



**ACADEMIC BOARD  
TERMS OF REFERENCE**

**1. Statement of Intent and Purpose**

1.1 Legislative Authority

The Education Act 1989 requires the University Council to establish an academic board consisting of the institution's 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 (Section 182(2)) and by the Vice-Chancellor (Section 197(1)). The Council is to request and consider the advice of Academic Board prior to making decisions in respect of academic matters in (a) above (Section 182(4)).

1.2 University Strategy

The University's teaching and learning strategy is to provide an exceptional, distinctive and high quality learning experience for all students. Effective engagement of the University community in academic decision-making is an integral part of this strategy.

1.3 Role and Function

The role and function of Massey University's Academic Board is derived from University Strategy and from legislation.

Academic Board is the foremost body for the academic decision-making process. In carrying out this role the Academic Board acts as guardian of the core principles, processes, standards and integrity of Massey University's academic and research programmes, and other academic matters.

**2. Specific Delegations**

Academic Board provides reports, advice and recommendations to Council with respect to academic matters, major academic directions including the introduction of new programmes and majors; and the receipt of Sub-Committee Annual Reports, and major changes to Regulations.

Council delegates the following powers to Academic Board:

To consider, approve and/or adopt:

- Proposals for the introduction of new academic qualifications and specialisations
- Proposals for the deletion of qualifications and specialisations
- Proposals for major changes to qualifications and specialisations
- Changes to existing or introduction of new academic policies and procedures
- Formal responses to Te Pūkai Tara Universities New Zealand (UNZ) (including its delegate) the Committee on University Academic Programmes (CUAP) or the New Zealand Qualifications Authority (NZQA) on any matter relating to the structure and composition of degree frameworks and definitions
- Any academic issues relating to the University's portfolio of qualifications
- Conferment of Degrees and awarding of Diplomas and Certificates (including the power to revoke)
- The Terms of Reference of Sub-committees of Academic Board
- Any other matter referred by Council.

### **3. Committees of Council**

3.1 Academic Board undertakes certain functions on behalf of Council with authority to act under delegation or by Council-approved statute.

3.2 The Academic Board may convene sub-committees to undertake specific duties on behalf of the Board. For the avoidance of doubt, all sub-committees constituted by the Academic Board are hereby deemed to be Committees of Council appointed pursuant to Section 193 of the Education Act 1989. All delegations by the Academic Board to its sub-committees are hereby deemed to be delegations by Council to its Committees. Those sub-committees may further delegate to staff.

3.3 The Terms of Reference, including the membership of such sub-committees shall be approved by the Academic Board under the delegated authority of Council and such sub-committees will be bound by their Terms of Reference or such other Terms of Reference as agreed by the Academic Board from time to time.

3.4 There are 12 permanent sub-committees of Academic Board three of which have sub-committees. They are as follows:

- Academic Committee
- Teaching and Learning Committee
  - Academic Integrity Committee
- University Scholarships Committee
- University Research Committee
  - Doctoral Research Committee
- Human Ethics Chairs Committee
  - Human Ethics Committees – Northern, Southern A and Southern B
- University Library Committee
- Grievance Committee
- College of Business College Board

- College of Creative Arts College Board
- College of Health College Board
- College of Humanities & Social Sciences College Board
- College of Sciences College Board

#### 4. Membership

4.1 The membership of the Board shall be comprised as follows:

|  |    |           |
|--|----|-----------|
| Vice-Chancellor  | 1  | Appointed |
| Provost  | 1  | Appointed |
| Deputy Vice-Chancellor Māori   | 1  | Appointed |
| Pro Vice-Chancellors: Colleges of Business, Creative Arts, Health, Humanities and Social Sciences, and Sciences  | 5  | Appointed |
| Director, Pasifika   | 1  | Appointed |
| Dean, Academic   | 1  | Appointed |
| Director, Teaching and Learning  | 1  | Appointed |
| Academic Board Sub-Committee Chairs: Academic Committee, University Scholarships Committee, University Research Committee, Human Ethics Chairs Committee, Teaching and Learning Committee and Library Committee (unless appointed in another capacity) | 6  | Appointed |
| College Board Chairs (unless appointed in another capacity)  | 5  | Elected   |
| Academic Board Sub-Committees: Sub-Committee Chairs: Doctoral Research Committee (unless appointed in another capacity)  | 1  | Appointed |
| Deputy Vice-Chancellor Global Engagement   | 1  | Appointed |
| Deputy Vice-Chancellor Students and Alumni   | 1  | Appointed |
| University Librarian   | 1  | Appointed |
| Māori Academic Staff Representatives   | 5  | Elected   |
| Professors: Three from each College  | 15 | Elected   |
| Academic Staff: Three from each College  | 15 | Elected   |
| Manager, Office of Academic Assurance  | 1  | Appointed |
| Student Representatives  | 5  | Elected   |
| Total membership   | 67 |           |

#### 4.2 Power to Co-opt

The Academic Board Chair may, at their discretion, co-opt up to three additional members for defined periods to bring specific skills to the Board and/or for special projects. These members will have full rights.

#### 4.3 Elections and Appointments

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

##### 4.3.1 Chair of Academic Board

The Chair of the Academic Board will be elected from the Professorial members of the Board, except those Professors who are Senior Leadership Team members.

#### 4.3.2 Deputy Chair

The Deputy Chair of Academic Board will be elected by the Board at the first meeting of the year, or at the meeting immediately following the election of the Chair of Academic Board. Deputy Chair candidates will be Professorial members of the Academic Board, except those Professors who are Senior Leadership Team members.

#### 4.3.3 Professorial Members

Up to three Professors from each College will be elected. All professors of the University with permanent status comprise the Professorial Electoral College.

#### 4.3.4 Academic Staff Members

Up to three academic staff from each College will be elected. All academic staff, with permanent status will comprise the Academic Electoral College for each of the Colleges.

#### 4.3.5 Māori Academic Staff Members

Five Māori academic staff representatives will be elected. All Māori academic staff with permanent status will comprise the Māori Academic Electoral College.

The Senior Leadership Team member with portfolio responsibilities for Māori will coordinate 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.

#### 4.3.6 Student Representatives

Up to five (5) students will be selected by the Massey University Student Associations' Federation (MUSAF) in conjunction with the University Student Advocates to provide representation from each campus and distance, and with representatives ideally representing undergraduate and postgraduate students, of which at least one would be Māori and reflecting gender balance.

### 4.4. Period of Appointment

#### 4.4.1 Chair

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

#### 4.4.2 Deputy Chair

The term of appointment for the Deputy Chair of Academic Board will be one year.

#### 4.4.3 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 position appointment.

#### 4.4.4 Elected College Professorial, College Academic and Māori Staff Members

The term of appointment for the elected College Professorial, College Academic and Māori Staff members positions will be three years.

#### 4.4.5 College Board Chairs

The term of appointment for College Board Chairs will be for the duration of their term as College Board Chair, unless they are a member of the Academic Board in another capacity that may override this term.

#### 4.4.6 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.

### 4.5 Representation by Proxy

On request of an Academic Board member, the Chair may permit a proxy nominated by that member to attend the meeting in the member's place; the proxy will participate as a full member of the Academic Board for the meeting(s) and will count toward the meeting quorum.

### 4.6 Members 'In Attendance'

Academic Board may wish additional staff to attend the meeting either regularly or from time to time without granting them full membership. These staff do not have automatic speaking rights but may be granted them. These are academic or professional staff with expertise useful to the Board.

### 4.7 Dismissal of Members

The Academic Board may by resolution dismiss a member of the Board as a member if the member fails to attend three consecutive meetings of the Academic Board without having an acceptable reason which includes sabbatical, illness or approved extended leave and without having given the Chair prior notice of their inability to attend the meeting concerned.

## 5. Meetings and Protocols

### 5.1 Chair

The Chair will preside at all meetings at which they are present. If the Chair is to be absent, the Deputy Chair shall preside for that meeting.

## 5.2 Quorum

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.

## 5.3 Timing and Frequency of Meetings

Meetings shall be held once a month in February, March, April, May, June July, August, September, October and November in the ordinary course of events.

The Chair may convene additional meetings as they think necessary for the efficient performance of the functions of the Academic Board. If so requested by written notice by not fewer than 15 members of the Academic Board the Chair shall convene a special meeting.

## 5.4 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 2017 as amended from time to time. Where procedures are not specified they shall be determined by the Chair with reference to established meeting practice and procedure.

## 5.5 Urgent Business

Where an urgent decision of the Academic Board is required, the Chair may request that a special meeting be held by email or other suitable electronic means. In this event, votes will be counted at least five working days after distribution of the documents. A simple majority of all members must be in favour of a motion for it to succeed. There can be no casting vote.

## 5.6 Voting

Every motion before a meeting will be decided by a majority of votes cast on it by the members present. Only full members present may vote. If a member is not present they may not pass their vote to another member to cast.

Staff 'in attendance' do not have voting rights.

At a meeting the member presiding shall have a deliberative vote on every motion and, in the event the votes for and against are equal, shall also have a casting vote.

## 5.7 Agenda, Administration and Minutes

In addition to the standing items of business, the agenda for Academic Board meetings will be established by the Agenda Working Group comprising at a minimum the Chair of the Board, the Deputy Chair of Academic Board, the Vice-Chancellor or their delegate and one member of the Board elected by the elected members of the Board for a term of three years. The agenda of Academic Board should regularly include opportunities for reflection, debate and academic policy-formation focused on the values of the University, its strategic direction and academic policies and practices that have significant implications for teaching and research. In setting

agendas Academic Board acknowledges the benefit whenever possible of early notification of academic matters under consideration.

The Academic Board shall be serviced by a Committee Secretary appointed by the Office of Academic Assurance.

In conjunction with the Chair, the Committee Secretary will make available the agenda and the documents for the Board, and shall record the proceedings, in accordance with the provisions of the Local Government Official Information and Meetings Act 1987. A copy of the Part I Minutes will be available for perusal either on request from the Office of Academic Assurance or from the intranet.

Meetings will be conducted in two parts, Part I being open to the public and Part II being for discussion of matters of commercial sensitivity and/or to protect the privacy of natural persons as per the Local Government Official Information and Meetings Act 1987. Other than by exception, all items will be Part I unless a proposer makes a case for it to be Part II in which circumstance it will be at the Chair’s discretion to accept that case.

The Committee secretary will record attendance, apologies and minutes. All records of the meetings, including the minutes, shall be retained in accordance with the Public Records Act 2005 and University practice.

The Committee Secretary shall be responsible for ensuring correspondence and decisions made by the Committee are available to relevant people or bodies according to current legislation.

**6. Reporting**

The Academic Board Minutes will be presented to Council for information and the Board will report regularly as appropriate to the wider University community on its activities.

The Chair of the Academic Board will be in attendance at University Council meetings and will report back to the Academic Board as relevant, matters from Part I of Council meetings.

**7. Document Control**

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