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# Academic Governance Policy

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# Governance Academy

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# Academic Governance Policy

## Policy Statement

This policy specifies the academic governance arrangements for Governance Institute of Australia (hereafter referred to as Governance Institute). Governance Institute's Academic Board is accountable to the Governance Institute Board (the Board) for academic governance. The Board delegates responsibility for academic governance to Governance Institute's Academic Board (hereafter referred to as the Academic Board). Governance Institute's education offerings are delivered under the brand Governance Academy.

## Aims and Objectives

1. The Academic Board is responsible for academic policymaking, academic assurance and oversight of best practice in teaching and learning to ensure Governance Institute's education objectives are met. The Academic Board represents a major forum within Governance Institute for discussion and resolution of academic matters. It provides advice to the Board in academic matters. The Academic Board will:
  - a. ensure best practice and quality in relation to teaching and learning for higher education award courses and other non-accredited courses;
  - b. provide oversight of compliance obligations in relation to teaching and learning for higher education award courses and other non-accredited courses;
  - c. direct the development and provide oversight of Governance Institute's academic policies, quality processes and regulations in relation to education courses;
  - d. consider and make decisions on all aspects in the development and accreditation or re-accreditation of higher education award courses and other non-accredited courses, the admission of students, teaching, assessment and requirements for graduation, prizes, awards and scholarships;
  - e. advise the Board on the academic aspects of Governance Institute's strategic and operational planning;
  - f. develop and nurture scholarship and excellent academic leadership;

- g. establish and delegate to such sub-committees or working groups as required. These sub-committees may be standing sub-committees or established for a specific timeframe or undertaking;
- h. conduct regular reviews of Governance Institute higher education award courses and other non-accredited courses; and
- i. report to the Board as required.

## Overview

- 2. Subject to any direction from the Board, the Academic Board will determine the Governance Institute policies for:
  - a. monitoring and reviewing key parameters and performance indicators for academic planning and academic quality improvement processes;
  - b. courses and subjects;
  - c. Governance Institute academic scholarships and prizes;
  - d. Governance Institute academic awards, including minimum standards and credit points for subjects;
  - e. admission, enrolment, assessment and examination of students;
  - f. student progress;
  - g. student academic discipline; and
  - h. course structures, titles and component names.
- 3. Subject to any direction from the Board, the Academic Board will, at the request of the Board or at the discretion of the Academic Board, advise the Board on:
  - a. the formulation and regular review of Governance Institute academic plans and related academic development and evaluation strategies;

- b. reports on Governance Institute academic activities, including those to outside agencies, particularly:
  - the Chartered Governance Institute (CGI), and
  - the Tertiary Education Quality and Standards Agency (TEQSA);
- c. issues relating to external regulatory frameworks of academic standards;
- d. Governance Institute's academic profile;
- e. development, maintenance and enhancement of high standards in teaching and learning, and governance community outreach;
- f. principles and guidelines for the conduct and enhancement of academic activities;
- g. improvement of the student learning environment and opportunities, including postgraduate supervision;
- h. development and review of standards for the appointment of academic staff;
- i. academic priorities and policies for consideration in Governance Institute planning for academic activities;
- j. development of quality and standards in the links and affiliations with other academic institutions or other organisations;
- k. development of codes of academic conduct for students and staff of Governance Institute;
- l. development of microcredentials and other stackable accreditations;
- m. oversee the formulation of Governance Institute's Education Strategy; and
- n. oversee the formulation of priority research areas for Governance Institute and assessment of relevant research funding proposals.

## **Roles and Responsibilities**

### **The Board**

4. The Board delegates responsibility for academic governance to the Academic Board.

### **The Academic Board**

#### **Membership**

5. The Academic Board was established under clause 23(a) of Governance Institute's constitution to assist the Board in discharging its responsibilities by monitoring and advising on Governance Institute's higher education award courses and other non-accredited courses for students, members, subscribers and others. The Academic Board consists of:
  - a. appointed members (appointed, as specified herein);
  - b. ex officio members (members appointed on the basis of the positions they hold); and
  - c. student representative members.
6. Appointed members of the Academic Board are:
  - a. appointed by the Academic Board (except for the Chair who is appointed by the Board);
  - b. the Chair (Director on the Board);
  - c. academic members who have expertise for governance and higher education and training, as specified in the Academic Board capability matrix, and are members of Governance Institute and/or hold an academic appointment; and
  - d. able to devote the required time and attention to prepare for and attend Academic Board meetings.
7. The ex officio member of the Academic Board is:
  - a. the Chair of Governance Institute; or
  - b. a representative nominated by the ex officio member to attend the Academic Board meetings in their place.

8. Student representative members of the Academic Board who can represent the student perspective in all aspects of Academic Board business, excluding the consideration of student results, include:
  - a. a current student of a Governance Institute postgraduate course nominated at the commencement of the academic year and appointed by the Academic Board; and
  - b. a recent graduate of a Governance Institute postgraduate course nominated at the commencement of the academic year and appointed by the Academic Board.

### **Terms of Office**

9. Appointed members hold office for a period of:
  - a. Chair – whilst a member of the Board;
  - b. academic members – three (3) years (eligible to re-nominate or be re-appointed);
  - c. student representatives – two (2) academic years; and
  - d. ex officio members – continue to be members while they remain in post.

### **Meetings**

10. The Academic Board will meet at least four (4) times per year. Urgent matters can be dealt with in between meetings by means approved by the Academic Board.
11. A quorum consists of 50% of the membership plus one.
12. In voting to determine a matter, an absolute majority is required (ex officio members have the right to vote). In the event of a tied vote the matter can be further discussed, at the discretion of the Chair. If the vote remains tied, the Chair has a casting vote.

### **Reporting**

13. The Academic Board will report to the Board. The Chair of the Academic Board will be a member of the Board.

### **Review**

14. The Academic Board will review its membership and performance against its roles and responsibilities as set out herein on an annual basis.

## Standing Sub-Committees

15. The Academic Board may establish such standing and other sub-committees as it sees fit to assist it in the carrying out of its functions. The Academic Board must oversee and coordinate advice from its standing sub-committees.
16. The terms of reference including the role, function and membership categories of the standing sub-committees of the Academic Board are as approved and/or amended by the Academic Board from time to time.

## Related Documents

- Governance Institute of Australia Board of Directors — Charter
- Governance Institute of Australia Academic Board — Charter

## External Legislation

- Higher Education Standards Framework 2021: Threshold Standards (Cth)

## Version History

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\*\*\*\*\*END OF POLICY\*\*\*\*\*