

Terms of Reference

Committees reporting to *Adelaide University* Transition Council

***Adelaide University* Transitional Academic Board**

Establishment

By what authority: Established Schedule 1, Part 7, Division 5, Clause 14 of *Adelaide University Act 2023 (SA)*. These terms of reference are approved by the Transition Council on 8 March 2024.

For what period: Until such time as replaced by the operation of section 30 of *Adelaide University Act (2023)*.

Role

Nature: The Transition Council is the governing body of *Adelaide University*, and pursuant to Schedule 1, Part 7, Clauses 8(5) and 8(6) is responsible for the transition of tertiary education and research from The University of Adelaide and University of South Australia (the ‘prescribed universities’) to *Adelaide University*. Subject to the *Adelaide University Act (2023)* (the Act), the Transition Council has all the powers of the Council of *Adelaide University* (University).

The Transitional Academic Board is a standing committee of Transition Council. The co-Vice Chancellors are the responsible officers of *Adelaide University*, and the Transitional Academic Board is constituted by the Transition Council to provide for their contribution to the development of academic strategy and the oversight of academic operations. It is the peak committee for the development of academic policy and the oversight of academic operations.

The Transitional Academic Board and its sub-committees assist the Transition Council and the co-Vice Chancellors to fulfil their responsibilities for monitoring and managing academic standards and to meet the legislated requirements of the *Higher Education Standards Framework (Threshold Standards) 2021 (HESF)* and pertaining to the following HESF Domains:

Domain 1 Student Participation and Attainment

- 1.1 Admission
- 1.2 Credit and Recognition of Prior Learning
- 1.3 Orientation and Progression
- 1.4 Learning Outcomes and Assessment
- 1.5 Qualifications and Certification

Domain 2 Learning Environment

- 2.1 Facilities and Infrastructure

- 2.2 Diversity and Equity
- 2.3 Wellbeing and Safety
- 2.4 Student Grievances and Complaints

Domain 3 Teaching

- 3.1 Course Design
- 3.2 Staffing
- 3.3 Learning Resources and Educational Support

Domain 4 Research and Research Training

- 4.1 Research
- 4.2 Research Training

Domain 5 Institutional Quality Assurance

- 5.1 Course Approval and Accreditation
- 5.2 Academic and Research Integrity
- 5.3 Monitoring, Review and Improvement
- 5.4 Delivery with Other Parties

Domain 6 Governance and Accountability

- 6.3 Academic Governance

[note – 6.1 Corporate Governance and 6.2 Corporate Monitoring and Accountability are not in scope]

Domain 7 Representation, Information and Information Management

- 7.1 Representation
- 7.2 Information for Prospective and Current Students
- 7.3 Information Management

The Transitional Academic Board does not have responsibility for the distribution of resources or for determining the academic profile of the institution.

Responsibility:

The Transitional Academic Board will:

- a. Recommend to the co-Vice Chancellors the accreditation, re-accreditation or withdrawal of the University's academic programs.
- b. Exercise oversight of and recommend to the co-Vice Chancellors policies, standards and practices in learning and teaching (including admission, recognition of prior learning, credit transfer, assessment, pedagogy, and student grievance processes).
- c. Exercise oversight of and recommend to the co-Vice Chancellors policies, standards and practices in research and research training.
- d. Assess and monitor risks to the academic activities and standards of *Adelaide University* and advise the Transition Council and the co-Vice Chancellors about these risks.

- e. Provide advice to the co-Vice Chancellors and Transition Council on the academic aspects of the *Adelaide University* strategic plan.
- f. Consider and provide advice to the co-Vice Chancellors on reports of the regular reviews of academic programs and academic organisational units.
- g. Provide a forum to facilitate information flow and collegial discussion and debate on academic matters relevant to the University and the higher education sector.
- h. Receive and consider an annual report on the University's compliance with the HESF current at the time – excluding matters of Corporate Governance and Corporate Monitoring and Accountability - and provide advice to the co-Vice Chancellors, and Transition Council on the University's compliance, including with regard to the activities of Transitional Academic Board and its sub-committees.
- i. Consider an annual report of the performance of Transitional Academic Board and its sub-committees and a consolidated statement of outcomes against the Transitional Academic Board's Terms of Reference and provide this report to the co-Vice Chancellors and Transition Council.
- j. Consider and report on all matters referred to it by the University Council or by the co-Vice Chancellors.

Reporting line:

To Transition Council.

Quorum:

Half the full membership (ignoring any fraction resulting from division) plus one.

Operating procedures prescribed/determined itself:

Subject to the Terms of Reference established by the Transition Council, the Transitional Academic Board may determine such procedures, as to the conduct of its meetings, as it sees fit.

Frequency of meetings:

Up to 4 times per year, or more frequently as required.

Sub-committees:

Transitional Academic Board may establish and disestablish sub-committees to advise it on any matters within its Terms of Reference.

Transitional Academic Board will approve the Terms of Reference for each of its sub-committees.

All sub-committees of the Transitional Academic Board provide regular reports to the Transitional Academic Board concerning their compliance with those domains of the HESF that are included in the sub-committees' Terms of Reference.

Membership

Prescribed membership:

The membership of the Transitional Academic Board will be drawn from the Academic Boards of the prescribed universities. The membership shall be constituted as follows:

- a. The Chairs of Academic Board of The University of Adelaide and the University of South Australia.
- b. Co-Vice Chancellors (or nominee).
- c. Six senior managers from the prescribed universities selected by the co-Vice Chancellors.
- d. Two Indigenous staff members nominated by the co-Vice Chancellors
- e. Four members from the Academic Board of The University of Adelaide selected by them.
- f. Four members from the Academic Board of the University of South Australia, selected by them.
- g. Two students (one under-graduate and one postgraduate) from the Academic Board of The University of Adelaide.
- h. Two students (one under-graduate and one postgraduate) from the Academic Board of the University of South Australia.

Interim Membership

Until such time as the Academic Boards of both the prescribed universities have met to select members of the Transitional Academic Board, the Transition Council, on the nomination of the Vice-Chancellor & President of The University of Adelaide and the Vice Chancellor & President of the University of South Australia will appoint the interim membership of the Transitional Academic Board.

In determining their nominees, the Vice-Chancellor & President of The University of Adelaide and the Vice Chancellor & President of the University of South Australia will consult with the Chair of their respective Academic Boards.

Gender balance and diversity:

In selecting and appointing members to the Transitional Academic Board regard should be given to gender balance and diversity.

Chairing of Meetings:

The Chairs of Academic Boards of the prescribed universities shall be co-chairs of the Transitional Academic Board.

Term of office:

Appointed/elected members hold office until the Transitional Academic Board is dissolved pursuant to the operation of the Act.
Casual vacancies will be filled by reference to the appointing process.

<i>Proxies:</i>	Proxies may be appointed in accordance with Transitional Academic Board Terms of Reference.
<i>Attendance:</i>	<p>The Secretary to Transitional Academic Board.</p> <p>The co-Chairs of Transitional Academic Board may be invited to attend the Transition Council or its sub-committees for items relating to academic risk.</p> <p>The co-Chairs of Transitional Academic Board shall be invited by the Chair of any sub-Committee of the Transitional Council established to oversee risk for items related to academic risk.</p>
<i>Agenda:</i>	<p>All agendas must have a statement on the declaration of any conflict of interest.</p> <p>The co-Chairs set the agenda and will consult with the co-Vice Chancellors on items to include.</p> <p>The co-Vice Chancellors may request the inclusion of any item on the agenda and may call a special meeting of the Transitional Academic Board.</p>
<i>Minutes:</i>	<p>The minutes of Transitional Academic Board shall be prepared in accordance with the Meeting Guidelines of Transition Council.</p> <p>Reports of Transitional Academic Board to Transition Council should show clearly those matters recommended to Transition Council for decision. Reports shall be considered at the next Ordinary Meeting of Transition Council.</p>
<i>Annual review of terms of reference and performance:</i>	<p>The Transitional Academic Board will annually review and report to the Transition Council on its own performance against its Terms of Reference. An assurance statement on its compliance with the Higher Education Standards Framework (Threshold Standards) 2021 (HESF) will be included in the self-assessment.</p> <p>For the avoidance of doubt, the Terms of Reference of the Transitional Academic Board are established and amended by the Transition Council.</p> <p>The Transitional Academic Board will review its Terms of Reference annually and make any recommendations to the Transition Council.</p>

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