

ACADEMIC COMMITTEE CONSTITUTION

Committee of the Council

2024/0000762

Established by Council: 5/72 - 6.06.1972

Constitution last amended: 04.12.2023

ROLE

- 1 (1) The Academic Committee is the senior body within the University which debates, decides and makes recommendations to the Council on academic developments, policies and procedures.
- (2) In undertaking its role the Academic Committee contributes to the University meeting the requirements of the following Domains and Standards within the *Higher Education Standards Framework (Threshold Standards) 2021* (HESF 2021):
 - (a) Domain 1 Student Participation and Attainment
 - Standard 1.1 – Admission
 - Standard 1.2 – Credit and Recognition of Prior Learning
 - Standard 1.3 – Orientation and Progression
 - Standard 1.4 – Learning Outcomes and Assessment
 - Standard 1.5 – Qualifications and Certification
 - (b) Domain 2 Learning Environment
 - Standard 2.1 – Facilities and Infrastructure
 - Standard 2.2 – Diversity and Equity
 - Standard 2.3 – Wellbeing and Safety
 - Standard 2.4 – Student Grievances and Complaints
 - (c) Domain 3 Teaching
 - Standard 3.1 – Course Design
 - Standard 3.2 – Staffing
 - Standard 3.3 – Learning Resources and Educational Support
 - (d) Domain 4 Research and Research Training
 - Standard 4.1 – Research
 - Standard 4.2 – Research Training
 - (e) 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
 - (f) Domain 6 Governance and Accountability
 - Standard 6.3 – Academic Governance
 - (g) Domain 7 Representation, Information and Information Management
 - Standard 7.1 – Representation
 - Standard 7.2 – Information for Prospective and Current Students
 - Standard 7.3 – Information Management

INTERPRETATION

- 2 In this constitution, references to academic elements and academic management positions shall be as defined in *Structure and Governance of Academic Groups of the University*.

FUNCTIONS

- 3
- (1) The Academic Committee is responsible to the Council for assuring the quality of the University's academic standards through its oversight of learning and teaching and research processes and outcomes, as set down in the Strategic Plan and its supporting plans, in particular its monitoring of the effectiveness of policies, systems and procedures related to program and course management and research management.
 - (2) The Academic Committee may advise the Council on the academic aspects and implications of any business coming before the Council.
 - (3) The Academic Committee shall discharge such responsibilities as shall be delegated to it by the Council except in circumstances where the Committee decides to seek the advice of the Council.
 - (4) Without limiting the generality of sub-sections 1 and 2, the Academic Committee may -
 - (a) advise the Council on the mission and goals of the University and the strategy by which such goals should be pursued;
 - (b) advise the Council on the appropriate organisational structures for academic activities including the creation of Groups, Schools, Centres and Units;
 - (c) advise the Council on the conduct, evaluation and enhancement of teaching and research;
 - (d) advise the Council on strategic links and affiliations with other academic institutions or organisations.
 - (5) The Academic Committee may advise the Vice Chancellor, as it sees fit, from time to time, on the budget allocations as they impinge on the quality of the academic activities of the University.
 - (6) The Academic Committee may advise the Vice Chancellor's Executive Group of its views on any matter under consideration by that body.
 - (7) The Academic Committee may advise any committee or organisational element within the University on the academic aspects of any issue which comes within the province of that body.
 - (8) The Academic Committee may address the Council on any matter affecting the University. Where any such matter falls within the responsibilities or functions of any other committee of the University, or of the officers of the University, the Academic Committee shall ensure that such committees or officers are informed of its communication to the Council.
 - (9) The Academic Committee is responsible for the approval of policies and procedures as set out in the University's Delegations Register (refer [Delegations Framework](#)).
 - (10) The Academic Committee shall monitor the implementation of academic policies and procedures and initiate reviews and improvements.
 - (11) The Academic Committee shall monitor progress towards the University's goals of equity of access and academic opportunity and monitor the implementation of strategies to achieve these goals.
 - (12) The Academic Committee shall monitor progress towards the University's goals in sustainability and monitor the implementation of strategies to achieve these goals.

- (13) In the performance of its obligations, the Academic Committee shall, wherever appropriate and practicable, consult the academic Groups, Schools and other affected elements of the University.

DELEGATED AUTHORITIES

- 4 The Academic Committee has the authority -
- (1) to approve the academic policies of the University, including admission policies.
 - (2) to approve changes to the constitutions of sub-committees of Academic Committee.
 - (3) for the Chair, Academic Committee to attend Council meetings for all items (at the discretion of the Chancellor).

The Academic Committee has delegated the authority to Programs Committee to –

- (4) approve new awards, including degree requirements, program structure and content and changes to existing awards.

The Academic Committee has delegated the authority to each of its sub-committees to –

- (5) establish standing sub-committees from time to time and approve proposed changes to the respective constitution for each sub-committee.

MEMBERSHIP

- 5 (1) The members of the Committee shall be –
- (a) the Provost as Chairperson, *ex officio*;
 - (b) Deputy Chair, *ex officio*;
 - (c) the Vice Chancellor, *ex officio*;
 - (d) Deputy Vice Chancellors, *ex officio*;
 - (e) Pro Vice Chancellors, *ex officio*;
 - (f) Chief Operating Officer, *ex officio*;
 - (g) Vice President (Global), *ex officio*;
 - (h) Vice President (Marketing and Communication), *ex officio*;
 - (i) one member of the Council, who shall be the Chair, Audit and Risk Committee (*ex officio*), appointed by the Council;
 - (j) the Dean (Academic), Dean (Learning and Teaching) and Dean (Research) – Arts, Education and Law Group, Griffith Business School; Griffith Health; and Griffith Sciences, *ex officio*;
 - (k) Dean (Learning and Teaching - Indigenous)
 - (l) the Registrar, Student Life *ex officio*;
 - (m) the University Librarian; *ex officio*;

**ACADEMIC COMMITTEE
CONSTITUTION**

- (n) the Dean, Learning Futures, *ex officio*;
- (o) the Dean, Griffith Graduate Research School, *ex officio*;
- (p) the Chair, University Appeals Committee, *ex officio*;
- (q) 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;
- (r) 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*;
- (s) one coursework postgraduate student of the University who is on the Postgraduate Students Roll, to be elected by members of that Roll;
- (t) 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;
- (u) 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;
- (v) one First Peoples' student representative.

TERMS OF OFFICE

- 6 (1) Members appointed under sub-section 5(1)(b) and 5(1)(i) shall hold office for a period of two years, up to 31 December of the relevant anniversary year.
- (2) Members elected under sub-section 5(1)(q) shall hold office for a period of two years, up to 31 December of the relevant anniversary year.
- (3) Members elected under sub-sections 5(1)(s), 5(1)(t), 5(1)(u) shall hold office for a period of one year, up to 31 December of the succeeding year.
- (4) Appointment of the member under sub-section 5(1)(v), shall be conducted in collaboration with the Office of the Deputy Vice Chancellor (Indigenous, Diversity and Inclusion); and the appointed member shall hold office for a period up to 31 December of the appointment year.
- (5) All members shall be eligible for re-election or re-appointment.

RIGHTS OF AUDIENCE AND DEBATE

- 7 (1) The following office-holders may attend meetings, with rights of audience and debate –
 - (a) Vice President (Advancement);
 - (b) Vice President (Industry and External Engagement);
 - (c) Dean (Career Readiness);

- (d) Dean/Director (Engagement) – Arts, Education and Law Group, Griffith Business School, Griffith Health, and Griffith Sciences;
- (e) Dean (Sustainability Development Goals Performance).

INVITATION TO ATTEND

- 8 The Directors of administration and support offices, and other University staff may be invited by the Chair of the Academic Committee to attend.

CHAIRPERSON

- 9 The Chairperson of the Academic Committee shall be the Provost. The Deputy Chair shall be the Chairperson, Programs Committee appointed by the Provost following a process of consultation.

SECRETARY

- 10 The Registrar, Student Life shall appoint the Secretary to the Committee.

MEETINGS

- 11 The Academic Committee normally meets six times per year.

REPORTING

- 12 (1) The Academic Committee will report its activities to the University Council.
(2) The Academic Committee will provide an annual report to the University Council.

SUB-COMMITTEES

- 13 The sub-committees currently reporting to Academic Committee are:
- (a) Academic Committee Steering Committee
 - (b) Board of Graduate Research
 - (c) Internationalisation Advisory Committee
 - (d) Learning and Teaching Committee
 - (e) Programs Committee
 - (f) Research Committee; and
 - (g) University Appeals Committee
- 14 The Academic 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.