



# ACADEMIC ADVISORY BOARD

## TERMS OF REFERENCE

### BACKGROUND

*Te Kupenga Catholic Leadership Institute* incorporates three operating entities:

- the **Catholic Theological College**, responsible for providing approved tertiary qualifications primarily to people exercising or preparing for ministry within the New Zealand Catholic Church, including seminarians and teachers in Catholic schools;
- the **National Centre for Religious Studies**, responsible for curriculum design and resourcing for religious education in Catholic schools and support for adult faith formation; and
- the **Nathaniel Centre**, responsible for research and advocacy on bio-ethical issues.

### PURPOSE

The Academic Advisory Board provides oversight, advice and assurance to the Governance Board and Chief Executive of Te Kupenga Catholic Leadership Institute, that the Catholic Theological College's academic programmes:

- are robust in delivery and moderation
- are academically rigorous and meet regulatory requirements
- are accessible through a range of delivery methods
- are reviewed and updated regularly, through a quality assurance system.

### RESPONSIBILITIES

- Receive and consider reports on student enrolment and achievement, course review and development, teacher evaluation and moderation and Te Kupenga research priorities and activities
- Offer guidance on academic procedures and benchmarks
- Offer guidance on Te Kupenga's research culture and practices
- Approve programmes of study and all associated documents for external registration
- Approve applications from staff for higher degree research
- Review and amend academic policies and procedures, for ratification by the Governance Board
- Assist Te Kupenga to form and strengthen relationships and collaborations with other tertiary institutions.

## MEMBERSHIP

The Academic Advisory Board is appointed by the Governance Board of Te Kupenga. It will comprise of:

- One or more Governance Board member/s
- Three or more senior academics from other tertiary institutions with expertise relevant to Te Kupenga's academic focus.
- One academic staff representative
- One student representative

The Chair of the Academic Advisory Board will be appointed by the Governance Board on the recommendation of the Chief Executive. The academic staff and student representatives will be appointed by the Governance Board on the recommendation of the Dean, who will receive expressions of interest and consult key staff before making the recommendation.

Terms of appointment will be three years, except for academic staff and student representatives whose terms will each be one year. The Dean of Catholic Theological College and the Chief Executive are ex-officio members.

## MEETINGS

- Meetings will be in person or by video conference, as agreed by the Chair and the Dean.
- Meetings will be held once per Semester (2 meetings per year), or more regularly if required and agreed by the Chair and Dean.

## AGENDA AND MINUTES

- The Dean will send the Agenda out one week before the meeting
- Minutes will be circulated within two weeks to all members and will be made available to all academic staff (except any items that are deemed confidential by the Chair)

## POLICY REVIEW

The Academic Advisory Board is responsible for oversight of the following policies and associated procedures:

- Academic Integrity
- Academic Research and Study
- Academic Staff Workload
- Assessment
- Colin Library
- Graduation
- International Students
- Moderation

- Programme Development and Review
- Scholarship
- Student Behaviour and Personal Conduct
- Student Complaints, Grievances and Appeals
- Student Entry, Recognition of Prior Learning and Credit Transfer
- Student Feedback
- Student Pastoral Care
- Withdrawal and Refunds

## REVIEW

The Academic Advisory Board Terms of Reference are reviewed every two years and approved by the Governance Board.