# Academic Board Terms of Reference

## Statement of primary responsibilities of the Academic Board

The Academic Board is responsible under delegated authority from the Board of Governors for maintaining and enhancing the academic performance of the University in teaching, examining and research, and for advising the Board of Governors on matters relating to the educational character and mission of the University.

## Terms of reference of the Academic Board

Subject to the ultimate responsibility of the Board of Governors and to the requirements of external validating bodies, the Academic Board:

Will advise the Board of Governors and Vice Chancellor on:

* 1. risks associated with the academic profile and performance of the University, including commenting on academic risks reflected in the University’s corporate risk register;
	2. providing such reports and recommendations as the Academic Board thinks fit on any matters within the Academic Board’s statement of primary responsibilities;
	3. developing and recommending to the Board of Governors strategies relating to the educational character and mission of the University, including (but not limited to) strategies on learning and teaching, research, student support, quality assurance, collaborative provision, employability, internationalisation and widening participation, and overseeing their effective implementation.

Is responsible for:

* 1. maintaining and enhancing the quality of the University’s academic provision and assuring the academic standards of the University’s awards, in accordance with the University’s strategic goals, including all matters relating to validation or accreditation by external bodies and compliance with the UK Quality Code;
	2. approving and monitoring the effectiveness of policies and procedures to implement the academic strategies approved by the Board of Governors under (2), and other policies and procedures required by the Academic Board’s delegated responsibilities;
	3. controlling and regulating teaching, schemes of study, awards, the admission of students, assessment, the discipline of students in academic matters, and other matters related to teaching, examining and research, through Academic Regulations approved under delegated authority from the Board of Governors. Regulations approved by the Academic Board shall be consistent with the University’s Articles of Association and Regulations approved by the Board of Governors;
	4. approving award titles, courses of study and research programmes leading to an award;
	5. awarding degrees, diplomas, certificates and other academic distinctions (other than honorary awards);
	6. promoting research and innovation within the University and monitoring the effectiveness of policies relating to research and innovation;
	7. nominating, appointing and removing external examiners;
	8. nominating a member of the Academic Board to serve as an Academic Governor (as defined in the Articles of Association) on the Board of Governors;
	9. establishing and overseeing standing committees of the Academic Board as required for the expedient execution of business, clearly stating limits of delegated authority;
	10. regulating the proceedings of the Academic Board and its standing committees;
	11. considering an annual report on academic misconduct, appeals, student discipline and complaints;
	12. responding to matters related to student engagement (in coordination with SLT where there are resource implications);

exercising any other functions which may be delegated to the Academic Board by the Board of Governors.

Will refer to delegated responsibilities through its:

1. University Awards Board
2. Learning, Teaching and Quality Committee
3. Academic Portfolio Committee
4. Research and Knowledge Exchange Committee

## Quorum

At least one-third of the representatives must be present

## Reporting

A report of each meeting of the Academic Board and its sub-committees will be presented to the Board of Governors and shall report at least annually to the Board of Governors on the steps taken by the Academic Board to assure the quality of the University’s academic provision and the academic standards of the University’s awards.

## Frequency of meetings

The Academic Board will normally meet four times a year and will meet bi- annually with the Board of Governors. Additional meetings or cancellations will be at the discretion of the Chair.

## Membership of the Academic Board, [August 2023]

**Ex-officio**

|  |  |  |
| --- | --- | --- |
| **Membership Category**  | **Current Member** | **Term** |
| Vice Chancellor (Chair) | 1. Lynn Dobbs | ex-officio |
| Deputy Vice Chancellor (Academic) | 2. Julie Hall | ex-officio |
| Deputy Vice Chancellor (S R &BD) | 3. Gary Davies (Jenny Wilkinson acting as sub) | ex-officio |
| Chief Operating Officer | 4. Eugene McCrossan | ex-officio |
| Pro Vice Chancellor (Research and Knowledge Exchange)  | 5. Don MacRaild | ex-officio |
| Pro Vice-Chancellor Student Experience | 6. Nona McDuff | ex-officio |
| Pro Vice Chancellor Student Experience | 7. Marcia Wilson | ex-officio |
| University Secretary  | 8. Nikki Le Faou | ex-officio |
| Dean for Students | 9. Mandy Bentham (Una Fairbrother and Sheelagh Heugh as subs) | ex-officio |
| Director of Learning and Teaching | 10. Marva De La Coudray | ex-officio |
| Academic Registrar  | 11. Ian Pearson | ex- officio  |
| Director of Digital Transformation | 12. Will Hopson- Hill | Ex- officio |
| Head of School – Built Environment  | 13. Sean Flynn | Ex- officio |
| Head of School - GSBL | 14. Christos Kalantaridis  | ex-officio |
| Head of School – AAD | 15. Anne Markey | ex-officio |
| Head of School - SCDM | 16. Chris Lane | ex-officio |
| Head of School - SHSC | 17. Elizabeth Opara | ex-officio |
| Dean of the School of Social Sciences & Professions | 18. Kelly Cooper | ex-officio |

**School /PSD representatives**

Four members of the teaching and research staff, elected by / from the teaching and research staff of the University[1](#_bookmark0)

|  |  |  |
| --- | --- | --- |
| **Membership Category** | **Current Member** | **Term** |
| Teaching and research staff | 19. Janet Gordon | 31.08.24 |
| Teaching and research staff  | 20. Simon Dryden | 31.08.26 |
| Teaching and research staff | 21. Isaac O. Sorinola  | 31.08.25 |
| Teaching and research staff | 22. Lijun Shang | 31.08.24 |

Two members of PSD staff elected by / from PSD staff:[3](#_bookmark2)

|  |  |  |
| --- | --- | --- |
| **Membership Category** | **Current Member** | **Term** |
| PSD Representative | 23. Amy Brazier | 31.08.25 |
| PSD Representative | 24. Paul Guyver | 31.08.26 |

Students

Two students, of which one shall be sabbatical officers appointed by the SU Executive Committee; and one student reps nominated by the Students’ Union Executive Committee, one to be a postgraduate student.4

|  |  |  |
| --- | --- | --- |
| **Membership Category** | **Current Member** | **Term** |
| Student representative | 25. Tammika Chambers | 31.07.24 |
| Student representative  | 26. Mojahar Ali  | 31.07.24 |

**Secretary: Billy Ahmed - b.ahmed@londonmet.ac.uk**

 Officers in regular attendance: Other members of staff will attend by invitation.

Independent Governor Petra Wend : Academic Quality to be invited to attend to observe all meetings of the Academic Board.

1 Elected members of the Teaching and Research staff serve a three-year term, and are eligible for re-election for two further terms of three years.

2 Elected members of PSD staff serve a three-year term, and are eligible for re-election for two further terms of three years.

3 Student members serve a one-year term subject to re-appointment by the Students’ Union.

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