, or have recently acted, as external consultants in academic matters.

The Dean's Report to Academic Board includes notifying the Board of significant academic matters arising from the activities of these four Committees, together with other academic information that has not lain within the specific brief of one of the Academic Board Committees, regarding other developments related to the Dean's portfolio or individual activities of the Dean.

(ii) **Officers' Reports**

The Report of each Officer to Academic Board, under his or her own name, refers to any other academic information that has not lain within the brief of the Committee(s) on which the Officer serves, regarding other developments related to the Officer's portfolio or individual activities of the Officer.

There may sometimes be no report from a Committee or any of the individuals referred to here.

7. Principal Librarian's Report

A report by the Principal Librarian, who is always a member of Academic Board, is also listed as a regular agenda item. This will refer to significant developments within the SCD Library as a whole or in its branch libraries.

There may sometimes be no report from the Principal Librarian.

Note on Management

The academic management of SCD is undertaken by the Dean, who is appointed by Council, and the Officers with academic duties in line with the stipulations of the *Delegations Manual*.