Ordinance Appendix B:
Terms of Reference of Council Standing Committees and Subcommittees

ACADEMIC BOARD

1.   Authority

Under delegated authority from Council, and in accordance with the College Charter, the Academic Board is the body with primary responsibility for maintaining and enhancing the academic quality of the College's academic provision and the academic standards for awards. Reports from the Academic Board provide Council with the assurances of academic quality it needs to ensure that the objects of the College, as described in the Charter and the College's strategic plans, are fulfilled. This assurance also enables Council to meet its obligations in reporting to the Regulator on academic standards and quality.

Further, Academic Board advises Council and the Executive on academic matters of strategic importance to the welfare and long-term sustainability of the institution, the quality of the student and staff experience, the quality of research, and the experience of researchers. In so doing, it conveys the academic experience, knowledge and views of the staff and students to Council on matters impacting on academic development and education and research quality.

2.   Powers and Duties

The powers and duties of the Academic Board include the following:

2.1   Assuring Council of the academic quality of the College's academic provision and the academic standards for all of its awards.

2.2   Conveying advice to Council and the Executive drawing on the academic experience, knowledge and views of staff and students on matters which have an impact on academic development, education and research quality and are of strategic importance to the welfare and long-term sustainability of the institution, student and staff experience, both on proposals submitted to it by the Executive, and on academic issues that the Academic Board itself has determined to be critical to the University.

2.3   Awarding degrees, diplomas, certificates and other academic distinctions in accordance with the prescriptions of the Charter, Statutes, Ordinances and Regulations.

2.4   Approving award titles, programmes of study, and research programmes leading to an award.

2.5   Promoting research and innovation within the College and monitoring the effective operation of key policies concerning research.

2.6   Establishing committees and subcommittees as appropriate for the expedient execution of business, clearly stating limits of delegated authority, responsibility and reporting arrangements in each case and to monitor the work of these committees and subcommittees.

2.7   Approving regulations for academic misconduct and student discipline and receiving annual reports on misconduct.

2.8   Approving, amending and revoking regulations concerning the academic work of the College in teaching and examining and in research.

2.9 Annex 1 provides an index of issues dealt with by the Academic Board and indicates whether individual items are recommended to Council for approval, approved by the Board, or are approved by a Committee of the Board through delegation from the Board.

3. Composition

Chair

3.1 The Vice-Chancellor and President and shall chair the Academic Board.

3.2 The Chair shall appoint a Deputy Chair to act in their absence from amongst the members of the Board.

Ex-officio members

3.3 The Senior Vice Presidents (Academic, Health & Life Sciences); Vice Presidents (Education & Student Success, Research & Innovation, International, Engagement and Service), Executive Deans, President and Education Vice Presidents of the King's College London Students' Union, the Dean for Doctoral Studies, and The Dean shall be ex-officio members of the Academic Board.

Elected Staff Members

Throughout this document the term "faculty" is as defined in the King's College London Ordinance B3.

3.4 Forty-five academic staff members shall be elected by and from among the academic staff of the University with the number of seats assigned to each faculty determined by the Academic Coard. Seats shall be allocated proportionally based on the number of academic staff in each faculty, but no faculty shall have fewer than three seats. One of the seats assigned to each faculty shall be reserved for an academic leadership team member (Head of Department or equivalent tier 2/tier 3 role depending on faculty structure). Each faculty will determine its own head of department equivalent list of eligible nominees and the seat may only be filled by an eligible candidate from that list.

3.5 Three staff members on contracts which include teaching from the Centre for International Education & Languages (CIEL) will be elected by and from the staff members on contracts which include teaching in CIEL. One of the three seats will be held by a Head of Department or equivalent from the list of eligible nominees as determined by CIEL.

3.6 Three members of professional staff, one each from education support, research support and service support will be elected by and from the professional staff.

Elected Student members

3.7 One student shall be elected by and from the students registered within each faculty, the nine positions to be split equally between undergraduate, postgraduate taught and postgraduate research students.

4. Frequency of Meetings

The Academic Board will normally meet at least five times a year and as necessary to consider the matters within the scope of its terms of reference.

5. **Meeting Content and Style**

   5.1   The meeting style will be facilitative and discussion focused. The Academic Board will use a range of engagement processes such as workshops and other types of interactive methods to gather the views of the University community.

   5.2   The agenda shall be set by the Chair, supported by the University Secretary. Members of the Academic Board are able to suggest issues for the agenda. They are also able to require that an item be considered subject to the following criteria and authority:

   (i)   It is supported by at least 10% of the membership of the Academic Board.
   (ii)   It is received by the Secretariat six weeks prior to the date of the meeting at which the members seek to have the item discussed.
   (iii)   It is within the terms of reference of the Board or one of its standing committees, and if it falls within the terms of reference of a standing committee it is referred to that committee for initial discussion rather than directly to the Board.
   (iv)   Prioritisation of placement on the Agenda for such items will be determined by the Academic Board Operations Committee in the event that more requests are submitted than can be managed in a meeting alongside other necessary business.
   (v)   A decision regarding the pertinence of particular criteria to a proposed item lies with the Vice-Chancellor. If such a decision were challenged the Academic Board Operations Committee would be consulted for a resolution.

   5.3   Papers will be succinct and items presented in a style that provides maximum time for debate and input from members.

6. **Reporting Procedures**

   6.1   Academic Board meeting papers will be made available to the College community prior to each meeting, excepting those items that are reserved.

   6.2   A report of each meeting of the Academic Board will be presented to the College Council.

7. **Terms of Membership**

   7.1   Elected Staff Members of Academic Board shall normally serve a three-year term ending on 31 July. Memberships that begin after the first meeting of the academic year shall be extended beyond three years to end on the 31 July in the fourth year of appointment. Elected Staff Members are eligible for a further single three-year term after which they must wait for 12 months before they may stand again.

   7.2   Elected Student Members of Academic Board are eligible to be re-elected for a maximum of three consecutive one-year terms.

8. **Attendance**

   8.1   Only members of the Academic Board have the right to attend Board meetings. However, other individuals and external advisers may be invited to attend for all or part of any meeting, as and when appropriate.

   8.2   Members who fail to attend three consecutive meetings will be required to demonstrate good cause for an absence; members who fail to attend meetings for six consecutive calendar months without good cause found acceptable by the Chair of the Board will be deemed to have resigned.

9. **Standing Committees of Academic Board**

The Terms of Reference and composition of the standing committees of the Academic Board are provided in these Ordinances.

(i)   Academic Board Operations Committee
(ii)   College Education Committee
(iii)   College Research Committee

Ordinance Appendix B Academic Board Terms of Reference Annex 1

Academic Decision Authority Index

All authority set out below, other than that listed for Council, has been delegated to Academic Board and remains a power of the Board. This index shows the current operational delegation agreed by the Board.

Academic Board Power and Duty 1 – Academic quality and standards of awards

Issue	Recommend	Recommend	Approve
Academic policy	-	CEC	Academic Board
Annual Quality Assurance and other reports to the Regulator	CEC or other standing committee as relevant	Academic Board	Council
Credit Framework	-	CEC	Academic Board
Assessment process, external examiner appointment	ASSC	CEC	Academic Board
Cross-University education operational actions	ASSC	CEC	Academic Board
External Peer appointment	-	-	CEC
International Partnership agreements – including risk management & due diligence	-	-	Partnership Committee
Local education operational actions			Faculty

Academic Board Power and Duty 2 – Academic advice to Council and the Executive

Issue	Recommend	Recommend	Approve
University overarching strategy	Vice-Chancellor	Academic Board	Council
Constitute or dissolve faculties	Vice-Chancellor	Academic Board	Council
Composition of faculties	-	Faculty	Vice-Chancellor
Education strategy implementation, policy	-	CEC	Academic Board
Research strategy implementation, policy	-	CRC	Academic Board
International strategy implementation, policy	-	Vice-Deans International, Engagement & Service (VD IES Network)	Academic Board
London strategy implementation, policy	-	VD IES Network	Academic Board
Service strategy implementation, policy	-	VD IES Network	Academic Board
KCL/KCLSU Relationship Agreement	-	CEC	Academic Board
Academic Year dates	-	CEC	Academic Board

Academic Board Power and Duty 3 – Awarding degrees, diplomas and certificates

Issue	Recommend	Recommend	Approve
Individual student awards	-		Assess. Boards
Elect AKCs	-	The Dean	Academic Board

Academic Board Power and Duty 4 – Approving award titles and programmes

Issue	Recommend	Recommend	Approve
New programmes & major programme amendments	PDASC	CEC	Academic Board
Validation of programmes delivered elsewhere	-	CEC	Academic Board
Minor Modifications to Programmes and Modules	-	PDASC	CEC

Academic Board Power and Duty 5 – Promoting research and innovation

Issue	Recommend	Recommend	Approve
Research quality assurance processes and regulations	-	CRC	Academic Board
Research governance, ethics and integrity processes	-	CRC	Academic Board
REF submission	-	-	CRC

Academic Board Power and Duty 6 – Establishing committees and delegation limits

Issue	Recommend	Recommend	Approve
Academic Board terms of reference & composition	ABOC	Academic Board	Council
Council Membership election process	ABOC	Academic Board	Council
AB Committee terms of reference	ABOC	Academic Board	Council
Academic Board election & appointment process	ABOC	Academic Board	Council
AB Committee election/appointment process	-	ABOC	Academic Board
Delegations of Academic Board's authority	-	ABOC	Academic Board
Academic Board functioning policies and procedures	-	ABOC	Academic Board
Annual Schedule of Academic Board business	-	ABOC	Academic Board
Academic Board effectiveness review processes	-	ABOC	Academic Board

Academic Board Power and Duty 7 – Regulating academic misconduct and student discipline

Issue	Recommend	Recommend	Approve
Academic misconduct and student discipline regulations	ASSC	CEC	Academic Board

Academic Board Power and Duty 8 – Approving, amending and revoking academic regulations

Issue	Recommend	Recommend	Approve
Approve academic & library regulations	ASSC	CEC	Academic Board
Research Regulations	ASSC	CRC	Academic Board