

## **INSEARCH LIMITED**

### **Academic Board Charter**

#### **1. Governance**

Academic Board actively supports excellence in pathways education and the experience of pathways students, and provides academic leadership to the INSEARCH community. Academic Board is committed to facilitating the application of the INSEARCH Model of Learning in all programs offered by INSEARCH. The primary roles of the Academic Board are to provide oversight of academic matters, ensure the quality of the student experience and programs of study and foster a spirit of free intellectual enquiry.

The Academic Board is a Committee of the INSEARCH Board and so the Board approves the Academic Board Charter.

#### **2. Responsibilities**

As delegated by the INSEARCH Board, the responsibilities of the Academic Board are to:

- a) provide strategic advice to the INSEARCH Board on:
  - i. Academic aspects of the INSEARCH Strategic Plan, the operational and risk management plans, and capital and human resource planning and development
  - ii. the quality and standards appropriate to the academic work of INSEARCH especially in relation to learning and teaching and the student experience
- b) approve:
  - i. academic policies and ensure their coordination, implementation and review
  - ii. new and revised courses and the discontinuation of courses
  - iii. standards governing all aspects of academic administration including the admission of students, the examination and assessment of student performance, award course completion and lists of graduands
- c) Monitor and review the academic performance of INSEARCH through means including but not limited to:
  - i. program and course reviews
  - ii. assessment and moderation of student performance
  - iii. trends in student learning outcomes
  - iv. academic integrity
  - v. external referencing of performance such as through benchmarking
  - vi. scholarly activities of teaching staff
- d) Initiate measures to promote the communication of academic matters, including the outcomes of Academic Board meetings, the discussion of academic issues, the coordination of academic work and activities across INSEARCH and the celebration of academic achievements.

#### **3. Membership**

The Academic Board membership consists of:

- a) An independent Chair who will have an academic leadership background in the higher education sector

- b) Deputy Chair elected by and from the members of the INSEARCH Academic Board
- c) Two independent external members in addition to the independent Chair who will have an academic background in the higher education sector and be appointed by the INSEARCH Board on the recommendation of the Managing Director INSEARCH
- d) Managing Director INSEARCH (ex officio)
- e) Dean of Studies (ex officio)
- f) Associate Dean(s) (ex officio)
- g) Program Managers and Director of Studies English Language Training (ex officio)
- h) Registrar (ex officio)
- i) Three members of the INSEARCH teaching staff, one from each of the English Language Training, UTS Foundation Studies and Diploma programs, nominated by the Dean of Studies on the advice of the Program Managers and the Director of Studies English Language Training and with consideration given to full time and sessional teachers
- j) Three students nominated by the Dean of Studies on the advice of the Program Managers and the Director of Studies English Language Training
- k) Three members of UTS academic staff, one nominated by the Chair of the UTS Academic Board, one nominated by the UTS Provost, and one with expertise in English language learning support for students nominated by the UTS Deputy Vice-Chancellor (Education and Students)
- l) Up to three graduates of INSEARCH who are currently enrolled students of UTS, one of whom should be a postgraduate research degree candidate.

In addition, the following officers are invited to Academic Board meetings, participate in its discussions, receive agendas and minutes but not have voting rights:

- Chair and members of the INSEARCH Board
- Governance Manager INSEARCH
- Chief Market Development Officer INSEARCH
- Human Resources Director INSEARCH
- Chief Business Development Officer INSEARCH
- Chief Operating Officer INSEARCH

The Chair may propose to Academic Board that additional members are co-opted to ensure that diverse perspectives are brought to bear on the academic matters overseen by Academic Board. At times people with expertise in these matters will be invited to address Academic Board to enhance its decision-making.

The term of office for members of Academic Board is three years with a maximum of two terms. The term for student members is one year with a maximum of two terms. The term for ex officio members is dependent on the duration of their incumbency in office.

#### 4. Meetings

Academic Board will meet four times a year with one meeting focused on planning for the following year. These meetings will be scheduled at times appropriate to the meeting calendar of the INSEARCH Board so that Academic Board is well placed to priorities its activities and report progress on any academic matters or issues that are referred to it by the Board.

The Chair will convene all meetings of Academic Board and the Deputy Chair will act as chair of a meeting should the Chair be absent from a meeting.

The quorum required for a meeting is at least half the voting membership.

## **5. Reporting**

The Academic Board reports formally to the INSEARCH Board and is expected to communicate with the INSEARCH community more generally.

The Chair will provide an update to the INSEARCH Board on the activities of Academic Board through written reports and regular attendance as an invited member of the INSEARCH Board.

Minutes of Academic Board meetings will be provided regularly to the INSEARCH Board and be made available to the staff of INSEARCH.

## **6. Subcommittees**

The standing committees of Academic Board are:

- a) Learning and Teaching Committee
- b) Academic Standards Committee

## **7. Academic Board performance**

To determine its effectiveness:

Academic Board will undertake a self-review every two years.

The INSEARCH Board will:

- a) Review this Charter every two years
- b) Undertake an evaluation of the performance of Academic Board as one of its committees at intervals considered appropriate by the Chair of the INSEARCH Board.