

**Terms of reference for
ACADEMIC COMMITTEE**

A committee of the Academic Board

Convenor:	Vice-Provost (Academic), or nominee
Deputy Convenor:	A non-student member appointed by the Convenor.
Related committees:	Faculty Boards (including Faculty of Graduate Research and Toihuarewa), Research Committee, Senior Leadership Team (SLT).
Purpose:	The purpose of the Committee is to assist the Academic Board to discharge its governance responsibilities in relation to matters concerning courses of study or training, awards, and other academic matters, and to exercise powers and responsibilities as set out in these Terms of Reference.
Responsibilities:	<ol style="list-style-type: none"> 1. To assist the Academic Board with respect to academic matters relevant to its terms of reference, including by: <ol style="list-style-type: none"> (a) Supporting the development and promotion of excellence in learning and teaching consistent with approved strategies and plans. (b) Reviewing and making recommendations to the Academic Board on proposals for new academic programmes and courses, changes to existing programmes and courses, and the deletion of existing programmes and courses. (c) Developing, reviewing and monitoring the implementation of, and compliance with, the University’s academic statutes, policies, regulations and procedures relating to the enhancement of learning and teaching, management of programmes and internal evaluation of teaching quality, where appropriate. (d) Advising on academic quality, including systemic issues arising from reviews. (e) Providing advice on the University’s external academic audit submissions and related reports. (f) Assisting the University to fulfill partnership obligations arising under Te Tiriti o Waitangi as they concern rangatiratanga (leadership) on all aspects of academic quality. 2. To provide advice on academic matters, as requested.

	<ol style="list-style-type: none"> 3. To exercise any functions delegated to it from time to time in accordance with the Delegations Statute. 4. To establish, and receive reports from, sub-committees to assist the Committee to discharge its responsibilities and exercise any delegated functions, as set out in these Terms of Reference.
Authority:	The Committee has no authority independent of the functions delegated to it by the Academic Board or otherwise under the Delegations Statute. It may not sub-delegate authority other than in accordance with the Delegations Statute.
Membership:	<p>The Committee has the following members:</p> <p><u>Ex-officio</u></p> <ol style="list-style-type: none"> 1. Director, Academic Office 2. Director, Titoko 3. Director, Centre for Academic Development 4. Assistant Vice-Chancellor (International) 5. Senior Academic Policy Advisor 6. Senior Academic Quality Advisor 7. Assistant Vice-Chancellor (Pasifika) 8. The President of the Victoria University of Wellington Students' Association (VUWSA). 9. The Academic Vice President of (VUWSA). 10. The President of Ngāi Tauria (or nominee). <p>* Ex-officio members are able to appoint nominees for their membership with the agreement of the Convenor.</p> <p><u>Appointed representatives:</u></p> <ol style="list-style-type: none"> 11. One representative from each Faculty, including Toihuarewa and the Faculty of Graduate Research, appointed by the relevant Pro Vice-Chancellor / Dean 12. One member of the Postgraduate Students' Association (PGSA), appointed by the PGSA <p><i>Members should act as a conduit with their Faculties/units to ensure that matters raised are communicated clearly and action taken where necessary, in a timely manner.</i></p>

In attendance:	<ol style="list-style-type: none"> 1. The Student Representation Co-ordinator, VUWSA 2. Academic Programme Managers (or equivalents) 3. The author/proposer of proposals for new programmes and significant changes to existing programmes, as agreed with the Convenor. 4. Reviews Advisor and Academic Policy and Reviews Officer (as required) 5. Any other people the Committee considers necessary to provide appropriate information and explanations.
Secretary:	Academic Programmes Coordinator
Meeting Frequency:	Monthly or as otherwise required
Procedure for meetings:	<ol style="list-style-type: none"> 1. Papers are to be finalised and distributed a week in advance of each meeting and are copied to any non-members who have requested access. 2. A quorum at meetings of the Committee will be at least half the members, including at least 6 faculty representatives. 3. The Committee may operate a peer review process to assist in the quality assurance of academic proposals prior to papers being finalised for each meeting. 4. The procedures governing meetings of the Academic Board will apply to any meetings of the Committee, except to the extent inconsistent with these Terms of Reference.
Information and reporting:	<ol style="list-style-type: none"> 1. After each meeting of the Committee the Convenor will report the Committee's decisions and recommendations to the Academic Board. 2. A list of members of the Committee will be published on the University website and regularly updated.

Delegation by Academic Board

In accordance with section 222 of the Education Act 1989, the Academic Board, with approval by Council given on 12 December 2016, delegates to the Academic Committee all functions and powers necessary to discharge its responsibilities in accordance with these Terms of Reference.

Signed: _____
 Convenor of the Academic Board

Full name: _____

Date: _____

Signed: _____
Non-student member of the Academic Board

Full name: _____

Date: _____