

# Faculty Academic Boards Charter

## Section 1 - Purpose

(1) Faculty Academic Boards are responsible for strategic academic matters specific to their faculty, including oversight of academic standards and risks, teaching, research and engagement.

## Section 2 - Accountability

(2) Faculty Academic Boards are academic committees accountable to University Academic Board.

## Section 3 - Responsibilities

(3) Faculty Academic Boards are responsible for the following:

- a. Strategy, performance, quality and risk:
  - i. endorses the faculty strategic plan consistent with the University's strategic planning framework and monitors performance on academic matters against the endorsed plan;
  - ii. monitors academic risks impacting on the faculty's learning and teaching and research activities;
  - iii. ensures principles of diversity and inclusion are embedded within academic frameworks consistent with the faculty strategic plan.
- b. Academic standards:
  - i. reviews and endorses grades in all units owned by the faculty, regardless of the course or courses within which such units are taught ([Grading Scales and Awards Policy](#));
  - ii. excludes students from a course for unsatisfactory academic performance or failure to complete an award within time limits ([Academic Progress Policy](#));
  - iii. recommends to University Academic Board (or delegate) the conferring of academic awards in accordance with University policy.
- c. Courses and curriculum:
  - i. approves curriculum developments and discontinuations in accordance with policy for curriculum development and approval ([Curriculum Design, Approval and Accreditation Policy](#));
  - ii. endorses course accreditation/re-accreditation proposals for submission to Curriculum Standards Committee ([Curriculum Design, Approval and Accreditation Policy](#));
  - iii. approves non-award study within its faculty ([Non-award Study Policy](#)).
- d. Learning and teaching:
  - i. oversees the learning and teaching activities of the faculty, including the quality assurance of matters related to teaching within the faculty's jurisdiction ([Admission of Students Policy](#));
  - ii. assures good learning and teaching and assessment practices within the faculty, in accordance with University policy;
  - iii. monitors academic integrity issues relevant to disciplines within the faculty.
- e. Research and research training:

- i. oversees the research activities of the faculty, including the quality assurance of matters related to research within the faculty's jurisdiction;
  - ii. makes recommendations to Research Degrees Committee on matters regarding the admission, supervision and examination of research higher degree students ([Research Degrees Committee Charter](#)).
- f. International and engagement:
- i. oversees the engagement and the international activities of the faculty consistent with the faculty strategic plan;
  - ii. identifies strategies and formal mechanisms for engagement with students of the faculty and with the professional communities and industries which the faculty serves, and receives reports on those engagement activities.
- g. Other matters:
- i. establishes, on delegated authority of Council through [Council Procedure 1 - Committee Operations](#), faculty committees as it deems necessary or convenient to fulfil its responsibilities, and determines the constitution of such committees, including membership, terms of reference, reporting requirements and communication channels;
  - ii. considers matters referred to it by Council, University Academic Board, the Vice-Chancellor and President, the Executive Dean of the faculty, Executive Director, QUT College, or members.

## Section 4 - Delegations

(4) A faculty academic board may delegate responsibilities relating to individual student matters to the Chair of the board or to a committee appointed by the board.

(5) Refer to [Register of Authorities and Delegations](#) (C030, C098, C099, VC200, C104, C153, C131, C136) (QUT staff access only).

## Section 5 - Membership

(6) Membership categories:

- a. Executive Dean of faculty ex officio as Chair;
- b. Deputy Dean of faculty, ex officio;
- c. Associate Deans of faculty, ex officio;
- d. Heads of School or equivalent within the faculty ex officio;
- e. One member of the academic staff (other than the Head of School/Portfolio Director) from each school/portfolio, elected by the academic staff of the school/portfolio;
- f. Two students (one undergraduate and one postgraduate) nominated by the Chair following an expression of interest process conducted by the faculty;
- g. At least one sessional academic staff member.

(7) At its discretion the faculty academic board may appoint up to two additional members (for example, a member of Alumni who is not a staff member or student of the University, or an external member drawn from the professions).

(8) Where a faculty has a need for more than two additional members, (for example, due to requirements for depth of discipline expertise and representation), a special case may be made to the Provost/Senior Deputy Vice-Chancellor. Any such special membership provisions will be reviewed as part of the self-assessment review.

(9) For QUT College the Chair is the Executive Director, QUT College ex officio.

## **Section 6 - Meeting Frequency**

(10) Faculty Academic Boards meet at least four times a year.

## **Section 7 - Reporting and Communication**

(11) Faculty Academic Boards report to University Academic Board on approved curriculum developments ([Curriculum Design, Approval and Accreditation Policy](#)) and on learning and teaching, research, and research training as determined by University Academic Board.

## **Section 8 - Procedures**

(12) Faculty Academic Boards operate in accordance with [Council Procedure 1 - Committee Operations](#). This includes two year terms of membership, aligned with university committees, and self-assessment review before the conclusion of the two year term.

## **Section 9 - Secretariat**

(13) The secretary is nominated by the Executive Dean/Executive Director, QUT College and will usually be the Faculty Operations Manager, Executive Officer or other suitably experienced staff member.

## Status and Details

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<b>Responsible Officer</b>	Sonya Betros Director, Governance and Performance
<b>Author</b>	Sonya Betros Director, Governance and Performance
<b>Enquiries Contact</b>	Sonya Betros Director, Governance and Performance <hr/> Administrative Division