

Group Board Constitution

Group Board established by University Council: Meeting 01/2006 (7 April)

[*Council has delegated authority to Academic Committee to approve changes to the Group Board Constitution*]

Previous version of constitution approved by University Council: Meeting 03/2024 (10 June) (2024/0000856)

Current version of constitution approved by Academic Committee: Meeting 03/2024 (18 July) (2024/0000946)

1. Introduction

- 1.1. Academic Committee has established the Group Board (**Board**) to fulfill the role as the academic governance body of each academic Group with general responsibility for any academic matter related to the functioning of the Group.
- 1.2. The Board will monitor the impact, engagement, and other aspects of teaching, learning and research activities to support continuous improvement.
- 1.3. The Board will monitor the identification and management of academic risks associated with teaching, learning and research policy, practice, structure, activities, and requirements.
- 1.4. The activities of the Board are guided by the University's Strategic Plan and other relevant supporting 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 Board is a standing committee established by Academic Committee and reports directly to, and is accountable to Academic Committee.
- 3.2. The Board contributes to risk and governance oversight and supports the Academic Committee and University in meeting the requirements of the following Standards of 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

4. Functions

- 4.1. The Board supports discussion of issues within the University sector and encourages dissemination of information within the Group regarding best practice in teaching, learning and research.
 - 4.1.1 The Board will report to Academic Committee:
 - (a) the identified and emerging risks or systemic issues identified that adversely affect the quality and standards of the Group's academic activities relating to teaching, learning or research, actions to address these issues, and the effectiveness of the actions;

- (b) academic and research standards, training activities, student outcomes, program quality and teaching effectiveness within the Group and the outcomes of improvement actions;
- (c) performance of teaching, learning and research KPIs towards targets;
- (d) strategies to enhance teaching and research quality and innovation;
- (e) compliance with internal policies, processes and external standards relating to academic and research activities;
- (f) the performance in research processes, outcomes, and compliance;
- (g) the quality of third party arrangements for course delivery;
- (h) professional accreditation arrangements;
- (i) the activities of Industry Advisory Boards (IABs, or equivalent);

4.1.2 The Board will:

- (j) critically assess and recommend to Academic Board Committee via Programs Committee, the approval of new programs and academic plans, major program changes and program withdrawals;
- (k) evaluate, and make recommendations to Research Committee on the reports of the research entities;
- (l) make recommendations to Research Committee on the establishment of research entities that involve Group membership;
- (m) receive and consider reports, minutes or submissions from sub-committees of the Board [including Dean Engagement/Industry Advisory Board];
- (n) evaluate the marketing of the Group's programs and academic activities nationally and internationally;
- (o) monitor strategies to support staff to meet targets for research income, publications, and research impact; and
- (p) monitor strategies to support research training, including research policy for Research Higher Degree students; monitor strategies for engaging staff in the scholarship of teaching and their development as leaders.

4.2. The Board will consider any other matter referred to it by Academic Committee, its sub-committees or by Executive Group.

5. Authority

5.1. As provided for in the Academic Committee Constitution, the Council has delegated certain of its powers to the Board in accordance with section 11(1)(b) of the Griffith University Act 1988 (Qld).

5.2. The Board may exercise such powers as the Council may delegate to the Board from time to time, as set out in the University's register of delegations.

5.3. The Council authorises the Board to perform its role as established within the scope of this constitution. In discharging its responsibilities, the Board shall:

- (a) Establish standing sub-committees and to approve the constitution for each sub-committee.

6. Board Composition

- 6.1. The Board is composed of xx members <overall tally determined by number of Schools/Departments within the Group>:
- (a) Group Pro Vice Chancellor as Chair (*ex officio*);
 - (b) Dean (Academic) as Deputy Chair or delegate;
 - (c) portfolio Deans, and in the case of QCA and QCGU, the Directors (*ex officio*);
 - (d) Heads of School/Department directly associated with the Group (*ex officio*);
 - (e) a representative of the Research Centre Directors directly associated with the Group;
 - (f) one continuing academic staff member elected by and from the academic staff on the electoral roll for the Group at the time the election process is conducted;
 - (g) one coursework student enrolled in a program delivered by the Group, elected by and from the coursework students on the electoral roll for the Group at the time the election process is conducted;
 - (h) one Higher Degree Research (HDR) Candidate enrolled in a HDR program directly identified with the Group, elected by and from the HDR Candidates on the electoral roll for the Group at the time the election process is conducted; and
 - (i) Group [Senior] Executive Officer, or equivalent (*ex officio*).
- 6.2. The Board Chair shall be the Group Pro Vice Chancellor. The standing Deputy Chair or alternate shall be the Dean (Academic).
- 6.3. The Chair may co-opt additional members from continuing academic or professional staff, enrolled student representatives or HDR Candidate representatives to assist the Board to discharge its functions effectively. Co-opted members must be approved by a resolution of the Board.

7. Term of Appointment

- 7.1. The term of office of members is normally for a period of two years, except for those members elected under 6.1(g) and 6.1(h), who shall be appointed for a one year term of office. To ensure continuity of the membership, and where practicable, the terms of the office of members shall be set to stagger the expiry of terms at any one time.
- 7.2. Appointed and elected members shall be eligible for re-appointment and re-election, where currency of eligibility is maintained, but not normally for more than two successive terms.

8. Rights of Audience and Debate

- 8.1. The Chair may request Deputy Heads of School/Department and Deputy Deans/Directors and additional Research Centre Directors to attend Board meetings with rights of audience and debate.

9. Operating Principles and Procedures

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

10. Obtaining Advice

- 10.1 The Board will have the power to seek advice from any member of the University community or external expert where particular expertise or insights are required and to direct enquiries to any element of the University.

11. Secretariat Services

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

12. Meetings

- 12.1 The Board normally meets four times per year.

13. Reporting

- 13.1 The Board Chair will report on Board activities to Academic Committee after each meeting of the Board. This report may be oral or in writing.
- 13.2 Biannually, the Board Chair will provide a formal report to Academic Committee on the occurrence of risks being identified by their Group. This report will include details of any risks identified by a sub-committee.
- 13.3 The Committee will provide an Annual Report to Academic Committee.
- 13.4 The Committee's sub-committees (as listed under section 14, below) will report to the Board.

14. Sub-Committees

- 14.1 The sub-committees currently reporting to the Board are <respective Group to insert list>:

- (a) xx;
- (b) xx;
- (c) xx.

15. Evaluation of Performance

- 15.1 The Board will evaluate its own performance annually under the coordination of the Board Chair. Training needs will be monitored by the Chair.

16. Review of Constitution

- 16.1 The Board will review this constitution annually. Any proposed changes to the constitution will be recommended by the Board to Academic Committee for approval.