

## **PROTOCOL 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, and may receive a direction from Council to carry out an academic investigation.

This document addresses processes for reporting to Academic Board in relation to the implementation of recommendations from the External Academic Governance Review of 2014. The protocol set out below makes explicit the implicit principles already informing academic governance in SCD before the Review.

### **Academic and Corporate Governance**

In line with the Higher Education Standards, SCD recognizes a clear distinction between academic governance and corporate governance. The governing body does not engage in 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 (i) for putting in place the frameworks that enable trustworthy academic governance to occur and (ii) for both academic and institutional risk management.

### **Powers and Duties of 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. The five Committees fall into two categories:

- (i) Having equal authority with Academic Board:
    - Standing Committee
  - (ii) Having some delegated authority from Academic Board:
    - Coursework Committee
    - Discipline Coordinators Committee
    - Research Committee
    - Student Support and Administration Committee
- (i) Standing Committee is established within the Constitution, Clause 75, to ‘perform such duties of the Academic Board between the scheduled meetings of the Board as cannot be delayed’ and to ‘report’ its action to the next Academic Board meeting. This stipulation does not preclude the occasional possibility that Standing Committee might decide to seek final endorsement of an action by Academic Board itself. The Chair of Standing Committee is also the Chair of the Board (or the Deputy Chair of the Board).
- (ii) The remaining four Committees, which are not required or regulated by the Constitution, 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 requiring, variously, noting for information, discussion, 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.

### **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:

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

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.

### **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**

Implementing one aspect of the 2014 External Review, certain bodies now 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, all academic persons who currently act, or have recently acted, as external consultants.

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

### **Note on Management**

Management is undertaken by the Dean and the three Officers with academic duties in line with the stipulations of the *Delegations Manual*.

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<b>Amendments</b>	