

## INSEARCH LIMITED

### ACADEMIC BOARD CHARTER

#### 1. GOVERNANCE

- 1.1 The primary role of the Insearch Limited (**INSEARCH**) Academic Board (**Academic Board**) is to ensure the integrity and quality of the onshore and offshore educational programs of INSEARCH including to be assured that the education policies and processes are effective. The Academic Board also contributes to the academic leadership of INSEARCH.
- 1.2 The Academic Board is constituted by the INSEARCH Board.
- 1.3 The INSEARCH Board approves the Charter of the Academic Board.

#### 2. RESPONSIBILITIES

- 2.1 As delegated by the Board, the responsibilities of the Academic Board are to:
- (a) provide strategic advice to the Board of INSEARCH (**INSEARCH Board**) on:
    - (i) academic matters relating to the education programs of INSEARCH;
    - (ii) policies concerning the academic aspects of the recruitment and professional development of Education and English language teaching staff;
    - (iii) the maintenance of education standards; and
    - (iv) education risk and integrity
  - (b) approve:
    - (i) all education policies, which are developed in line with the INSEARCH “Policy and Procedure Development Policy”;
    - (ii) new and revised courses;
    - (iii) admission criteria;
    - (iv) student results via delegated authority to the Results Ratification Committee
    - (v) lists of students eligible to receive an INSEARCH Award

- (vi) terms of reference and membership of sub-committees of Academic Board
- (c) review and monitor the education performance of INSEARCH through reports on matters such as:
  - (i) academic appeals;
  - (ii) course reviews;
  - (iii) academic risk;
  - (iv) admission standards;
  - (v) the standards and performance of course delivery;
  - (vi) assessment and moderation;
  - (vii) course equivalence;
  - (viii) academic integrity;
  - (ix) the scholarship of education staff; and
  - (x) other academic matters as decided by the Academic Board.

### 3. MEMBERSHIP

#### 3.1 The Academic Board is to consist of:

- (a) the Chair, who:
  - (i) must have an academic background in the higher education sector; and
  - (ii) must not be a current director or CEO of INSEARCH;
- (b) two independent external members, both of whom are to be appointed by the INSEARCH Board on the recommendation of the Managing Director/CEO; both of whom have an academic background in the higher education sector.
- (c) the Managing Director of INSEARCH;
- (d) the Dean of Studies;
- (e) the INSEARCH Associate Dean of Studies;
- (f) two UTS academic representatives, one representative to be nominated by the Chair of the UTS Academic Board and one nominated by the Senior Deputy Vice Chancellor of UTS;

- (g) one representative of INSEARCH's teaching staff, as elected by INSEARCH staff;
  - (h) President of the INSEARCH Student Council or nominee of the student body;
  - (i) The Chair of the English Language Board of Studies
  - (j) the Chair of the Results Ratification Committee
  - (k) the Deputy Chair, as nominated by the Managing Director, will be a member of Academic Board.
- 3.2 The Chair may propose to the Academic Board to co-opt additional members to ensure adequate representation of discipline, gender and academic matters overseen by the Academic Board.
- 3.3 The term for each member of the Academic Board is three years.
- 3.4 A person ceases to be a member of the Academic Board if that person at any time during their term of office:
- (a) resigns from the Academic Board;
  - (b) in the case of a member appointed under Article 3.1(c)-3.1(j), ceases to hold the relevant position; and
  - (c) is absent from three consecutive meetings of the Academic Board and is not, within six weeks of the last of those meetings, excused for his or her absence; or
  - (d) dies.

#### 4. **MEETINGS**

- 4.1 The Academic Board meets at least once a semester, i.e. three meetings per year.
- 4.2 The Chair must convene all meetings of the Academic Board.
- 4.3 Notices of each meeting of the Academic Board must be given at least 7 days before in advance of each meeting.
- 4.4 The Deputy Chair will act as chair of a meeting if the Chair is absent or unable to attend a meeting of the Academic Board.
- 4.5 The quorum required for an Academic Board meeting is at least half the membership.

#### 5. **REPORTING**

- 5.1 The Academic Board reports to the INSEARCH Board.
- 5.2 The Chair will update the INSEARCH Limited Board on the activities of the Academic Board when appropriate, via respective written reports and/or attendance at Board meetings.
- 5.3 The Academic Board minutes of meetings will also be provided to the INSEARCH Board. A summary report of the business of the Academic Board will be circulated to staff and placed on the staff intranet. Minutes will be available to staff on request.

## 6. **SUBCOMMITTEES**

- 6.1 The Academic Board receives reports from the following standing committees:
  - (a) Courses Advisory Committee INSEARCH representing each INSEARCH course (CAC);
  - (b) Quality and Curriculum Committee (QCC);
  - (c) Results Ratification Committees (RRC);
  - (d) English Board of Studies (EBOS); and
  - (e) SILC-INSEARCH Program Management Committee (SIPMC).
- 6.2 The Deputy Chair will represent the Academic Board at meetings of the Results Ratification Committee.

## 7. **ACADEMIC BOARD PERFORMANCE**

- 7.1 To determine whether the Academic Board is functioning effectively, the INSEARCH Board will;
  - (a) review this Charter every two years; and
  - (b) undertake an evaluation of the performance of the Academic Board at intervals considered appropriate by the Chair of the INSEARCH Board.
- 7.2 The Academic Board will undertake a self-review every two years.