ACADEMIC BOARD

AND ITS SUB-COMMITTEES

TERMS OF REFERENCE AND MEMBERSHIP

2020-21

Contents

INTRODUCTION

Academic Board and its three functional Sub-Committees (Academic Affairs Committee, Education and Student Life Committee and Research Committee) are senior, policy-making committees, chaired at VCO level. Membership is based on cross-University representation.

College Academic Boards also report directly to Academic Board and oversee the implementation of policy at College-level. They are likewise representative of their communities.

As key participants in the academic business of the University, Academic Board and its Sub-Committees will always include student representatives to ensure their voice is heard in decision-making.

Each of the Sub-Committees, in addition to its stated Terms of Reference, is required to report annually to Academic Board.

Sub-Committees of Academic Board may choose to delegate focussed and specific functions to expert groups or time-limited project groups but may not establish standing representative Sub-Committees to fulfil activities within their own core Terms of Reference.

To ensure that it is best placed to respond to new strategic developments, Academic Board will keep its own Committee structure and working practices under review, and may institute new Committees reporting directly to it, should the need arise. Conversely, should any Committee come to the term of its useful life, it will be discontinued.

ACADEMIC BOARD

Terms of Reference[1]

- To be responsible for general issues relating to the research, scholarship, teaching and courses of the University, including criteria for the admission of students; the appointment and removal of internal and external examiners; policies and procedures for assessment and examination of the academic performance of students; the content of courses; the procedures for the award of qualifications and honorary academic titles; and the procedures for the expulsion of students for academic reasons. Such responsibilities shall be subject to the requirements of validating and accrediting bodies.
- To advise the Vice Chancellor and Board of Governors on the development of the academic activities of the University and the resources needed to support them.
- To advise on any other matter referred to the Board by the Vice Chancellor or Board of Governors.

- Note: Elected members sit for one three-year term, but may stand for election again for one further three-year term

Membership

Vice Chancellor [Chair]
Deputy Vice Chancellor (Student Development and Engagement)
Deputy Vice Chancellor (External Relations)
Deputy Vice Chancellor (Research and Innovation)
Pro Vice Chancellor (College of Arts)
Pro Vice Chancellor (College of Science)
Pro Vice Chancellor (College of Social Science)
Pro Vice Chancellor (Lincoln International Business School)
University Registrar and Secretary
Dean of Student Learning Development and University Librarian
Heads of School/Department
Deputy Heads of Lincoln International Business School
Associate Dean of the Medical School
Dean of Digital Education
Dean of Postgraduate Education
Dean of Lincoln Academy of Learning and Teaching
Academic Registrar
Director of Quality, Enhancement and Standards
ULSU Vice President Education
ULSU Vice President Activities
2 x members of academic staff per College, elected by and from the academic staff of the relevant College
5 x members of academic staff, elected by and from the total academic community
1 x member of professional services staff, elected by and from the professional services staff
5 x student representatives, provided by the Students' Union

Governance Manager

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[1] These are specified in the University Articles of Government and can only be changed through a change to the Articles, which requires Privy Council approval.

ACADEMIC AFFAIRS COMMITTEE

Terms of Reference

- To oversee, on behalf of the Academic Board, the good conduct of the academic affairs of the University.
- To ensure that the University takes account of and effectively responds to the demands of external regulation and changes in governmental legislation which may impact on the delivery of academic programmes and quality and standards.
- To ensure that the quality and standards of all the University's awards are maintained, including those delivered within the University and off-campus through approved academic partnerships.
- To keep under review the academic priorities and regulation and policy development of the University and advise the Academic Board accordingly.
- To approve the academic aspects of the portfolio, the validation of new programmes and proposed new partnerships, associated partnership agreements, and the revalidation and Periodic Academic Review of the existing portfolio.
- To approve School and College Reports as part of the institutional Continuous Programme Monitoring cycles.
- To review reports relating to the internal and external review of academic partnerships.

Membership

Deputy Vice Chancellor (Student Development and Engagement) [Chair]
Chair of the Portfolio Oversight Group and Deputy Vice Chancellor (External Relations)
College Director of Academic Quality and Standards (College of Arts)
College Director of Academic Quality and Standards (College of Science)
College Director of Academic Quality and Standards (College of Social Science)
College Director of Academic Quality and Standards (Lincoln International Business School)
Dean of Student Learning Development and University Librarian
Academic Registrar
Director of Quality, Enhancement and Standards
Deputy Academic Registrar (Head of Governance)
Academic Board Representatives (up to 3)
ULSU Vice President Education
Chair of the External Examiners' Committee (if not otherwise a member of the committee)
Co-opted members from the University and Partner Colleges (up to 5)

Governance Officer

EDUCATION AND STUDENT LIFE COMMITTEE

Terms of Reference

As a consultative body, to oversee and monitor on behalf of Academic Board:
- progress towards meeting relevant University Strategic Objectives and Key Performance Indicators
- the development and enhancement of the student experience within and beyond the curriculum
- the preparation of students for life after University
- the development of all staff supporting student education
- the enhancement of the University's physical and virtual learning environments and other infrastructural support and processes supporting student education including oversight of the Library and related resources
- the development of a culture of enterprise, innovation and entrepreneurial activities across the University, working closely with students and employers
- the governance and implementation and delivery of outcomes of the Lincoln Academy of Learning and Teaching
- the governance of student engagement

Membership

Deputy Vice Chancellor (Student Development and Engagement) [Co-Chair]
ULSU Vice President Education [Co-Chair]
Deputy Vice Chancellor (External Relations)
Academic Registrar
Dean of Digital Education
Dean of the Lincoln Academy of Learning and Teaching
Dean of Student Learning and Development and University Librarian
Dean of Postgraduate Education
College Directors of Education x4
Director of Digital Student Life
Director of ICT or nominee
Director of International or nominee
Director of Planning and Business Intelligence or nominee
Director of Quality, Enhancement and Standards
Head of Administrative Support for the Lincoln Academy of Learning and Teaching
Head of Careers and Employability
Head of Equality, Engagement and Development
Head of Lincoln Higher Education Research Institute
Head of Space Strategy, Planning and Sustainability
Head of Student Services
ULSU Vice President Activities
ULSU Vice President Campaigns and Environment
ULSU Vice President International
ULSU Vice President Wellbeing and Community
ULSU Chief Executive
ULSU Student Representatives (College Officers) x4
Inter-Professional Education Representative
University Senior Tutor

Governance Officer

Where a decision is required, quoracy shall constitute 50% of the membership.

RESEARCH AND ENTERPRISE COMMITTEE

Terms of Reference

- To oversee the development of research and enterprise activity, impact, policy, culture and environment.
- To develop and oversee the elements of the University's Strategic Plan relating to enterprise.
- To keep under review the research and enterprise strategies of the University and its Colleges, in the light of internal and external contexts.
- To oversee the delivery of an excellent PGR student experience
- To oversee the development of the University's REF strategy and monitor its implementation.
- To oversee the development and implementation of research ethics policies and procedures.
- To develop and oversee policies and procedures relating to the management and exploitation of University intellectual property.

Membership

Deputy Vice Chancellor (Research and Innovation) [Chair]
Pro Vice Chancellor (College of Arts)
Pro Vice Chancellor (College of Science)
Pro Vice Chancellor (College of Social Science)
Pro Vice Chancellor (Lincoln International Business School)
College Director of Research (College of Arts)
College Director of Research (College of Science)
College Director of Research (College of Social Science)
College Director of Research (Lincoln International Business School)
Dean of Student Learning Development and University Librarian
Director of the Doctoral School
Director of ICT
Director of the Institute for Advanced Studies
Director of Planning and Corporate Strategy
Director of Research and Enterprise
Director of Research Impact and Development
Head of Business Incubation and Growth
Head of Research and Industrial Partnerships
ULSU PGR Officer

Governance Manager

PORTFOLIO OVERSIGHT GROUP[2]

Terms of Reference

("programmes" includes programmes at all levels, including online programmes and microcredentials)

To oversee and endorse to the Academic Affairs Committee, and on behalf of Academic Board:

- to apply a strategic filter to portfolio development, ensuring that:
    o programme development is led by labour and HE market intelligence
    o the University develops new programmes with mass market potential
- to manage the planning cycle for the addition, deletion and substantive revision of programmes within the University's portfolio
- to consider new proposals relating to programmes and microcredentials, including alignment to University and College Strategic Plans, assessment of potential risks and their proposed management and resourcing
- to oversee new programme innovation, ensuring content and teaching styles are up to date and engaging
- to annually consider the ongoing viability of programmes and make recommendations to the Academic Affairs Committee
- to consider requests to suspend and/or close recruitment to programmes

Membership

Deputy Vice Chancellor (External Relations) [Chair]
Chair of the Academic Affairs Committee and Deputy Vice Chancellor (Student Development and Engagement)
Pro Vice Chancellor (College of Arts)
Pro Vice Chancellor (College of Science)
Pro Vice Chancellor (College of Social Science)
Pro Vice Chancellor (Lincoln International Business School)
University Registrar and Secretary
Director of Planning and Corporate Strategy
Director of Communications, Development and Marketing
Director of International
Director of Quality, Enhancement and Standards
Chief Finance Officer
ULSU Vice President Education

Governance Officer

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[2] The Portfolio Oversight Group is both a Committee of the Academic Affairs Committee and the Senior Leadership Team. The Terms of Reference are included here for ease of access.

STANDING REGULATIONS OVERSIGHT GROUP

Terms of Reference

- to scrutinise proposals emerging from College Academic Boards or Registry to change or augment the University Regulations with a view to referring them to Academic Affairs Committee or back to the originator with comments and queries; and
- to scrutinise proposals submitted by Heads of School to meet the requirements of professional, statutory or regulatory bodies to update or introduce new variations to the University's Assessment Regulations.

Membership

Deputy University Secretary (Chair)
Two academic staff members and a professional support staff member from each College
Two members from Student Administration
A representative from Quality, Standards and Partnerships
ULSU Vice President Education

Governance Officer

UNIVERSITY RESEARCH ETHICS COMMITTEE

Terms of Reference

The University Research Ethics Committee (UREC) has oversight of the principles and practices of ethical research conduct across the University, and specifically the Human and Non-Human Research Ethics Committees. It works in unison with the Research & Enterprise Committee to ensure that Human/Non-Human Research Ethics Committees are supported to implement, monitor and report on the ethical research conduct in their respective disciplines.

- To keep under review policies and procedures for research ethics
- To monitor and review the delivery and support for ethical research conduct.
- To consider and adjudicate on complex cases where challenges to ethical research conduct cannot be resolved by the Human / Non-Human Committees
- To report annually to the Research Committee on all aspects of ethical research conduct

Membership
Deputy Vice Chancellor (Research and Innovation) [Chair]
Research Governance Manager
Chair of Human Tissue Oversight Group
Chair of Human Ethics Committee
Deputy Chair Human Ethics Committee
Chair of Non-Human Ethics Committee
Deputy Chair Non-Human Ethics Committee
1 x member from each College, nominated by the Head of College[3]
1 x representative from Research and Enterprise Office
1 x representative from the Health and Safety Department
1 x Postgraduate Research student representative
1 x co-opted member, drawn from the external academic or business community
External experience may be co-opted as necessary where independent advice may be required.

Governance Manager

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[3] College representation may be covered by other members.

LINCOLN ACADEMY OF LEARNING AND TEACHING ACADEMY BOARD

Terms of Reference

- To direct the development and implementation of the Lincoln Academy of Learning and Teaching's processes and procedures.
- To support the Dean of the Lincoln Academy of Learning and Teaching in achieving the aims of their manifesto and in developing and supporting the community of teaching and learning at the University of Lincoln.
- To identify, receive and prioritise all proposals to support key elements of the University strategic plan.
- To receive, disseminate and generate examples of internal and external best practice.
- To allocate resources to, and monitor progress of, projects approved by the Board.
- To monitor relevant internal and external developments, and take account of them, in the development of the Lincoln Academy of Learning and Teaching's activities.
- To regularly report to the Education and Student Life Committee and the Teaching Excellence and Graduate Success Group on activities and plans.
- To oversee the activities of the Lincoln Academy of Learning and Teaching's Engagement Team and Administrative Support.

Membership

Deputy Vice Chancellor (Student Development and Engagement) [Chair]
Dean of the Lincoln Academy of Learning and Teaching
Head of Administrative Support for the Lincoln Academy of Learning and Teaching
College Director of Education (College of Arts)
College Director of Education (College of Science)
College Director of Education (College of Social Science)
College Director of Education (Lincoln International Business School)
Dean of Digital Student Life
Dean of Postgraduate Taught
Dean of Student Learning Development and University Librarian
ULSU Vice President Education
Academic Representative: Programme Leaders Forum
Academic Representative: Digital Leads Forum
Academic Representative: Student Engagement Forum
Academic Representative: Senior Tutors Forum

Senior Administrator from Lincoln Academy of Learning and Teaching

COLLEGE ACADEMIC BOARD

Terms of Reference

- To monitor and oversee the overall academic character of the College including research, the curriculum, teaching and learning and the student experience
- To oversee School development and ensure cross-College and School collaboration and cross-disciplinary working
- To oversee the delivery of taught programmes and research of the highest academic standard and quality within the College
- To ensure that all academic policies, procedures and regulations agreed by Academic Board are implemented within the College and that relevant consumer rights legislation is complied with
- To ensure the continued enhancement of the student experience
- To oversee and continually strengthen the relationship between the College and the Students' Union
- To consider annual reports from the College Research Committee, College Academic Affairs Committee, College Research Degrees Board and College Education and Students Committee and make recommendations as appropriate to those Committees or Academic Board.

Membership

Head of College [Chair]
College Director of Academic Quality and Standards
College Director of Education
College Director of Research
Heads of School/Department or nominees
At least eight and no more than ten academic staff from the College, elected from each School/Department. *NB The number of staff representatives will be agreed in advance by the Head of College in consultation with the Heads of School/Department, in proportion to the size of each School*
1 x member of College administrative staff, elected by the College administrative staff team
1 x member of the College technical staff, elected by the College technical staff team (where applicable)
ULSU Vice President Education
ULSU College Officer
ULSU PGR Officer
ULSU PGT Officer
ULSU School Representatives
College Director of Operations or equivalent
Quality Officer

Governance Officer

COLLEGE ACADEMIC AFFAIRS COMMITTEE

Terms of Reference

- To scrutinise and approve all annual programme monitoring reports[4] and action plans, and associated overview reports, for submission to the University Academic Affairs Committee.
- To approve annual programme monitoring reports[5] from partners for validated programmes, alongside Link Tutor reports.
- To approve nominations of External Examiners and their onward referral to External Examiners Committee.
- To consider a summary of comments made by External Examiners in their annual reports, and to oversee action taken by subject teams in response to recommendations.
- To respond to the requirements of relevant external professional organisations, such as PSRBs, and statutory bodies such as the QAA.
- To provide support and guidance to programme teams in addressing quality issues.
- With authority devolved from the College Academic Board:
- To review proposals for modifications to existing modules and programmes, and to approve these when appropriate.
- To review proposals for new programmes and Short Courses, and to approve these for recommendation to the University Academic Affairs Committee when appropriate.
- To oversee College involvement in quality related events, including (re)validations, periodic academic reviews and visits to partners.
- To review due diligence issues and other quality assurance matters relating to partnerships.
- To provide an annual report to the College Academic Board on progress and achievements made against the Committee's terms of reference.

Membership

College Director of Academic Quality and Standards [Chair]
College Director of Operations or equivalent
Two academic staff representatives from each School
Link Tutors
Representative from the Office of Quality, Standards and Partnerships
Representative from University Library
ULSU College Officer
Representatives from partner institutions as business requires

College Administration Officer

The College Academic Affairs Committee reports into the College Academic Board and its minutes are received by the University Academic Affairs Committee.

Quoracy constitutes 50% of the membership although if this is not reached the Chair may determine with the members present if there is sufficient representation, expertise and competence for the meeting to continue and transact business.

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[4] Continuous Programme Monitoring will be reported from 2019-20.
[5] As above.

COLLEGE EDUCATION AND STUDENTS COMMITTEE

Terms of Reference

- To implement the College Education Strategy, within the remit agreed by the College Academic Board.
- To foster a culture of teaching and learning excellence across the College and develop and share best practice.
- To promote and support the implementation of effective systems to enable students to provide feedback on the quality of their experience.
- To identify College opportunities and priorities within action plans resulting from the NSS and other internal/external surveys and reports.
- To promote and support the development and enhancement of the student experience within and beyond the curriculum.
- To identify strategies to improve student retention and progression rates for all students.
- To ensure adequate support for those students assessed by Student Wellbeing as having special requirements.
- To respond to any issues raised by internal reports including annual and continuous monitoring and related action plans and from, for example, the Periodic Academic Reviews or Quality visits.
- To provide an annual report to the College Academic Board on progress and achievements made against the Committee's terms of reference.
- To promote the development and enhancement of all staff supporting education.
- To work in partnership with professional services to enhance the student experience, support teaching and learning excellence, and improve graduate success.
- To oversee and monitor activity of the College Work Experience Opportunities Hub and work in partnership with the College International Committee.

Membership[6]

College Director of Education [Chair]
School Directors of Teaching and Learning
ULSU College Officer
ULSU School Officers
College Digital Education Developer
Representative from the University Library
Representative from Student Wellbeing
Representative from the Office of Quality, Standards and Partnerships
Representatives from partner colleges (as business requires)
Representative from College International Committee (if applicable)
College Work Experience Opportunities Hub Co-ordinator (if applicable)
Other College representation (as business requires)

College Administration Officer

The College Education and Students Committee reports into the College Academic Board and its minutes are received by the University Education and Students Committee.

The Chair of the College Education and Students Committee is an ex-officio member of the University Education and Students Committee, Graduate Committee and Student Experience Committee

Quoracy constitutes 50% of the membership.

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[6] Colleges may vary the above terms of reference to respond to local practice.

COLLEGE RESEARCH COMMITTEE

Terms of Reference

- To develop and promote the College research strategy, activity, culture and infrastructure across all Schools in the College.
- To ensure the College develops and maintains the highest standards of research awards and quality of research provision.
- To encourage and support bids for externally funded research and development projects.
- To plan the College strategy in relation to the Research Excellence Framework and embedding an appropriate and vibrant research culture and environment more broadly.
- To bring matters affecting research, scholarship, development, consultancy and enterprise to the attention of the College Academic Board when necessary.
- To bring matters affecting research students to the attention of the College Academic Board when necessary.
- To monitor College research, education and consultancy income against agreed targets.
- To monitor, oversee and review the College's ethical protocols for research activity.
- To provide an annual report to the College Academic Board on progress and achievements made against the Committee's terms of reference.

Membership

College Director of Research [Chair]
College Research Manager
Two academic staff representatives from each School (one of whom will hold research responsibilities)
Representative from Research and Enterprise Office
Representative from the University Library
ULSU PGR Officer
ULSU PGR Course representatives (up to 4)

College Administration Officer

The College Research Committee reports into the College Academic Board and its minutes are received by the University Research and Enterprise Committee.

The Chair of the College Research Committee is an ex-officio member of the University Research and Enterprise Committee.

Quoracy constitutes 50% of the membership.

COLLEGE BOARDS OF EXAMINERS

Terms of Reference

- To ensure that the University's regulations on assessment and the regulations governing awards within the Board's competence are applied.
- To oversee the review and maintenance of the academic standards of the programmes for which the College is responsible.
- To determine whether or not students are entitled to have awards conferred, and to decide the classification or grade of those awards, as appropriate, taking into account the recommendations of the College Research Degree Board.
- To confirm the entitlement to progression of all students registered on a relevant programme.
- To confirm the entitlement of any student claiming academic credit for any part of a relevant programme.
- To apply a decision that a student's performance has been affected by adverse circumstances.
- To take decisions on the penalty to be applied in cases where academic offences are proved.
- To consider, and where appropriate ensure that effect is given to the opinions and advice of the External Examiners.
- To approve the examinations and other forms of assessment, including re-assessment, for the relevant programmes where this is not the responsibility of a Subject Board of Examiners.
- To confirm the administrative arrangements for the assessment and re-assessment of students registered on a relevant programme where this is not the responsibility of a Subject Board of Examiners.
- To establish progress panels to keep under review the progress being made by students registered on a relevant programme.
- To advise the Chair of the Academic Board, where appropriate, of matters that have come to its attention through the discharge of its responsibilities.

Membership

Head of College or College Director of Academic Quality and Standards or Head of School/Department [Chair]
External Examiners (where items relating to the conferment of awards are considered)
Senior Academics of the College/School (in accordance with the programmes being discussed)
Programme Leaders (in accordance with the programmes being discussed)

Student Administration Officer

COLLEGE RESEARCH DEGREES BOARDS

Terms of Reference

- To apply the University's regulations on assessment and the regulations governing awards within the Board's competence.
- To consider recommendations from the School Postgraduate Research Committee on an individual student's programme of study, entitlement to progress, and examination arrangements.
- To take decisions regarding an individual student's entitlement to progress and confirmation of award.
- To confirm the appointment of thesis supervisors for all research students and any changes in supervision arrangements.
- To authorise and, where appropriate, stipulate conditions for authorisation of ethical applications linked directly to a specific research degree project and oversee adherence to such conditions.
- To recommend the entitlement of any student to receive a research award.
- To apply a decision that a student's performance has been affected by extenuating circumstances.
- To take decisions on the penalty to be applied in cases where academic offences are proved.
- To review the academic standards of research awards and to assure these standards to the relevant College Board of Examiners.
- To consider and, where appropriate, ensure that effect is given to the opinions and advice of External Examiners.
- To provide an annual report on its business to the College Academic Board and the Research and Enterprise Committee including statistical data on research students covering enrolments, progression, completions, awards, completion times, and complaints.
- To advise the Chair of the relevant College Board of Examiners, of the College Academic Board, or of Academic Board where appropriate, of matters that have come to its attention through the discharge of its responsibilities.
- To recommend External Examiners to the External Examiner's Committee

Membership

Head of College or nominee [Chair]
Chair of another College's College Research Degrees Board
School PGR Leads
External Examiners

Student Administration Officer

SUBJECT BOARDS OF EXAMINERS

Terms of Reference

- To ensure that the University's requirements and the requirements of any other external body for the approval of marks and grades have been satisfied.
- To review the evidence of quality and the achievement of standards in all modules falling within its competence and, in this regard, to adopt appropriate measures where necessary.
- To ratify the marks awarded, and where appropriate agreed by an External Examiner, in respect of relevant modules.
- To consider and, where appropriate, ensure that effect is given to opinions and advice of External Examiners.
- To approve all assessments, including re-assessments, for all modules falling within its competence, having regard for the validated assessment regime for each module.
- To approve the arrangements for the setting, the conduct and the marking of all examinations and other assessments, including re-sit examinations and re-assessments, for all modules falling within its competence.
- To advise the Chair of the relevant College Board of Examiners, where appropriate, of matters that have come to its attention through the discharge of its responsibilities.

Membership

Senior Academic as appointed by the Head of School [Chair]
College Director of Education
College Director of Academic Quality and Standards
External Examiners
Module Coordinators
Academics who teach or assess modules falling within the Board's remit

College Administration Officer

SUBJECT COMMITTEE

Terms of Reference

- To provide a forum for active consultation with students reading the subject.
- To be a platform for partnership working with students to enhance the teaching, learning and student experience within the subject.
- To ensure that appropriate mechanisms are in place by which students can comment on and help to develop the quality of their learning experience.
- To act as the school quality enhancement body for university priorities; ensuring that the curriculum, the teaching and assessment strategies are appropriate on an ongoing basis.
- To receive and consider the annual programme monitoring reports[7], including those produced by Partner Institutions and the associated Link Tutor reports, and survey action plans, reporting the outcome to the College Academic Affairs Committee.
- To receive reports from subject external examiners and professional bodies.
- To consider proposals for programme modifications.
- To monitor the effectiveness of learning support systems in facilitating the delivery of a high quality learning experience for all students.

Membership

Head of School or nominee [Co-Chair]
ULSU School Officer [Co-Chair]
ULSU Course Reps for each status/level/mode of delivery within the subject
Programme Leaders
Senior Personal Tutors
Representatives from partner institutions/organisations as appropriate
Representative from University Library
Student Engagement Champion
School Teaching and Learning Lead
Additional department representatives as necessary
Additional students as necessary

School Administration Officer

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[7] Continuous Programme Monitoring will be reported in 2019-20.