

Terms of Reference

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. Duties

The specific 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 to monitor 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 Regulating academic misconduct and student discipline.

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

3. Composition

Chair

- 3.1 The President and Principal shall chair the Academic Board.
- 3.2 The Chair shall appoint a Deputy Chair to act in his/her absence from amongst the members of the Board.

Ex-officio members

- 3.3 The Senior Vice Presidents for Arts & Sciences and Health, Vice Presidents, Executive Deans, President and Education Vice Presidents of the King's College London Students' Union and the Dean for Doctoral Studies 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 Three academic staff members on contracts which include teaching from each faculty (and four in the case of larger faculties) will be elected by and from the academic staff members on contracts which include teaching in that faculty. One Head of Department or equivalent will be elected from each faculty by the whole staff of the faculty. 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 members of professional staff, one each from education support, research support and service support will be elected by and from the professional staff.
- 3.6 One member of the academic staff on research-only contracts will be elected by and from the academic staff on research-only contracts of the health faculties and one of the academic staff on research only contracts will be elected by and from the academic staff on research-only contracts of the arts & sciences faculties.

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.

Independent Member of Council

- 3.8 One independent member of Council appointed by Council.

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 and supported by the College Secretary. Members of the Academic Board will be able to suggest issues for the agenda.

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 may need to be dealt with in confidential session.

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 and the appointed independent Member of Council shall serve a three-year term, with the possibility of re-election/appointment for a further single three-year term.

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. Subcommittees of Academic Board

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

- (i) Academic Board Operations Committee
- (ii) College Education Committee
- (iii) College Research Committee
- (iv) College International Committee
- (v) College London Committee
- (vi) College Service Committee