ACADEMIC BOARD CHARTER

Approved by Council 17 November 2023
Last Reviewed by the Board 30 October 2023

ACADEMIC BOARD CHARTER

1. Establishment

1.1. There is an Academic Board ('the Board') reporting to the Council. The Board is established under Part 4 – Bodies connected with the University – Division 4 – Academic Board of the *James Cook University Act 1997* (the JC oa

the availability of the appropriate agenda papers.

c) Observers at meetings of the Academic Board can ask to be provided with an electronic copy of the Agenda, excluding any confidential material. The appropriate e-mail address for points 4.12.b and 4.1.2.c. is: secretariat@jcu.edu.au

5. Secretariat

5.1 The University Secretary or nominee will be the Secretary to the Board. There may be an Assistant or Minutes Secretary to assist the Secretary and to take minutes.

5.2 The Secretary, in consultation with the Chairperson, will prepare and send notices of meetings, agendas, will accurately transcribe all decisions of the Board and table all correspondence, reports and other information relevant to the Board's activities and operations. The Secretariat will provide the resources necessary for the performance of the Board.

6. Convening a Meeting

6.1 The Board wit5 (e)l f 8(s1.2 mo40. 2(7)e.3

(c) advice on other matters referred to it by Council or any other Committee of Council or the Vice Chancellor or that the Board wishes to draw to the attention of the Council.

9.2 The Board will conduct its business in accordance with an Annual Schedule of Business for the Board. The Schedule of Business and the Board's membership list do not form part of the Charter.

10. Executive Actions/Circulating Resolutions

10.1 Where circumstances do not allow a matter relevant to the duties and responsibilities of the Board to be put to a meeting of the Board, and a resolution of the Board is required, the Chairperson will cause the matter to be considered by members by circulating resolution. The principles and procedures adopted by University Council for managing business by circulating resolution apply.

10.2 Where it is not practicable for the matter in 10.1 above to be put to members by circulating resolution, the Chairperson or

Schedule A

Duties and Responsibilities of the Board

The Board is a committee of the Council and the principal academic body of the University with overall responsibility for academic leadership, academic governance and academic quality assurance of the academic operations at the University. The Board's functions and role are informed by the specific provider registration standards particularly relevant to academic governance as elaborated in

6. *Council delegates to the Board specific decision-making powers in respect of this duty or responsibility. Please refer to the JCU Delegations Schedule as amended from time to time.

Schedule B

Schedule D

Procedures for the Appointment of Academics who are also Experts

Expressions of Interest (EOI) Procedures – Academic Board Five Expert Members

1. Call for Nominations
   a) Send email to all academic staff notifying them of the Expressions of Interest (EOI) process attaching the EOI Information Sheet and Nomination Form to the email.
   b) Allow at least 14 days for nominations to be submitted.
   c) Send two reminder emails to all academic staff within the 14-day time frame.

2. Nominations Received
   a) Date and sign all nominations received.
   b) Check all nominations received to ensure that there are adequate Nominators and the form is completed correctly.

3. Appointment Process
   a) In advance of the closing date for EOIs make arrangements for an Academic Executive Committee (Chairperson, Deputy Chairperson and Vice Chancellor) meeting to consider and choose the successful candidates.
   b) At close of the nominations process, draw up a summary table that records candidates against either one or more (where a candidate nominates for more than one category) of the expert categories.
   c) Attach the summary table to the EOI Nomination Forms in order of category and send to the Academic Executive Committee in a timely manner for consideration at their meeting.
   d) Provide a draft (successful/unsuccessful) letters to the Chairperson, Academic Board for distribution to the successful and unsuccessful candidates. The successful notices should include the candidates' terms of office and an invitation to attend an Induction.

Approval Details

Policy