
EIT Academic Board – Terms of Reference

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Academic governance is the responsibility of the Academic Board. The Academic Board is chaired by a nominated member.

1.0 Purpose

1. To provide guidance to the Governance Board on the setting and maintenance of academic standards within EIT in regards to Vocational Education and Training (VET) activity.
2. To oversee the academic administration of EIT.

2.0 Goals

1. To set academic standards for:
 - Academic achievement
 - Teaching excellence
 - Academic integrity and independence
2. To develop policies relating to academic standards and operations

3.0 Responsibilities

1. To determine and set academic standards for:
 - Module/Unit and Course content
 - Teaching and delivery methods
 - Examinations
 - Assessment policies
 - Admission requirements and standards

2. To monitor student admissions and progress.
3. To promote and support the development of online delivery methods to allow students from any location to effectively complete the courses provided and to further develop life-long learning skills.
4. To promote a high standard for all courses and study modules offered
5. To annually review information gained from surveys of students and staff and recommendations from the Dean. Based on these reviews, the Board will provide advice on proposed changes to administrative or academic arrangements.
6. To promote the development and maintenance of all necessary policies for the effective and fair operation of EIT for the owners, staff and enrolled students.

Academic Board Members and their Roles

A list of current members of the Academic Board is provided in '*EIT Organisational Structure – Personnel.DS*'.

Chairman

Responsible for the monitoring of academic standards and the development of policies relating to academic standards.

EIT Representative

Provides input from the perspective of the EIT staff responsible for the administration and management of students.

Teaching Representative

Advises on course design and assessment, and the professional development of staff.

Other Invited Members

These members provide specialist input as required.

Operation of Academic Board

The Board meets at least three times each calendar year, and at other times as appropriate or as requested by the Dean.

Decisions of the Academic Board are recorded in the minutes of their meetings. Minutes of each meeting are confirmed at a subsequent meeting.

A quorum for a meeting of the Board is a minimum of half of the appointed members plus 1 (excluding the Dean).

The members are selected for their academic experience and valuable scholarly contribution in a variety of academic arenas in society.

The Dean, or any shareholder of the EIT (or any associated company), or any member of the Governance Board, is disqualified from voting; but can contribute to the discussions.

The Board members are inducted through a variety of means including; interviews with the Dean, through an on-going association with the Institute and through access to the Institute's strategic plan - with a focus on academia.



A member's tenure is reviewed every three years and his/her appointment or dismissal decided by the Governance Board.

The dismissal of a member for misconduct is based on the following three-step procedure which includes:

- First formal notice in writing
- Second formal notice in writing
- Notice of dismissal from duties.

For issues that are considered minor a conversation with the member may be appropriate; however this will not be considered part of the formal disciplinary action (although it may be referred to in a later action).

Written notice will include details of the issue and, where feasible, evidence. In a case where the disciplinary measure has been instigated by a complaint, it may be appropriate to include a copy (with identification removed) or extract of this complaint.

Further disciplinary actions, such as a suspension of duties for a period of time, may also be appropriate. In such cases these actions will be included with the formal notice in writing.

Every effort will be taken to ensure that notice of a disciplinary measure, whether formal or informal, will be given at an appropriate time.

Notice of a disciplinary measures will be given by a designated Governance Board member.

The member will be provided with an opportunity to lodge an appeal against the action. This may take the form of a meeting with the appropriate Board member or a representation in person and/or in writing to the Board.

The member may bring a representative to any such meeting.

Should an appeal result in a change of the disciplinary action, or removal of it, this will be confirmed in writing to the member.

Conduct which may lead to disciplinary action includes, but is not limited to:

- Poor timekeeping and unreliability
- Failing to follow the existing rules of conduct
- Rudeness or hostility towards other members
- Publicly bringing the name of the EIT into disrepute
- Falsifications of any of the EIT's records for personal gain
- Commercial misrepresentation of the EIT