**Academic Board Meeting**

2.00 pm on Wednesday, 19 June 2019
in 1B27 - Technopark, SE1 6LN

# Agenda

| No. | Time | Item | Pages | Presenter |
|-----|------|------|-------|-----------|
| 6. | | Academic Board membership | 3 - 16 | PB |

**Date of next meeting**
**2.00 pm on Wednesday, 13 November 2019**

| | |
|---|---|
| Members: | Pat Bailey (Chair), Asa Hilton Barber, Ian Albery, Craig Barker, Janet Bohrer, Kirsteen Coupar, Sajjad Hossain, Paul Ivey, Nelly Kibirige, Janet Jones, Sarah Moore-Williams, Jenny Owen, Shushma Patel, Lesley Roberts, Warren Turner and Shân Wareing |
| In attendance | |
| Apologies | Patrick Callaghan and Tony Roberts |

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| | CONFIDENTIAL |
|---|---|
| Paper title: | Academic Board: New membership structure |
| Board/Committee: | Academic Board |
| Date of meeting: | 19 June 2019 |
| Author(s): | Anita Ikpa, Governance Assistant<br>Pat Bailey, Provost |
| Sponsor(s): | Pat Bailey, Provost |
| Purpose: | For discussion and approval |
| Recommendation: | Academic Board is requested to discuss some small amendments to the previously approved (Feb. 2019) changes to the membership of the Academic Board, and to approve changes to this, and to the membership of its sub-committees. |

## Executive Summary

**Academic Board membership**

On 13 February 2019, Academic Board approved, subject to Board of Governors approval the following membership changes:

- Three academic staff (a Dean and two senior academic staff from each school) will become part of the new membership structure. Senior academic staff has been defined as a member no less than the level of a senior lecturer.
- The non-teaching staff/students will consist of six members (Director of Academic Quality development, a research staff member, a technical staff member and three student representatives).

At its meeting of 14 March 2019, the Board of Governors noted the change, but agreed that it should be reviewed in light of the Governance Effectiveness Review findings, which will report at the July 2019 Board of Governors meeting. Following recommendation from the Governance Effectiveness Review a final Academic Board structure will be presented to the Board of Governors in October 2019.

The diagram attached shows the current membership structure (in blue) and the proposed membership changes (in pink). Further proposed minor amendments are highlighted.

**Sub-committees membership**

In addition, the following changes to sub-committees are proposed:
- Quality & Standards Committee – no change
- Research Committee – Provost to nominate two Deans as Chair and Vice-Chair (for 2019/20, Prof. Callaghan as Chair, and Prof. Barker as Vice-Chair)
- Student Experience Committee – to be chaired by the Executive Director of Student Services; final composition to be finalised after discussion with the SU

The new structure will be in place in time for the new academic year.
The current membership of the Academic Board and its sub-committees are provided in Appendix A, the Terms of Reference for Academic Board is in Appendix B and the staff governor description is in Appendix C.

**Appointment of Staff Governors**

The term of the current staff governors will come to an end on 31 July 2019. The Academic Board is asked to recommend two nominated members of the Academic Board to serve as staff governors from the following list:

- Ian Albery
- Jenny Owen (current staff governor - eligible to serve a second term on the Academic Board)
- Shushma Patel
- Lesley Roberts
- Tony Roberts (current staff governor - eligible to serve a second term on the Academic Board)

The nominated Academic Board members will be appointed by the Board of Governors at its meeting of 18 July 2019 and serve for a period of three academic years from 1 August 2019.

The proposed selection process is;
- The above 5 current members to express interest and provide a supporting statement by 26 June 2019;
- A panel of the Academic Board to review the candidates and recommend two candidates to the Board of Governors.

The panel is to consist of the Provost, and the two DVC's.
The Academic Board is requested to approve this process.

# Academic Board: New membership structure

| Current membership | | | New membership structure | |
|---|---|---|---|---|
| **Posts** | **No. of members** | | **Posts** | **No. of members** |
| **Holders of Senior Posts (3)** | Provost (Chair) | Pat Bailey | **Holders of Senior Posts (3)** | Provost (Chair) |
| | Chief Operating Officer (DVC Education) | Shân Wareing | | Chief Operating Officer (DVC Education) |
| | Chief Business Officer (DVC Innovation) | Prof. Paul Ivey | | ~~Chief Business Officer (DVC Innovation)~~ **(Prof. Ivey suggested he not be on AB)** |
| **Senior Academic Staff and Professors (8)** | Deans (x7) | Prof. Craig Baker | **Senior Academic Staff and Professors (21)** | 3 members from each school: |
| | Nominated professor (x1) | Prof. Janet Jones | | **1 Dean (School Exec alternate allowed)** |
| | | Prof. Patrick Callaghan | | **2 Academic staff members (level no less than that of a senior lecturer)** |
| | | Prof. Asa Barber | | |
| | | Sarah Moore | | **(Note: Chair/Vice-Chair of Research Committee would therefore be present as Deans, but with a second research remit)** |
| | | Prof. Warren | | |
| | | Dean of BEA (vacant) | | |
| | | NP: Prof. Shushma Patel | | |
| **Academic and Research staff (2)** | Nominated research staff member (x1) | Ian Albery | **Non-teaching staff/students (6)** | **Director of Academic Quality Development** |
| | Nominated academic staff member (x1) | Jenny Owen | | **1 nominated research staff member** |
| **Non-teaching staff (3)** | Director of Academic Quality Development | Janet Bohrer | | **1 nominated technical staff member** |
| | Director of Student Support and Employability | Kirsteen Coupar | | **Chair of the 'Professoriate' (new)** |
| | Nominated member of professional staff | Lesley Roberts | | **3 Student members** <br> - Students' Union, President <br> - Students' Union, Vice President (Education) <br> - Postgraduate student representative |
| **Technician (1)** | Nominated member of technical staff | Tony Roberts | | |
| **Students (2)** | Students' Union, President | Nelly Kibirige | | **(Add 'Executive Director of Student Services'?)** |
| | Students' Union, Vice President (Education) | Sajjad Hossain | | |
| **Total members** | | 19 | **Total number of members** | 30 (or 31) |

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## Appendix A: Current membership of Academic Board and Sub-committees

| Academic Board | |
|---|---|
| **Posts** | **Members** |
| **Holders of Senior Posts (3)**<br>Provost (Chair)<br><br>Chief Operating Officer (DVC Education)<br><br>Chief Business Officer (DVC Innovation) | Pat Bailey<br><br>Shân Wareing<br><br><br>Prof. Paul Ivey |
| **Senior Academic Staff and Professors (8)**<br>Deans x7<br>Nominated professor x1 | Prof. Craig Baker – Dean, Law & Social Sciences<br><br>Dean, Built Environment and Architecture (vacant)<br><br>Prof. Janet Jones – Dean, Arts and Creative Industries<br><br>Prof. Patrick Callaghan – Dean, School of Applied Sciences<br><br>Prof. Asa Barber – Dean, Engineering<br><br>Sarah Moore- Williams – Dean, School of Business<br><br>Prof. Warren Turner – Dean, Health and Social Care<br><br>NP: Prof. Shushma Patel |
| **Academic and Research staff (2)**<br>Nominated research staff member<br>Nominated academic staff member | Ian Albery<br><br>Jenny Owen |
| **Non-teaching staff (3)**<br>Director of Academic Quality Development<br><br>Director of Student Support and Employability<br><br>Nominated member of professional staff | Janet Bohrer<br><br><br>Kirsteen Coupar<br><br><br>Lesley Roberts |
| **Technician (1) -** Nominated member of technical staff | Tony Roberts |
| **Students (2)**<br>Students' Union, President<br><br>Students' Union, Vice President (Education) | Nelly Kibirige<br><br>Sajjad Hossain |

**Student Experience Committee**

| Posts | Members |
|---|---|
| Provost (Chair) | Pat Bailey |
| Chief Operating Officer (DVC Education) | Shân Wareing |
| President, Students' Union | Nelly Kibirige |
| Vice President of Academic Affairs, Students' Union (or alternate) (x1) | Sajjad Hossain |
| Nominated Students' Union representatives (x3) | Kat Colangelo<br>Steve Baker<br>Samantha Robson |
| Nominated school academic staff representatives (x3) | Gary Francis<br>Dawn Ingleson |
| Executive Director of Student Services (or alternate) | Kirsteen Coupar |
| Director of Estates and Academic Environment (or alternate) | Carol Rose |
| Director of Academic Related Resources (or alternate) - vacant | |
| Director of Marketing and Student Recruitment (or alternate) | Steven Brabenec |
| Director of the Centre for Research Informed Teaching | |
| Up to two co-opted Students Union representatives | |

**Research Committee**

| Posts | Members |
|---|---|
| Provost (Chair) | Pat Bailey |
| School Directors of Research and Enterprise (x7, per school) | Ian Albery, Applied Sciences<br><br>Caitriona Beaumont, LSS<br><br>Sandra Dudley –McEvoy, Engineering<br><br>Prof. Lizzie Jackson, ACI<br><br>Karin Moser, Business<br><br>George Ofori, BEA<br><br>Jane Wills, HSC |
| Director of Research and Enterprise (or alternate) – role vacant | |
| Associate Director of Research (or alternate) | Peter Doyle |
| Nominated representative of PGR students (x2) | Hisham Abougrad<br>Lucy Ogbenjuwa |
| Nominated representative of Academic Related Resources | Stephen Grace |
| Nominated representative of Professoriate (x2) | Marcantonio Spada |
| Nominated representative of Post-Docs (x2) | Claire Benson (post-doc rep, Engineering)<br><br>Magda Tyzlik-Carver |

## Quality and Standards Committee

| Posts | Members |
|---|---|
| Chief Operating Officer (DVC Education) | Shân Wareing |
| School Directors of Education and Student Experience (or alternate) (x7, 1 per school) | Vanessa Beever, LSS<br><br>Angela Dalrymple, Business<br><br>Gordon Lowry, Interim rep for BEA<br><br>Antony Moss, AS<br><br>Jenny Owen, ACI<br><br>Shushma Patel, Engineering<br><br>Noreen Sinclair, HSC |
| Vice President, Education, Students' Union (or alternate) | Sajjad Hossain |
| Director of Academic Quality Development (or alternate) | Janet Bohrer |
| Deputy Director of Academic Quality and Enhancement (added Nov 2016) | Sally Skillet-Moore |
| Deputy Director of Academic Quality and Enhancement, Technical (added Jan 2018) | Maighread Hegarty |
| Academic Director for Collaborative Partnerships | Mandy Maidment |
| Director of International (or alternate) (added Aug 2018) | Stuart Bannerman |
| Associate Director of Research and Head of The London Doctoral Academy (added Jun 2017) | Peter Doyle |

**Academic Board**

**Terms of Reference**

The Academic Board is responsible for academic standards and the direction and regulation of academic matters.

**1.  Remit**

1.1  The remit of the Academic Board is to:

   1.1.1   develop academic strategy and monitor progress against academic key performance indicators

   1.1.2   monitor development of academic portfolio

   1.1.3   oversee the development of the academic environment

   1.1.4   have oversight of academic ethics

   1.1.5   approve academic regulations and oversee their enactment, including for:

   - admission of students;
   - granting and annulling of degrees, qualifications and titles;
   - exclusion of students for academic reasons;
   - appointment of internal and external examiners;
   - assessment and examination of academic performance of students;
   - character of curricula;
   - quality of courses including validation and accreditation by external bodies; and
   - granting distinctions including honorary degrees and academic titles.

**2.  Membership**

2.1  Membership consists of the following:

| Holders of Senior Posts (3) | Provost (Chair) |
| --- | --- |
| | Chief Operating Officer (DVC Education) |
| | ~~Chief Business Officer (DVC Innovation)~~ |

| | |
|---|---|
| **Senior Academic Staff and Professors (21~~8~~)** | Deans (x7) or School Executive alternative<br>Two nNominated senior academic staff members from each school ~~professor~~ (x14~~x1~~) |
| **Non-teaching staff (6~~4~~)** | Director of Academic Quality Development |
| | Nominated member of research professional staff~~Director of Student Support and Employability~~ |
| | Nominated member of technical staff ~~Nominated member of professional staff~~ |
| ~~Technical staff (1)~~<br>~~Students (2)~~ | Chair of the 'Professoriate' |
| | Students' Union, President~~Director of Research and Enterprise~~ |
| | Students' Union, Vice President (Education) ~~Nominated member of technical staff~~ |
| | Postgraduate student representative~~Students' Union, President~~ |
| | ~~Students' Union, Vice President (Education)~~ |

2.2 A quorum consists of 7 members.

2.3 The term of office of nominated members is three years.

2.4 The Academic Board meets three times per year.

**3.  Reporting Procedures**

3.1 The minutes (or a report) of meetings of the Committee will be circulated to all members of the Board of Governors.

*Revised 17 June 2019*

*~~Approved by the Academic Board on 8 July 2015~~*

*~~Approved by the Board of Governors on 9 July 2015~~*

# Role Description for Academic Staff Governor

**The Board of Governors**

The Board of Governors is the University's governing body. The core responsibilities of the Board are:

a) the effective stewardship of the University to secure its sustainability over the medium and long term;

b) safeguarding the mission of the University and the services it provides for the public benefit;

c) securing the proper and effective use of public funds and accounting to stakeholders and society for institutional performance.

The Board as a whole is collectively responsible for promoting the success of the University by leading and supervising its affairs. The Committee of University Chairs' (CUC) Higher Education Code of Governance sets out seven "elements", which define the role of the governing body and governors:

1. The governing body is unambiguously and collectively accountable for institutional activities, taking all final decisions on matters of fundamental concern within its remit.
2. The governing body protects institutional reputation by being assured that clear regulations, policies and procedures that adhere to legislative and regulatory requirements are in place, ethical in nature, and followed.
3. The governing body ensures institutional sustainability by working with the Executive to set the institutional mission and strategy. In addition, it needs to be assured that appropriate steps are being taken to deliver them and that there are effective systems of control and risk management.
4. The governing body receives assurance that academic governance is effective by working with the Senate/Academic Board or equivalent as specified in its governing instruments.
5. The governing body works with the Executive to be assured that effective control and due diligence take place in relation to institutionally significant external activities.
6. The governing body must promote equality and diversity throughout the institution, including in relation to its own operation.

7. The governing body must ensure that governance structures and processes are fit for purpose by referencing them against recognised standards of good practice.

The Board has 13 independent governors, the Vice Chancellor, 2 student governors and 2 academic staff governors.

The Board is chaired by Jerry Cope, Pro Chancellor. The Vice Chair is Douglas Denham St. Pinnock, Pro Chancellor.

The Board usually meets 5 times a year, plus 2 annual strategy days. Staff governors usually serve on 1 of the following committees: Finance, Planning and Resources Committee; or Major Projects and Investment Committee. These meet 4-5 times a year.

**A governor's role on the Board**

1. To participate fully and actively in the meetings of the Board and its committees.

2. To contribute to the strategic direction of the University.

3. To review the performance of LSBU against the key performance indicators approved by the Board.

4. To establish constructive working relationships with fellow governors and the University Executive, recognising that day-to-day management is the responsibility of the Executive.

**Conduct**

5. To promote LSBU's vision and mission.

6. To act in accordance with the accepted standards of behaviour in public life and LSBU's values.

7. To exercise the Board's responsibilities in the interests of LSBU as a whole, rather than as a representative of any constituency and to accept collective responsibility for decisions made by the Board.

8. To act fairly and impartially at all times in the interests of LSBU as a whole, using independent judgement and maintaining confidentiality as appropriate.

**Time Commitment**

9. To be willing and able to devote the time needed to be an effective governor, including attending meetings, reading agenda and papers and attending significant LSBU events as appropriate. The time commitment required is up to 10 days or part days per year. Meetings are normally held in the late afternoon.

**The role of staff governors**

The Board operates by governors reaching a consensus on agenda items at quorate meetings. Any decision of the Board of Governors is a decision taken by the governors collectively and governors have a duty to stand by the decision, whether or not they agree or disagree with it.

Staff governors have the same general legal responsibilities to the University as any other Governor. The CUC Guide for Members of Higher Education Governing Bodies states that "all members [governors] should exercise their responsibilities in the interests of the institution as a whole rather than as a representative of any constituency".

Induction and training will be provided.

**Term of office**

The term of office is three years or until they cease to be a member of the Academic Board, whichever is the soonest.

*University Secretary & Clerk to the Board*

*June 2018*

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