



## MASSEY UNIVERSITY COUNCIL (Council)

### ACADEMIC BOARD (Board) TERMS OF REFERENCE 2021

#### 1. Constitution

The Education and Training Act 2020 requires Council to establish an academic committee consisting of the Vice-Chancellor, and members of the staff and students to:

- (a) advise the Council on matters relating to courses of study or training, awards, and other academic matters; and
- (b) exercise powers delegated to it by the Council.

The academic committee of Massey University Council shall be known as the Academic Board and shall be a committee of the Massey University Council.

#### 2. Objectives

To support Council in fulfilling its legislated functions and duties, the Academic Board will regularly provide opportunities for reflection, debate and academic policy-formation focused on the values of the University, its strategic direction and policies and practices, informed by the student voice, that have significant implications for teaching and learning and research and the sustainability of the University.

Academic Board will demonstrate leadership in working to build the foundations for a Tiriti-led University environment and develop an understanding of what being Tiriti-led means within the context of the Board's responsibilities, as the University moves toward the enactment of Te Tiriti in practice.

#### 3. The Responsibilities of Academic Board include:

- (a) Advising Council and the Vice-Chancellor on all academic matters relating to teaching, learning and research, including but not limited to:
  - i. The academic implications of the University's strategic plans, policies and procedures and related documents concerning academic matters; and
  - ii. The University's academic priorities and risks as they relate to academic matters, including assessing the quality and effectiveness of academic proposals.
- (b) Exercising any powers delegated to it by the Council and by the Vice-Chancellor.
- (c) Reporting to and engaging with Council on the effective implementation of academic strategies, policies and practices relevant to the objectives and responsibilities of the Board, ensuring they are appropriately implemented.
- (d) Maintaining oversight of academic and research integrity and ethics, including monitoring of potential and emerging risks.

- (e) Ensuring the quality of research, research training and associated policies and drive a culture of excellence and collegiality in research and scholarship.

4. Sub-committees of Academic Board

- (a) Academic Board may establish and convene sub-committees and working groups to give effect to its responsibilities and operationalise specific duties of the Academic Board.
- (b) Such sub-committees are to be active participants in meeting the objectives and responsibilities of Academic Board in providing timely advice to Council on academic matters but are not in themselves committees of Council.
- (c) The terms of reference, including the membership of such sub-committees shall be approved by the Academic Board and such sub-committees will be bound by their terms of reference.
- (d) Academic Board will periodically review the functioning of its sub-committees.
- (e) There are 8 standing sub-committees of Academic Board as follows:
- Academic Committee
  - Teaching and Learning Committee
  - University Research Committee
  - College of Sciences College Board
  - College of Business College Board
  - College of Health College Board
  - College of Creative Arts College Board
  - College of Humanities and Social Sciences College Board

5. Review of Academic Board

Academic Board shall undertake an annual self-review of its objectives and responsibilities in accordance with its Terms of Reference. The self-review will be reported to Council.

6. Secretariat and Meetings

- (a) When Chairperson is absent

Where the Chairperson needs to vacate the Chair for a particular meeting, they will arrange for another member of the Academic Board to Chair that meeting.

The quorum for a meeting of the Academic Board shall be a majority of the members then holding office being present. For the avoidance of doubt, where numbers are even, the quorum shall be half the current members plus one.

- (b) Timing and Frequency of Meetings

The frequency of meetings will be determined by the annual work programme, and in the ordinary course of events will be held in February, March, April, July, September, and November.

The Chair may convene additional meetings as they think necessary for the efficient performance of the objectives and responsibilities of the Academic Board. Where this is required, no less than 15 members of the Academic Board shall convene the meeting.

- (c) Standing Orders

Unless otherwise specified in these Terms of Reference, the conduct of meetings of the

Academic Board will be subject to the Procedures for Council and Council Committees as amended from time to time. Where procedures are not specified, they shall be determined by the Chair with reference to established Council meeting practice and procedure. Where relevant the Academic board will comply with the policies of Council in exercising their duties.

(d) Agenda, Administration and Minutes

Academic Board will be supported by the Office of Governance and Assurance. This includes development of an annual work plan, convene elections, and conduct reviews and secretariat support.

7. Reporting Procedures

The Chair of Academic Board will provide a written report on the activities of Academic Board to Council, will be in attendance at Council meetings and will report back to the Academic Board as relevant. Academic Board will bring to the attention of the Council and/or the Vice-Chancellor any issues arising on which the Council should be advised.

8. Membership

The membership of Academic Board shall be composed as follows:

Vice-Chancellor	1	Appointed
Provost	1	Appointed
Deputy Vice-Chancellor Māori	1	Appointed
Pro Vice-Chancellors	5	Appointed
Dean, Pasifika	1	Appointed
Deputy Vice-Chancellor Students and Global Engagement	1	Appointed
Māori Academic Staff Representatives	3	Elected
Academic staff: Three from each College	15	Elected
Student Representatives	5	Appointed
Total membership	33	

8.1 Staff in attendance

Academic Board Sub-Committee Chairs may be in attendance at all scheduled meetings of Academic Board (both Part I and Part II) and may fully contribute to discussion or present papers to the Board as required and confirmed by the Chair, but will not have voting rights.

8.2 Non-members in attendance

Academic Board may wish non-members to attend meetings of the Academic Board with the consent of the Chair. Speaking rights may be granted through the Chair but they will not have voting rights.

8.3 Power to Co-opt

The Academic Board Chair may, at their discretion, co-opt up to three additional members to provide expertise or advice on specific matters where this is considered necessary. The co-opt tenure will be clearly defined and must not exceed 12 months. These co-opted members will have full rights.

## 9. Elections and Appointments

The majority of members of Academic Board will be elected members. Elections will be carried out in accordance with University practices.

### 9.1 Academic Staff

Three academic staff from each College are to be elected, one of whom must be a Professor.

### 9.2 Māori Academic Staff Representatives

Three Māori academic staff representatives will be elected as members of Academic Board one of whom must be a Professor. All Māori academic staff with permanent employment status will comprise the Māori Academic Electoral College.

The Senior Leadership Team member with portfolio responsibilities for Māori will co-ordinate the process for elections in a manner that will ensure any permanent Māori academic member of staff has the opportunity to nominate and be elected.

### 9.3 Student Representatives

Up to five (5) Student Association Presidents will be appointed as student representatives by the Massey University Student Associations' Federation (MUSAF).

## 10. Chair of Academic Board

The Chair of the Academic Board will be appointed by Council from amongst the appointed and elected members of Academic Board in consultation with the Vice-Chancellor and shall not be a member of the Senior Leadership Team.

## 11. Term of Appointment

### 11.1 Chair

The term of appointment for the Chair of Academic Board will be three years.

### 11.2 Appointed Members' Positions

Members appointed to the Academic Board by way of their position will hold membership of the Academic Board for the duration of their substantive position appointment.

### 11.3 Academic Staff and Māori Academic Staff Members

The term of appointment for the elected academic staff and Māori academic staff members will be three years.

### 11.4 Student Representatives

Student representatives will be appointed for a term of one year with the option of extending the term for another year with the approval of the Chair. Student representatives are to be currently enrolled students.

## 12. Induction

The Chair will be responsible for ensuring that new members to the Academic Board are appropriately inducted into the role of the Academic Board, its place in the decision-making of the University, the Board's standing orders and procedures, and the role and responsibility of members.

## 13. Document Control

Approved by Massey University Council on 10 March 2021. To be reviewed March 2022.