

## **Principles Governing Chair's Action for Academic Portfolio Committee and Collaborative Partnerships Committee**

### **1. Introduction**

'Chair's action' refers to the consideration by the Chair that takes place outside formal meetings of APC or CPC. In such instances, the Chair acts on behalf of the collective membership of APC / CPC in deciding whether to approve urgent and non-controversial matters by Chair's Action on the committee's behalf between meetings, and ensure that any such decisions are reported at the next meeting.

### **2. Requests for Chair's Action**

Requests for Chair's action on behalf of APC / CPC will be accompanied by a supporting note which addresses the following principles for acceptable use of the privilege of Chair's action.

That:

- Due diligence on quality and sustainability is not compromised by reduced scrutiny.
- Chair's action is by exception so that collective decision-making in the main is not compromised.
- The academic provenance of the case is clear and the case for approval is uncomplicated.
- Where the Chair considers approval merits wider consideration, this will be enacted and the approval process may be prolonged or referred to the next APC session.
- An explanation for lateness of request is provided if applicable.
- The rationale for urgency is explicitly made, normally on business and/or academic factors.
- The rationale for urgency explicitly and clearly precludes collective consideration by APC / CPC in session.
- The request is normally submitted no less than four weeks ahead of the next available APC / CPC meeting.

### **3. Procedures**

Taking into account the circumstances outlined above for when it would be appropriate to request Chair's action, the request will be submitted to the Secretary to APC / CPC who will, in turn, liaise with the Chair to request a decision.

When Chair's action has been taken, the details of any outcome(s) will be noted by the Secretary to APC / CPC, reported to the full committee and recorded in the minutes of the next APC / CPC meeting.

On occasions where the Chair is not available to take Chair's Action then the Vice Chair will be authorised to take Chair's Action on his/her behalf.