

## Academic Committee Constitution

---

Committee established by University Council: Meeting 05/1972 (6 June 1972)

[Council has delegated certain authority to Academic Committee as outlined in section 5, below]

Previous version of constitution approved by University Council: Meeting 04/2024 (12 August) (2024/0000945)

Current version of constitution approved by University Council: Meeting 05/2024 (21 October) (2024/0001107)

---

### 1. Introduction

- 1.1. University Council (Council) has established Academic Committee (**Committee**) as the peak academic governing body of the University to provide oversight of academic governance, and to ensure that there are appropriate systems in place to support the quality of higher education. With authority delegated by Council under the Griffith University Act, the Committee will oversee and monitor academic risks, performance, developments, policies and procedures and will debate, decide and make recommendations to Council. The work of the Committee is guided by the University's Strategic Plan and other relevant plans.

### 2. Interpretation

- 2.1. In this constitution, references to academic elements and academic management positions shall be as defined in the [\*Griffith University Governance Framework\*](#).

### 3. Mandate

- 3.1. The Committee is a standing committee established by Council and reports directly to, and is accountable to Council.
- 3.2. The Committee contributes to risk and governance oversight and supports Council and the University in meeting the requirements of the following Domains and Standards within the *Higher Education Standards Framework (Threshold Standards) 2021* (HESF 2021):
- (a) Domain 5 Institutional Quality Assurance
    - Standard 5.1 – Course Approval and Accreditation
    - Standard 5.2 – Academic and Research Integrity
    - Standard 5.3 – Monitoring, Review and Improvement
    - Standard 5.4 – Delivery with Other Parties
  - (b) Domain 6 Governance and Accountability
    - Standard 6.3 – Academic Governance

### 4. Functions

- 4.1. The Committee is responsible to the Council for assuring the quality of the University's academic standards through its oversight of academic risks, learning and teaching and research processes and outcomes, as set down in the University's Strategic Plan and other relevant supporting plans. In particular, the Committee will monitor performance against institutional benchmarks, the identification and management of academic and research risks, the effectiveness of policies, systems and procedures related to program and course management and research management.

**4.1.1 The Committee will:**

- (a) Advise the Council on the academic aspects and implications of any business coming before the Council.
- (b) Discharge such responsibilities as delegated to it by the Council except in circumstances where the Committee decides to seek the advice of the Council.
- (c) Without limiting the generality of sub-sections (a) and (b), advise the Council on:
  - i. the mission and goals of the University and the strategy by which such goals should be pursued;
  - ii. the appropriate organizational structures for academic activities including the creation of Groups, Schools, Centres and Units;
  - iii. the effectiveness of the processes for the identification and management of academic and research risk and details regarding any emerging academic and research risks;
  - iv. the conduct, evaluation and enhancement of teaching and research;
  - v. performance against institutional benchmarks;
  - vi. strategic links and affiliations with other academic institutions or organisations.
- (d) Advise the Vice Chancellor, from time to time, on the budget allocations as they impact the quality of academic activities of the University.
- (e) Advise the Vice Chancellor's Executive Group of its views on any matter under consideration by that body.
- (f) Advise any committee or organisational element within the University on the academic aspects of any issue which comes within the province of that body.
- (g) Approve academic policies on delegated authority of the Council and as set out in the University's Delegations Register (refer Delegations Framework), monitor their implementation and oversee their review.
- (h) Monitor progress towards and implementation of strategies to achieve the University's goals of equity of access and academic opportunity and sustainability.
- (i) In the performance of its obligations, wherever appropriate and practicable:
  - i. consult the Academic Groups, Schools and other affected elements of the University; and
  - ii. where any matter addressed to the Council may fall within the responsibilities or functions of any other committee of the University, or of the officers of the University, the Committee will ensure that such other committees or officers are informed of its communication to the Council.

**5. Authority**

- 5.1. Council has delegated certain of its powers to the Committee in accordance with section 11(1)(b) of the Griffith University Act 1988 (Qld).
- 5.2. The Committee may exercise such powers as the Council may delegate to the Committee from time to time, as set out in the University's register of delegations.
- 5.3. The Council authorises the Committee to perform its role as established within the scope of this constitution.
- 5.4. The Committee has the authority to:
  - (a) approve programs of the University;
  - (b) approve the academic policies of the University;
  - (c) approve changes to the constitutions of sub-committees of the Committee.
- 5.5. The Council authorises the Chair, Academic Committee to attend Council meetings for all items (at the discretion of the Chancellor).

- 5.6. The Committee has established sub-committees and the Council has authorised a delegation of some of the Committee's functions to those sub-committees via this constitution, including to –
- (a) perform the monitoring and evaluation of academic quality, risk and governance and to consider and access relevant benchmarks.
- 5.7. Programs Committee (as a sub-committee of Academic Committee) has authority to approve new awards, including degree requirements, program structure and content and changes to existing awards.
- 5.8. The Committee's sub-committees have authority to:
- (a) establish standing sub-committees from time to time and approve proposed changes to the respective constitution for each sub-committee.

## **6. Committee Composition**

- 6.1. The Committee is composed of 62 members:
- (a) Provost as Chairperson, *ex officio*;
  - (b) two Deputy Chairs (one with a Learning and Teaching focus and one with a Research focus), to be elected by and from the academic staff members of the Committee and the academic staff members of the respective sub-committees (Learning and Teaching Committee & Research Committee) at the time of the election being called (and in accordance with the membership compositions applicable for the commencement date of the designated term of office);
  - (c) Vice Chancellor, *ex officio*;
  - (d) Deputy Vice Chancellors, *ex officio*;
  - (e) Group Pro Vice Chancellors, as Group Board Chairs, *ex officio*;
  - (f) 'Qualified Officers' (in accordance with the Vice Chancellor sub-delegations for policy document approvals – refer to Policy Governance Procedure, Appendix A, Table B, as per the Delegations Register, Schedule A (Part 3a), Item 1), *ex officio*;
  - (g) Chairs of Academic Committee sub-committees, *ex officio*; (where not included already above, under 6.1(a-f));
  - (h) one member of the Council, who shall be the Chair, Audit and Risk Committee, *ex officio*, appointed by the Council;
  - (i) one Dean (Academic), one Dean/Director (Engagement, or equivalent), one Dean (Learning and Teaching) and one Dean (Research) – Arts, Education and Law Group, Griffith Business School; Griffith Health; and Griffith Sciences, to be elected on a rotational basis from the Deans in each respective portfolio;
  - (j) twelve members of the academic staff of the University to be elected by members of the academic staff of the University, at least two of whom shall be from each of the Arts, Education and Law Group, Griffith Business School; Griffith Health; and Griffith Sciences;
  - (k) one First Peoples staff member of the University to be elected by First Peoples staff of the University;
  - (l) Heads of School/Department from each academic element within the Arts, Education and Law Group, Griffith Business School; Griffith Health; and Griffith Sciences, *ex officio*;

- (m) one coursework postgraduate student of the University who is on the Postgraduate Students Roll, to be elected by members of that Roll;
- (n) one higher degree by research candidate of the University who is on the Higher Degree by Research Student Roll, elected by members of that Roll;
- (o) four undergraduate students who are on the Undergraduate Students Roll, to be elected by members of the Undergraduate Students Roll of the University. One member shall be from each of the Arts, Education and Law Group, Griffith Business School; Griffith Health; and Griffith Sciences;
- (p) one First Peoples' student representative.

6.2. The Chair of the Committee shall be the Provost. The Deputy Chair shall be appointed by the Provost following an election process to fill the Deputy Chair position primarily focused on learning and teaching.

## **7. Term of Appointment**

- 7.1 Members elected under sub-section 6.1(b), 6.1(j) and 6.1(k) shall hold office for two years, up to 31 December of the relevant anniversary year.
- 7.2 Members elected under sub-section 6.1(b) shall be eligible for appointment to no more than two consecutive terms.
- 7.3 Members elected under sub-sections 6.1(m), 6.1(n) and 6.1(o) shall hold office for one year, up to 31 December of the succeeding year.
- 7.4 Appointment of the member under sub-section 6.1(p), shall be conducted in collaboration with the Office of the Deputy Vice Chancellor (Indigenous and Logan); and the appointed member shall hold office for one year up to 31 December of the appointment year.
- 7.5 All members shall be eligible for re-election or re-appointment.

## **8. Rights of Audience**

- 8.1 The following office-holders may attend meetings (via electronic means), with rights of audience:
  - (a) Executive Group members (not included under Section 6, above);
  - (b) Academic Committee sub-committee members (not included under Section 6, above);
  - (c) Deans (not included under Section 6, above).

## **9. Operating Principles and Procedures**

- 9.1 The Committee will operate and meetings will be conducted in accordance with the Council Committees Procedure (*Standing Orders*) except where the constitution states otherwise.

## **10. Invitation To Attend**

- 10.1 The Chair of the Committee may invite any Council member to attend.
- 10.2 The Directors of administration and support offices, and other University staff may be invited to attend by the Chair of the Committee.

**11. Secretariat Services**

- 11.1 The Registrar, Student Life is responsible for appointing the Secretary to the Committee, who has rights of audience.

**12. Meetings**

- 12.1 The Committee normally meets five times per year.

**13. Reporting**

- 13.1 The Committee will report its activities to the Council after each meeting of the Committee. This report may be oral or in writing.
- 13.2 The Committee will provide an annual report to the Council.
- 13.3 The Committee's sub-committees (as listed under section 14, below) will report to the Committee.

**14. Sub-Committees**

- 14.1 The sub-committees currently reporting to the Committee are:
- (a) Academic Committee Steering Committee;
  - (b) Board of Graduate Research;
  - (c) Group Boards;
  - (d) Internationalisation Advisory Committee;
  - (e) Learning and Teaching Committee;
  - (f) Programs Committee;
  - (g) Research Committee; and
  - (h) University Appeals Committee.
- 14.2 The Committee may establish sub-committees of either a standing or an *ad hoc* nature. Membership of both standing and *ad hoc* committees should not be restricted to persons who are members of the University.
- 15. Evaluation of Performance**
- 15.1 The Committee will evaluate its own performance annually under the coordination of the Chair, Academic Committee. Training needs will be monitored by the Chair.
- 16. Review of Constitution**
- 16.1 The Committee will review this constitution annually. Any proposed changes to the constitution will be recommended by the Committee to Council for approval.