

Academic Council

Terms of Reference

		This policy is effective from	<u>08 July 2017</u>
Approval body	<u>An Bord, NCAD</u>	Approval date	<u>07 July 2017</u>
Owner	<u>Head of Academic Affairs</u>	Next review date	<u>July 2018</u>

1 Policy Statement

- 1.1 Section 5 of the National College of Art and Design Act, 1971, provides for the functions of An Bord. Through its Terms of Reference, An Bord has specified the matters reserved to it for decision, and has delegated to the Director responsibility for the day to day management of the College, subject to its oversight and those matters reserved to it.
- 1.2 An Bord recognises that academic governance is an important and unique element of NCAD as an educational institution. It recognises the important role of the Academic Council in relation to academic governance in the College, and recognises its position as a designated Standing Committee of the College.
- 1.3 In accordance with Section 18 of the Act, and for the avoidance of any doubt, An Bord delegates to the Academic Council the role of planning, co-ordination, development and overseeing of the academic work of the College, and to protect, maintain and develop the academic standards of the courses and activities of the College.
- 1.4 Any matters decided upon by the Academic Council which will have financial or human resource implications for the College will be subject to approval by An Bord.
- 1.5 This delegated authority, as specified in section 2 below, shall be exercised in accordance with these Terms of Reference, approved by An Bord. Alterations to these Terms of Reference or to the operation of the Council can only occur with the approval of An Bord.
- 1.6 The purpose of this document is to outline the Terms of Reference of the Academic Council (the "Council").
- 1.7 An Bord and the Council recognise the College's need for an accreditation partner or partners and the importance of the processes associated with accreditation. An Bord shall approve formal agreements with accreditation partner(s) following full consultation with Academic Council. In the event of a change in accreditation partner, An Bord and Academic Council shall agree a process to support any such change.

Doc version	Approval date	Modified by	Summary of modifications
V1	20 June 2003	N/A	N/A
V2	05 March 2004	An Bord	Membership amended
V3	01 Dec 2006	An Bord	Membership amended
V4	07 July 2017	Crow Horwath for An Bord Head of Academic Affairs	General review

2 Functions

- 2.1 Without prejudice to the generality of para 1.4 above, the Academic Council shall have the following particular functions:
- 2.1.1 to design, develop and implement appropriate programmes of study;
 - 2.1.2 to establish appropriate structures to implement those programmes of study;
 - 2.1.3 to make recommendations on programmes for the development of research;
 - 2.1.4 to make recommendations for the selection, admission, retention and exclusion of students;
 - 2.1.5 to make, and to implement, the academic regulations of the College, including, *inter alia*, regulations for the conduct of examinations, for the evaluation of academic progress, the determination of results, and the appeals process relating to results;
 - 2.1.6 to review and approve the academic policies of the College;
 - 2.1.7 to hear and adjudicate on all appeals in relation to examination performance;
 - 2.1.8 to make recommendations for the award of fellowships, scholarships, bursaries, prizes or other awards;
 - 2.1.9 to make general arrangements for tutorial or other academic counselling;
 - 2.1.10 to consult with An Bord in relation to accreditation agreements with an accreditation partner or partners;
 - 2.1.11 to exercise any other functions, which may be delegated to it by An Bord;
 - 2.1.12 to implement any regulations which may be made by An Bord concerning any of the matters aforesaid; and
 - 2.1.13 to establish such and so many subcommittees as are appropriate for effective and efficient conduct of business.

3 Membership

- 3.1 There shall be no more than thirty members of the Academic Council, the majority of whom will hold academic appointments within the College, and at least two members will be registered students of the College.
- 3.2 Individuals who occupy the following roles will be members of the Council on an *ex-officio* basis:
- The Director;
 - College Secretary and Registrar;
 - Head of Academic Affairs and Research;
 - Head of Design;
 - Head of Education;

- Head of Fine Art;
 - Head of Visual Culture;
 - Head of Student Services and Admissions;
 - Quality and Academic Support Officer;
 - Head of Library;
 - Head of each Department within the four Schools;
 - Head of First Year Art and Design;
 - Student Union President
 - Student Union Vice President
 - President of the Evening Students' Union
- 3.3 The academic staff from each School will elect a non-management academic staff member for appointment to the Council.
- 3.4 The Schools of Education and Visual Culture, and the Department of First Year shall each elect an additional non-management academic staff member from the School/Department for appointment to the Council to ensure proportionate representation on the Council.
- 3.5 Members will cease to hold office on the Council in the event that they:
- Cease to hold an ex-officio position, or
 - Cease to be an academic staff member of NCAD, or
 - Cease to be a registered student of NCAD.

4 Meetings

- 4.1 Meetings of the Council shall be convened by the Head of Academic Affairs, on the advice of the Chairperson of the Council.
- 4.2 The Council shall meet at least twice in an academic year, with at least one meeting taking place in each semester.
- 4.3 Provisional dates will be circulated by the Head of Academic Affairs to members at the beginning of each academic year.
- 4.4 A special meeting of the Council may be called at any time by the Chairperson, either at his/her own volition, or at any time upon requisition addressed to the Chairperson by not less than one third of the members of the Council, which states the reason for the meeting to be called.

- 4.5 The quorum for a meeting of the Council will be 10 members and must include at least two representatives from each School.
- 4.6 Members may not be represented at Council meetings by substitute non-members.

5 Sub-committees of Council

- 5.1 The Academic Council may:
- 5.1.1 Establish such and so many committees, consisting either wholly or partly of persons who are not members of the Council, as it thinks proper to assist the Academic Council in the performance of its functions. The committees will cover areas such as:
- Academic Programmes (“Programmes Board”)
 - Examinations (“Exam Board”)
 - Appeals
 - Research and Innovation
 - Learning, Teaching and Assessment;
- 5.1.2 Determine the method for nominating non-Council members to be members of its Committee(s), including by staff or student election;
- 5.1.3 Determine, subject to these Terms of Reference, the functions of any committee it establishes, and its procedure (or terms of reference).

6 Chairperson of the Council

- 6.1 The Director shall be Chairperson of the Academic Council.
- 6.2 In the event that the Director is unable to attend a meeting of the Council, the Head of Academic Affairs will act as Chair of the meeting.

7 Secretary

- 7.1 The Head of Academic Affairs will act as Secretary (the *Secretary*) to the Academic Council.

8 Agenda

- 8.1 The Secretary will prepare the agenda for each meeting, in consultation with the Chairperson.
- 8.2 The agenda shall include any item referred to the Council by An Bord.
- 8.3 The agenda shall also include any item requested by a minimum of 3 members of the Council, and submitted ten working days prior to the meeting, provided that, in the opinion of the Chairperson, it relates to a function of the Council;

- 8.4 The agenda should distinguish between items for noting, for discussion, for decision, and for consideration and recommendation to An Bord.

9 Decision Making

- 9.1 Every issue at a meeting of the Council shall, as far as practicable, be determined by consensus.
- 9.2 Where the Chairperson believes that consensus is not possible, the issue shall be decided by a majority of the votes of members present and voting on the issue.
- 9.3 The Chairperson will have a casting vote in the event that there is an equal division of votes.

10 Minutes

- 10.1 The Secretary will be responsible for recording the minutes of meetings.
- 10.2 The Secretary may be assisted at meetings by a Recording Secretary, who may not be a member of the Council.
- 10.3 The minutes will record attendance and the deliberations and decisions of the Council, but will be designed to capture the substance of proceedings rather than every detail and contribution.
- 10.4 Draft minutes should be submitted to the Chairperson for review no later than five working days after the Council meeting, and following review by the Chairperson, the draft minutes should be tabled for approval at the next meeting of the Council.

11 Recommendations to An Bord

- 11.1 In accordance with its terms of reference, the Council, following deliberation, should submit relevant matters to An Bord for approval.

12 Review

- 12.1 The Terms of Reference should be reviewed on an annual basis by the Academic Council to ensure that they remain up-to-date and fit for purpose. The Council shall make recommendations for changes to An Bord, which must review and approve any changes.