

## **Governance Institute of Australia**

### **Academic Governance Policy**

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<b>Summary</b>	The purpose of this policy is to delineate the roles and responsibilities of Governance Institute with respect to academic governance.
<b>Authoring Department</b>	Education
<b>Contact</b>	General Manager, Education
<b>Applies to</b>	Higher Education
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**Issued under the authority of Governance Institute of Australia Board of Directors**

# **Governance Institute of Australia**

## **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 Board of Directors (hereafter referred to as the Board) is accountable for academic governance. The Board delegates responsibility for academic governance to Governance Institute's Education Committee (hereafter referred to as the Education Committee).

### **Aims and Objectives**

1. The Education Committee is responsible for academic policymaking, academic management and oversight of best practice in teaching and learning to ensure Governance Institute's education objectives are met. The Education Committee represents a major forum within Governance Institute for discussion and resolution of academic matters. It provides advice to the Board in academic matters. The Education Committee will:
  - a. ensure best practice and quality in relation to teaching and learning and higher education courses;
  - b. provide oversight of compliance obligations in relation to teaching and learning and higher education courses;
  - c. develop and provide oversight of Governance Institute's academic policies, quality processes and regulations in relation to higher education courses;
  - d. consider and make decisions on all aspects of the development and accreditation or re-accreditation of higher education 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. ensure a culture of scholarship and academic excellence is developed and nurtured within Governance Institute academic staff;
- 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 courses; and
- i. report to the Board as required.

## **Overview**

- 2. Subject to any direction from the Board, the Education Committee 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 Education Committee will, at the request of the Board or at the discretion of the Education Committee, 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:
  - i. the Chartered Governance Institute (CGI), and
  - ii. 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; and
- k. development of codes of academic conduct for students and staff of Governance Institute.

## **Roles and Responsibilities**

### **The Board**

- 4. The Board delegates responsibility for academic governance to the Education Committee.

### **The Education Committee**

#### **Membership**

- 5. The Education Committee 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 courses for students, members, subscribers and others. The Education Committee consists of:

- a. appointed members (appointed, as specified herein); and
- b. ex officio members (members appointed on the basis of the positions they hold).

6. Appointed Members of the Education Committee are:

- a. appointed by the Board on the recommendation of the Education Committee, other than the student and recent graduate representatives who are appointed by the Education Committee as delegated by the Board;
- b. academics including the Chair, ten (10) subject coordinators representing each of the ten (10) postgraduate subjects, an external member who has expertise in governance and higher education, and are members of Governance Institute and/or hold an academic appointment; and
- c. student representatives (current students of a Governance Institute postgraduate course) and recent graduate representatives (graduated from a Governance Institute postgraduate course).

7. The ex officio member of the Education Committee is:

- a. the General Manager, Education of Governance Institute; or
- b. a representative nominated by the ex officio member to attend the Education Committee meetings in their place.

### **Terms of Office**

8. Appointed members remain in office whilst in the position on the basis of which they were appointed (subject coordinator positions are reviewed every two (2) years), or in the case of the external member, for a period of two (2) years. Student and recent graduate representatives hold office for one (1) academic year. Ex officio members of the Education Committee continue to be members while they remain in post.

### **Meetings**

9. The Education Committee will meet at least four (4) times per year. Urgent matters can be dealt with in between meetings by means approved by the Education Committee.

10. A quorum consists of 50% of the membership plus one.
11. 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**

12. The Education Committee will report to the Board and make recommendations. The Chair of the Education Committee, or suitable delegate, will attend Board meetings.

### **Review**

13. The Education Committee will review its membership and performance against its roles and responsibilities as set out herein on an annual basis.

### **Standing Sub-Committees**

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

### **Related Documents**

- Governance Institute of Australia Board of Directors - Charter
- Governance Institute of Australia Education Committee - Charter

### **Acknowledgement:**

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