



Policy Document Administrator	Chief Operating Officer
Policy Document Approver	Council
Responsible Body/Person	Council for Policy; Schedule 1 Academic Board for Schedule 2 Chief Operating Officer for Schedule 3 Chief Operating Officer for Schedule 4 Chief Operating Officer for Schedule 5
Next Review date	November 2028
Superseded documents	Academic Governance Policy Academic Governance Procedure Assessment & Moderation Committee Terms of Reference Committees of the Academic Board Policy Committees of the Academic Board Procedure Panels of the Research Committee Policy
Related documents	Constitution of the Australian University of Theology Limited Corporate Governance Policy Strategic Plan Codes of Conduct Policy Conflicts of Interest Policy
Related HE Standards	6.3
Related National Code Standards	Standard 15

1. PURPOSE

To enunciate the academic governance arrangements of the Australian University of Theology (AUT). This policy operates in conjunction with Corporate Governance Policy of the AUT. It establishes the functions, purpose and terms of reference for the Academic Board, as well as the committees of the Academic Board designed to support the business of the Academic Board.

2. DEFINITIONS

Definitions for any words in **Bold** in this document can be found in the [Policy Glossary](#). The first instance of each defined term has been outlined in bold.

3. SCOPE

This policy applies to the boards and committees of the AUT tasked with academic functions, to all AUT staff, to the Affiliated Colleges, and to students undertaking awards of the Australian University of Theology.

4. POLICY STATEMENT

The Council of the Australian University of Theology has established an Academic Board to encompass and extend the functions of the Board. The Academic Board has standing committees, each of which may have subcommittees or panels as outlined in this policy.

This policy is integral to AUT's mission of providing an accredited, quality assured curriculum and specialist administrative support enabling affiliates to achieve efficient, cost-effective delivery of theological education, as an Australian government approved higher education provider, leading and fostering a robust consortium of independent Affiliated Colleges, which actively engage in scholarship and collaborate in the provision of theological education.



This policy underpins the Purpose and Objects detailed in the AUT Constitution (Section 2) by establishing governance, procedural rules, and quality assurance processes sufficient to ensure the academic integrity of AUT's academic programs and research.

5. PRINCIPLES

The Australian University of Theology accepts the principle, embedded in the AUT Constitution, of independence of the Academic Board for responsible exercising of its delegation over the academic matters of the AUT.

Responsible engagement in the academic governance of a higher education institution requires respectful debate based on evidence and scholarship to ensure robust decision-making by the community of academic colleagues. To this end, Chairs and members of the Academic Board, its committees and panels, will adhere in practice to the terms of reference, meeting conduct and procedures as prescribed in this document and in related policies, and will maintain records of evidence, process and decisions that will be archived and available for audit or report on request of a Director, the **VC**, or a member of the Academic Board or a Standing Committee of the Academic Board.

Decisions of the Academic Board, its committees, and of officers of the AUT who are required to implement academic policies approved by the Academic Board and its committees, will be reasonable, transparent, accountable, fair and will follow policy in a consistent and equitable manner across the AUT **consortium**.

Matters from the AUT Constitution

- 5.1 The academic governance and business of the AUT are managed by the Council (AUT Constitution – Section 7.1) with authority to exercise a range of powers, including the powers to determine the strategic direction of the AUT (AUT Constitution – Section 7.3c). The Council may delegate powers to committees and shall appoint a committee, the Academic Board, which shall have responsibility for the academic governance of the AUT (AUT Constitution-Sections 8.10, 8.11). The Academic Board must exercise the powers delegated by the Council and a power so exercised is deemed to have been exercised by the Council (AUT Constitution – Section 8.12).
- 5.2 The AUT Constitution (Section 8.11) outlines the responsibilities of the Academic Board, including:
 - 5.2.1 to foster and maintain the highest standards in teaching, learning, research and scholarship;
 - 5.2.2 to oversee all academic activities of AUT;
 - 5.2.3 to decide academic policy and approve related procedures;
 - 5.2.4 to conduct forums on issues of interest to those engaged in the study of theology and other disciplines related to Christian ministry, thought and practice;
 - 5.2.5 to advise on the development and implementation of academic plans of AUT;
 - 5.2.6 to provide advice to the Council as a board and the CEO, as appropriate, on academic matters relating to and affecting AUT's teaching and research



activities and its educational programs.

Membership

Appropriate representation

- 5.3 Affiliated Colleges are involved at all levels of academic governance within the University. Any ongoing academic governance body (the Academic Board; the Standing Committees of the Academic Board; and any ongoing **panels** or **sub-committees** of the Committees of the Academic Board) are to include at least one staff member of an Affiliated College.
- 5.4 Where appropriate and beneficial for students, AUT encourages student engagement in academic governance. Membership of academic governance bodies are to include student member(s) wherever appropriate.
- 5.5 When appropriate, AUT encourages membership from outside the organisation. External representatives are encouraged in the academic governance bodies of AUT wherever appropriate.
- 5.6 AUT encourages expert input on its governance bodies. Academic governance bodies are to include members with appropriate expertise relevant to the functions of the board, committee, **sub-committee** or **panel**.

Membership terms

- 5.7 Ex-officio members of an academic governance body do not have a term or expiry period on their membership of that governance body. This includes on some academic governance bodies, but is not limited to, member categories such as the Principal of Affiliated Colleges, the VC, the **DVC-R**, and the Departmental Heads.
- 5.8 Student members elected to an academic governance body have a two-year term, with all membership roles eligible for re-election.
- 5.9 Other members elected or appointed to an academic governance body have a three-year term, with all membership roles eligible for re-appointment or re-election.
- 5.10 Where an ex-officio member ceases to meet the eligibility criteria for their role, the position is vacated. Where an elected or appointed member ceases to meet the relevant criteria applicable at the time of their appointment or election, the governance body with direct oversight will consider the member's eligibility and may choose to continue the membership of the individual to the end of their term of election or appointment, or to declare the position to be vacant. For example, if an elected member of the Academic Board was no longer employed by an applicable Affiliated College, or if the Student Representative on the Academic Board was no longer actively enrolled in an AUT course, the Council may consider the case of the individual's membership and could either confirm their membership until the conclusion of their original term or resolve for the position to be declared vacant.
- 5.11 Each academic governance body is responsible to ensure that vacancies on the board or committee are filled in a timely manner, particularly when the category of vacancy relates to a key area of expertise for the governance body.



- 5.12 If at the close of nominations in the conduct of an election for membership of the Academic Board, the number of vacancies for elected positions exceeds the number of candidates who are declared elected by the Returning Officer, any remaining vacancy may be filled by the Academic Board by recommendation to the Council for appointment for the term stated in the notice of election.
- 5.13 Similarly, if at the close of nominations in the conduct of an election for membership of a Standing Committee of the Academic Board, the number of vacancies for elected positions exceeds the number of candidates who are declared elected by the Returning Officer, any remaining vacancy may be filled by the Academic Board by appointment for the term stated in the notice of election.

Membership procedures

- 5.14 Procedures for the election or appointment of members of an academic governance body are outlined in *Schedule 5*.

Office Holders – Chair, Deputy Chair

- 5.15 The Council shall appoint the Chair of Academic Board for a period determined by the Council.
- 5.16 With the exception of the Chair of Academic Board, each governance body will hold an election at least every three years, for the role of Chair and Deputy Chair of the governance body.
- 5.17 The Chair of an academic governance body shall preside at meetings of the Academic Board, committee or subcommittee. If the Chair is absent from the meeting the Deputy Chair shall preside.
- 5.18 If both the Chair and Deputy Chair of an academic governance body are absent from a meeting, the members present shall elect a chair from among their number.
- 5.19 The chair and deputy chair will hold office until:
- 5.19.1 s/he resigns as Chair or Deputy Chair of the governance body, in which case the governance body shall elect (or Council will appoint in the case of the Academic Board Chair) a replacement for the remainder of the term of Chair or Deputy Chair; or
 - 5.19.2 the governance body (or Council in the case of the Academic Board Chair) resolves to revoke the appointment, in which case the position of Chair and/or Deputy Chair will be declared vacant until a new office-holder is elected or appointed for the remainder of the term of Chair or Deputy Chair.
- 5.20 A Chair and Deputy Chair may hold office for normally at most two terms (of three years).

Governance Hierarchy

- 5.21 While retaining approval of the structure and roles of **Standing Committees** of the Academic Board, the Council delegates to the Academic Board the power to vary the functions, membership and other features of the **Standing Committees** of the Academic Board to benefit the fulfilment of their role. The



proposed establishment of new Standing Committees of the Academic Board or the variation of established standing committees may be recommended by the Academic Board to the Council.

- 5.22 In turn, while retaining approval of the structure and roles of **sub-committees**, the Standing Committees are authorised to vary the functions, membership and other features of its **sub-committees**. The proposed establishment of new sub-committee of a Standing Committee of the Academic Board or the variation of established sub-committees may be recommended by the relevant Standing Committee to the Academic Board. Sub-committees shall make decisions on, report, and/or make recommendations to its establishing body on matters within their designated areas of responsibility according to a timeframe established by the relevant Standing Committee of the Academic Board. At least the Chair of each sub-committee shall be drawn from the relevant Standing Committee of the Academic Board.
- 5.23 **Panels** may be established as temporary or ongoing bodies by the Academic Board, its Standing Committees, or sub-committees, as advisory groups established to perform functions as prescribed by the governance body, consistent with the establishing governance body's role and functions. Panels are not decision-making bodies but can make recommendations and reports to the establishing governance body. Such panels shall report and make recommendations to its establishing body on matters within their designated areas of responsibility according to a timeframe established by the establishing governance body. At least the Chair of each panel shall be drawn from the establishing governance body.
- 5.24 Matters specifically relating to the Academic Board are outlined in Schedule 1. Matters relating to the Standing Committees of the Academic Board are outlined in Schedule 2. Matters relating to the sub-committees of the Standing Committees of the Academic Board are outlined in Schedule 3.
- 5.25 Schedule 4 contains a diagram of the academic governance model of AUT.

Planning and Conduct of Business – all academic governance bodies

- 5.26 The Academic Board is to maintain a workplan, reviewing the plan annually. The Academic Board may require that its Standing Committees establish and maintain workplans if the Academic Board deems necessary. The Academic Board is responsible for ensuring that the workplan for the Academic Board, and its Standing Committees and any sub-committees or panels, are designed to ensure the undertaking of relevant duties with reference to the roles and functions identified in this Charter.
- 5.27 A meeting agenda and relevant papers will be provided to members prior to a meeting of an academic governance body, typically one week in advance of a scheduled meeting.
- 5.28 Members unable to attend a meeting are encouraged to contact the Executive Officer as soon as practicable, and the member will be recorded in the minutes of the meeting as an apology.
- 5.29 At any meeting of an academic governance body, a quorum shall be one-half (or if one-half is not a whole number, the whole number next higher than one-half) of the total number of members then in office. For the Academic Board and its Standing Committees, at least three of those present shall be either



appointed members or elected members.

- 5.30 With consent of members, recordings of meetings of academic governance bodies may take place in order to facilitate accurate minute-taking.
- 5.31 Draft minutes of meetings of the Academic Board, Standing Committees, and sub-committees will be prepared by a person appointed by the VC and will be reviewed by the Chair.
- 5.31.1 Draft minutes will be provided to the establishing academic body. For example, the draft minutes of the Academic Board will be provided to the next meeting of the Council; the draft minutes of the Standing Committees of the Academic Board will be provided to the following meeting of the Academic Board; the draft minutes of the subcommittees of a Standing Committee of the Academic Board will be provided to the following meeting of the relevant Standing Committee of the Academic Board.
- 5.31.2 Draft minutes of a meeting of an academic governance body will be submitted to the next meeting of that board or committee for approval by its members.
- 5.32 Decisions of an academic governance body are implemented as soon as practicable, and do not require the formal approval of the minutes beforehand.

Alternate Members

- 5.33 Where an elected member of an academic governance body:
- a) is likely to miss at least two consecutive normal meetings of the board or committee, or
 - b) is formally acting in a position which carries official membership of the board or committee for a period of up to 12 months,
- an alternate member who is qualified to hold office may be appointed by the governance body's Chair, after appropriate consultation, for the period of the elected member's leave of absence.

In attendance

- 5.34 Each academic governance body has an Executive Officer, appointed by the VC, who shall attend meetings and participate as permitted by the Chair.
- 5.35 The Chair may request additional non-member individuals to attend meetings and participate as relevant to the work of the board or committee.

Resolutions without a synchronous meeting

- 5.36 If a motion is circulated to all members of an academic governance body, with the approval of the Chair, and an affirmative response is received in writing within a specified timeframe from the specified number of members, a resolution in those terms shall be taken to have been passed at a meeting of the governance body held on the day on which the member whose vote makes a majority in favour of the motion is received. The standard quorum applies as would be the case for a synchronous meeting.



Methods for meetings

- 5.37 Meetings of academic governance bodies may be held by means of a method of communication, or by means of a combination of methods of communication, determined by the Chair of the relevant body for the purposes of that meeting.
- 5.38 A member of an academic governance body who participates in a meeting by a method approved by the Chair is present at the meeting even if he or she is not physically present at the same location as another member participating in the meeting.

6. QUALITY ASSURANCE

A key aspect of quality assurance in academic governance is through regular reviews of AUT's Higher Education Standards Framework Education Standards Register, maintained by the Higher Education Standards Review Group and reported to the Academic Board, outlining the quality assurance mechanisms related to each relevant Higher Education Standards Framework requirement. This ensures that the University maintains the ability to demonstrate compliance with the Higher Education Standards as well as the effectiveness of the relevant policies which contribute to this compliance in the areas relevant to academic governance.

Higher Education Standard 6.1.3(d) requires the corporate governing body to undertake 'periodic' (at least every seven years) independent reviews of the effectiveness of the governing body and academic governance processes, to ensure that the findings of such reviews are considered by a competent body or officer(s), and that agreed actions are implemented. AUT commits to complying with this requirement.

7. RELATED DOCUMENTS AND LEGISLATION

HESF Domain 6: Governance and accountability; 6.3 Academic Governance.

TEQSA Guidance Note: Academic Governance

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Board of Directors	11 November 2024	1 January 2025	New document
1.1	Vice-Chancellor	May 2025	May 2025	Update to new document template; minor editorial updates to implement University status.
1.2	Research Committee	July 2025	July 2025	Amendment to membership of HDR Examination Panel
1.3	Council	August 2025	August 2025	Election process revised for student positions on academic governance
1.4	Academic Board	January 2026	January 2026	Amend membership of Teaching and Learning Committee
1.5	Academic Board	May 2026	May 2026	Amend membership of Research Committee & Academic Quality Committee. Amend requirements for



				standing committee chairs & deputy chairs to be members of standing subcommittees & panels.
--	--	--	--	---

Any hard copy of this electronic document may not be current as the AUT regularly reviews its policies. The latest version can be found online at www.aut.edu.au/

SCHEDULE 1: ACADEMIC BOARD

S1.1 Matters from the AUT Constitution:

Section 8.13 prescribes that “The Council must elect the chair of the Academic Board”.

The Constitution (Section 7.3) permits the Council by resolution passed by not less than two-thirds of the Council to withdraw awards of the University and/or any scholarships, prizes, exhibitions, bursaries and other awards of the University. As these are academic matters, any such resolution shall normally be moved by the Chair of the Academic Board (or nominee) based on a recommendation from the Academic Board.

Functions:

S1.2 Role and General responsibilities

The Academic Board is the peak academic body in the AUT and, as a forum for consideration of academic issues, policy development and decision-making, is responsible, under the AUT Constitution, to the Council for the academic governance of AUT including:

- (a) fostering and maintaining the highest standards in teaching, learning, research and scholarship;
- (b) overseeing all academic activities of AUT;
- (c) deciding academic policy and approving related procedures;
- (d) conducting forums of interest to those engaged in the study of theology and other disciplines related to Christian ministry;
- (e) advising on the development and implementation of academic plans of AUT;
- (f) providing advice to the Council and the VC, as appropriate, on academic matters relating to and affecting AUT’s teaching and research activities and its educational programs.

In addition, the Academic Board shall be responsible for:

- (a) assuring the quality and development of teaching, scholarship and research, including Higher Degree by Research studies, in the AUT, and reporting on the AUT's academic activities, scholarship and research;
- (b) overseeing a formal and regular program of review of academic activities of the AUT, including advising on the development and implementation of teaching and learning strategic plans and research and scholarship strategies of the AUT;
- (c) recommending to the Council on
 - the strategic directions of the AUT with regard to academic matters;
 - a variation to the suite of courses approved for delivery by an affiliated college;
 - proposed new programs;
 - the discontinuation of academic awards and courses;
 - policy in relation to the professional development of the academic staff teaching in the Affiliated Colleges;



- the improvement of the student learning environment and facilities;
 - any other matter involving expenditure of funds for which the Council is directly responsible and not covered by policies or the budget.
- (e) reporting to the Council on
- the performance against academic plans;
 - the conduct, evaluation and improvement of teaching, learning experiences and student assessment in the AUT, including Higher Degree by Research supervision;
 - codes of academic conduct for students and staff of the AUT and affiliated colleges;
 - any matters referred to it by the Council
- (f) approving new and revised courses and programs (following approval of an initial proposal by the Council) and units, with particular responsibility for ensuring that:
- the structure and requirements of each course are consistent with the award to which it leads;
 - the depth of content and standard of assessment of each course is appropriate to the award to which it leads;
 - the methods of course delivery are appropriate in achieving the purpose of the course;
 - the course and the award to which it leads are consistent with the Australian Qualifications Framework;
- (g) overseeing policies and procedures which promote research and academic integrity;
- (h) considering and acting on relevant data such as teaching evaluations, student feedback, student attrition, progress rates, grade distributions, course completions, graduate satisfaction and employer satisfaction;
- (i) assessing the effectiveness of policies in achieving their objectives, including considering the outcomes of benchmarking activities;
- (j) approval of scholarships and grants within the budgeted amount. This approval may be delegated to a standing committee of the Academic Board.
- S1.3 Subject to the AUT Constitution and to any decision of the Council, the Academic Board has such delegated authority as may be necessary to exercise the functions of the Academic Board under this Policy. The Academic Board may co-opt persons as non-voting members for a specified period, perhaps for a specified task.

S1.3 Academic Policies

Subject to the AUT Constitution and to any decision of the Council, the following delegations are made with respect to the development, review and implementation of academic policies of the AUT:

- (a) the Academic Board shall approve and review the content and implementation of the AUT's academic policies and procedures, and implement those policies and procedures; and



- (b) the Standing Committees of the Academic Board shall implement the approved academic policies and procedures and shall recommend new and revised policies and procedures for approval by the Academic Board; and
- (c) Staff of the AUT and affiliated colleges shall implement approved academic policies and procedures in accordance with relevant prescribed delegations in the policies.

The Academic Board will oversee academic policies and procedures in all areas required under the Higher Education Standards Framework, including those from at least the following Domains:

- Student participation and attainment (HESF Domain 1);
- Learning environments (HESF Domain 2);
- Teaching (HESF Domain 3);
- Research and research training (HESF Domain 4);
- Institutional quality assurance (HESF Domain 5).

S1.4 Conferral of Academic Awards

Subject to any directions from the Council, the following delegations are made with respect to the conferral of other academic awards of the AUT:

- (a) The Academic Board may confer any academic award of the University;
- (b) The Academic Board may choose to establish a policy delegating authority to the Chair of Academic Board, to confer any academic award of the University. Any exercise by the Chair in conferring awards in accordance with established policy under this clause must be reported to the next meeting of the Academic Board for noting. Neither the Academic Board or its Chair may further delegate authority to confer awards.

Only the Council shall award the honorary degree of Doctor of Theology (*honoris causa*).

S1.5 Standing Committees of the Academic Board of Academic Awards

The Standing Committees of the Academic Board are:

- (a) **The Teaching and Learning Committee.** Its role is to promote improvements in the teaching, learning and assessment policies and practices across the AUT. The Committee shall assist the Academic Board by developing and reviewing academic policies and contributing to quality assurance and improvement in relation to all coursework programs and units across all modes of attendance.
- (b) **The Research Committee.** Its role is to promote research and scholarship and encourage improvement in the experience of Higher Degree by Research candidates across the AUT. The Committee shall assist the Academic Board by developing and reviewing academic policies and contributing to quality assurance and improvement in relation to all Higher Degree by Research programs and units. The Committee shall oversee the enrolment, progression and completion of Higher Degree by Research candidates, approve scholarships and grants within the budgeted amount, and recommends to the Academic Board conferral of Higher Degree by Research awards.
- (c) **The Academic Quality Committee.** Its role is to assure the quality of academic activities across the AUT. The Committee shall assist the Academic Board by developing and reviewing policies and procedures that relate to the assurance of



quality in the academic activities of the AUT, particularly in relation to coursework units, and planning the quality audit activities in and for the AUT. On behalf of the Academic Board the Committee shall approve the release of results on completion of units in a teaching period.

- (d) **The Academic Appeals Committee.** Its role is to consider appeals on academic grounds arising from the relevant policies of the AUT. The Committee may assist the Academic Board by reviewing policies and procedures involving appeal processes to assure just and fair treatment of appellants and standing of the AUT before students and other stakeholders.

Details of the functions, membership and established sub-committees of these Standing Committees of the Academic Board are outlined in Schedule 2.

S1.6 Membership

In accordance with the AUT Constitution (Section 8.11) the Academic Board must include at least one Director, the CEO and at least one other person who has appropriate expertise.

The Academic Board shall be composed of:

- (a) The Chair (appointed by the Council), who may or may not be a Director
- (b) The **Vice-Chancellor**
- (c) The Chair of each Standing Committee of the Academic Board
- (d) The **Departmental Heads**
- (e) A non-Chair Director, if appointed by the Council*
- (f) Two persons external to the AUT with standing and experience in the university and/or professional sectors relevant to the functions of the Academic Board, appointed by the Council
- (g) Four academic staff members (not being members of the Council at the time of election), elected by permanent academic staff across colleges such that no more than one staff member comes from a single AUT college
- (h) One AUT student elected by enrolled AUT students
- (i) One college librarian elected by the senior librarians (one per college) across colleges affiliated with the AUT

* The non-Chair Director may not be elected (or remain) as the Deputy Chair of the Academic Board if the Chair of the Academic Board is a Director.

S1.7 Meetings

The Academic Board shall meet, either face to face or virtually, at least four times each year.

S1.8 Academic Board & Council

If the Council proposes to reject or amend in a substantive fashion a recommendation from the Academic Board relating to teaching, scholarship or research within the AUT, the Council must seek further advice from the Academic Board before making a final decision.

The above statement does not apply if, in the judgment of the Chair of the Council and the Chair of the Academic Board:

- (a) the matter is one of urgency on which it is necessary for an immediate decision to be



made by the Council; or

- (b) the area of difference between the Council and the Academic Board is not one of principal or material significance.

Individual members of the Council may request advice from or contribute to matters under consideration by the Academic Board in a manner advised by the Chair of the Academic Board according to the circumstances.

SCHEDULE 2: STANDING COMMITTEES OF THE ACADEMIC BOARD***S2.1 THE TEACHING AND LEARNING COMMITTEE******S2.1.1 Functions***

The Teaching and Learning Committee will

- (a) identify, encourage and promote the development of good practice and excellence in teaching and learning
- (b) contribute to the development and implementation of teaching and learning strategic plans of the AUT;
- (c) develop, implement and review policies, guidelines and protocols in relation to teaching, learning and assessment in coursework programs across the organisation;
- (d) consider and make recommendations to the Academic Board for revisions to policies relating to coursework awards;
- (e) under delegation from the Academic Board, consider and approve, as appropriate, proposals for new coursework units and revision of current coursework units;
- (f) consider and respond to any matter referred to it by the Academic Board or by the Chair of the Academic Board, or by other committees of the Academic Board.

S2.1.2 Meetings

The Teaching and Learning Committee will normally meet at least four times per year.

S2.1.3 Membership

The membership of the Teaching and Learning Committee will be comprised of:

- (a) the Heads (or their nominees) of colleges authorised to present coursework programs of the AUT
- (b) one coursework student elected by enrolled students, following a call for expressions of interest to all enrolled coursework students and nomination by Affiliated College Principals
- (c) the VC (or representative)
- (d) the AUT Director of Learning and Teaching
- (e) two (2) persons (external to the AUT) with standing and experience in the university and/or professional sector relevant to the functions of the Committee, appointed by the Academic Board on recommendation of the Chair of the Academic Board.
- (f) where deemed appropriate by the Academic Board, up to one additional position may be appointed by the Academic Board, for a person who has standing and experience relevant to the functions of the Teaching and Learning Committee.

S2.1.4 In Attendance

The Executive Officer of the Teaching and Learning Committee, appointed by the VC, shall attend meetings of the Teaching and Learning Committee, sub-committees and/or panels (when deemed necessary by the Chair of the sub-committee or panel), and participate as permitted by the Chair.

The Registrar may also attend meetings of the Teaching and Learning Committee and panels (when deemed necessary by the respective Chair), and participate as permitted by the Chair.

S2.1.5 Sub-Committees

The Teaching and Learning Committee has the following sub-committee:

Coursework Unit Review Committee

Role

The Coursework Unit Review Committee is a sub-committee of the Teaching and Learning Committee with the responsibility for receive, review and approve (or not approve)

- (a) all applications for a new unit, and
- (b) all applications for substantive changes / revisions / updates to an existing unit from affiliated colleges and the AUT office.

S2.2 THE RESEARCH COMMITTEE

S2.2.1 Functions

The Research Committee will

- (a) identify, encourage and promote the development of good practice and excellence in research and scholarship, and monitor and analyse research and scholarship performance in the AUT which is formally approved and reported by the Academic Board;
- (b) contribute to the development and implementation of research and scholarship strategic plans of the AUT, and monitor outcomes against established targets;
- (c) develop, implement and review policies, guidelines and protocols in relation to research, scholarship and research studies practices across the AUT;
- (d) consider and make recommendations to the Academic Board for revisions to policies relating to Higher Degrees by Research;
- (e) under delegation from the Academic Board, consider and approve, as appropriate, proposals for new research units and revision of current research units;
- (f) recommend to the Academic Board the conferral of Higher Degrees by Research;
- (g) approve scholarships and grants within the budgeted amount in accordance with the Academic Governance Policy;
- (h) conduct inquiries into instances of alleged research misconduct in accordance with relevant policies;
- (i) consider and respond to any matter referred to it by the Academic Board or by the Chair of the Academic Board, or by other committees of the Academic Board.

S2.2.2 Meetings

The Research Committee will normally meet at least four times per year.

S2.2.3 Membership

The membership of the Research Committee will be comprised of:

- (a) an academic staff member from each of the four colleges with the largest student load in Higher Degree by Research courses *
 - (b) three academic staff members active in research and scholarship (one elected from among academic staff in each of the three departments) not from the four colleges identified in (a), and with the proviso that there will be no more than two members of Research Committee from the same affiliated college.
 - (c) a student studying in an AUT higher degree by research course, elected by students enrolled in HDR programs, following a call for expressions of interest to all enrolled research students and nomination by Affiliated College Principals
 - (d) a representative of each Research Centre directly affiliated with the AUT (e.g. NCLS)
 - (e) an affiliated college librarian (elected from among the affiliated college librarians)
 - (f) the VC (or representative)
 - (g) the DVC-R
 - (h) two persons external to the AUT with standing and experience relevant to the functions of the Committee, appointed by the Academic Board on recommendation of the Chair of the Academic Board
 - (i) up to two additional positions may be appointed by the Academic Board from affiliated college staff where the staff member has standing and experience relevant to the functions of the Research Committee, with the proviso that there will be no more than two members of Research Committee from the same affiliated college.
- * to be nominated by the Head of the relevant college (may self-nominate). The four colleges with the largest student load in Higher Degree by Research courses will be reviewed every 3 years, based on HDR student load in the final year of the appointment term.

S2.2.4 In Attendance

The Executive Officer of the Research Committee, appointed by the VC, shall attend meetings of the Research Committee and panels (when deemed necessary by the Chair of the panel), and participate as permitted by the Chair.

S2.3 THE ACADEMIC QUALITY COMMITTEE

S2.3.1 Functions

The Academic Quality Committee will

- (a) evaluate unit delivery and assessment practices across the organisation, make recommendations for improvement, including references to new technologies, and monitor outcomes;



- (b) monitor and evaluate the quality of academic policies and programs, make recommendations for improvement, and monitor outcomes;
- (c) evaluate the quality of staff and resources across the organisation and assure the quality of staff who do not formally satisfy the requirements to present a unit;
- (d) develop, implement and review the academic aspects of the AUT's Quality Management System and recommend enhancements, as necessary.
- (e) evaluate such data as teaching evaluations of units, student feedback, student attrition, progress rates, grade distributions, course completions, graduate satisfaction and employer satisfaction, and make consequent recommendations.
- (f) evaluate the reports of the Assessment and Moderation Committee at the end of each teaching period, make recommendations to affiliated colleges, and monitor outcomes;
- (g) evaluate the reports of the Academic Approvals Committee
- (h) under delegation from the Academic Board, consider and, as appropriate, approve recommendations from the Assessment and Moderation Committee for release of results at the end of a teaching period;
- (i) review reports from and to TEQSA and other external agencies, recommend action and monitor outcomes;
- (j) plan AUT quality assurance activities, such as benchmarking academic performance, TEQSA audits, audits of affiliated colleges, implement and/or recommend implementation of the plan(s) and monitor outcomes;
- (k) consider and respond to any matter referred to it by the Academic Board or the Chair of the Academic Board, or by other committees of the Academic Board.

S2.3.2 Meetings

The Academic Quality Committee will normally meet at least four times per year.

S2.3.3 Membership

The membership of the Academic Quality Committee will be comprised of:

- (a) three academic staff members (one elected from among academic staff in each of the three departments), with the proviso that there will be no more than two members of Academic Quality Committee from the same affiliated college.
- (b) two to four staff appointed by the Academic Board, nominated by Heads of college (may self-nominate), with the proviso that there will be no more than two members of Academic Quality Committee from the same affiliated college.
- (c) the VC (or representative).
- (d) the Academic Quality Officer.
- (e) two persons (external to the AUT) with standing and experience relevant to the functions of the Committee, appointed by the Academic Board on recommendation of the Chair of the Academic Board.



S2.3.4 In Attendance

The Executive Officer of the Academic Quality Committee, appointed by the VC, shall attend meetings of the Academic Quality Committee, sub-committees and/or panels (when deemed necessary by the Chair of the sub-committee or panel), and participate as permitted by the Chair.

S2.3.5 Sub-Committees

The Academic Quality Committee has the following sub-committees:

Assessment and Moderation Committee

Role

The Assessment and Moderation Committee is a sub-committee of the Academic Quality Committee with the responsibility for bringing forward recommendations for release of student results in Category C units at the end of study periods. The Assessment and Moderation Committee may also assist the AQC by recommending changes to policies and procedures in relation to assessment practices, moderation and academic quality management.

Academic Approvals Committee

Role

The Academic Approvals Committee is a sub-committee of the Academic Quality Committee with the responsibility for reviewing and approving requests for new academic staff, in line with the Faculty Qualification Policy. The committee shall also review requests for approved academics to oversee units at a higher AQF level or in a different area.

S2.4 THE ACADEMIC APPEALS COMMITTEE

S2.4.1 Functions

The Academic Appeals Committee will

- (a) process academic appeals concerning academic matters arising from policies of the AUT, including but not limited to:
 - Academic Integrity Policy for Coursework Awards
 - Research Integrity Policy
 - Research Misconduct Procedure
 - Grievance Resolution Policy – Students
 - Course Progress Policy
- (b) under delegation from the Academic Board, resolve academic appeals and report outcomes to the Academic Board;
- (c) evaluate the quality of relevant academic policies and practices, make recommendations, and monitor outcomes;
- (d) review and recommend improvements in the complaint handling procedures across the AUT;



- (e) assure quality in academic outcomes for students by considering potential irregularities in assessment processes;
- (f) ensure appropriate confidentiality and recording in relation to appeals.

The Academic Board delegates to the Academic Appeals Committee the authority to resolve relevant matters on behalf of the Academic Board, and the Appeals Committee shall report the outcome of all such matters to the Academic Board.

S2.4.2 Membership

The Academic Appeals Committee shall be composed of a minimum of three members and a maximum of six members, including the VC (or nominee) and the Deputy Chair of the Academic Board who shall chair the committee. When composing the Committee, the Chair of the Academic Board shall be guided by:

- the policy under which the appeal is being submitted and
- the case under consideration.

The other members of the Committee shall be appointed by the Chair of the Academic Board and may include:

- (a) academic staff members from colleges other than that of the appellant
- (b) a student from a college other than that of the appellant

If the VC appoints a nominee, the nominee shall be from other than the college of the appellant.

Members of the Academic Appeals Committee shall be appointed for the duration of the hearing of a particular appeal.

S2.4.3 In Attendance

The VC shall appoint an Executive Officer to the Academic Appeals Committee as and when required.

S2.4.4 Consultation

The Academic Appeals Committee may consult the **AUT Visitor**.

SCHEDULE 3: ONGOING SUB-COMMITTEES AND PANELS OF THE STANDING COMMITTEES OF THE ACADEMIC BOARD

S3.0 Document Management

The Chief Operating Officer is authorised to amend this Schedule in accordance with documented decisions of the relevant Standing Committees of the Academic Board.

S3.1 ACADEMIC APPROVALS COMMITTEE

S3.1.1 Reporting and establishment

The Academic Approvals Committee is a sub-committee of the Academic Quality Committee (AQC) and reports the outcomes and submits minutes of its meetings to the AQC.

S3.1.2 Role

The Role of this sub-committee is determined by the Academic Board and is established in Schedule 2 (section S2.3.5).

S3.1.3 Functions

The Executive Officer of the AQC maintains a record of all requests and the outcome of each which would be presented to the AQC. A standing item on the agenda for each meeting of the AQC is to be the approval of academic staff. The role of the AQC in its meetings is to review the operation and decision-making of the Academic Approvals Committee in relation to the Faculty Qualification Policy and offer guidance and direction where appropriate.

Appeals against decisions of the Academic Approvals Committee arising from affiliated colleges are directed to the Chair of the Academic Board as established under the Faculty Qualification Policy.

S3.1.4 Meetings

The Academic Approvals Committee aims to process all requests within two weeks of the submission of the application from the affiliated college.

S3.1.5 Membership

The Academic Approvals Committee shall be composed of:

- (a) Executive Officer of the Academic Quality Committee, and two other delegates approved by the AQC, at least one of them being a member of the AQC.
- (b) Volunteers for the committee may be nominated or self-nominate and be appointed to the AQC by a majority vote of the AQC. Appointment to the committee will be for a term of one year and the panel will be re-formed at the October meeting of the AQC each year.
- (c) Where one or more members of the committee are unavailable to consider a request for approval the Chair and/or Deputy Chair of the AQC may stand in for the committee member if the Chair and/or Deputy Chair are not already members of the committee. The Chair or Deputy Chair may be asked to be involved in the decision-making process if a conflict of interest is declared and another vote is required for the decision. Alternatively, an external member of the AQC may carry out this role.

S3.2 ASSESSMENT AND MODERATION COMMITTEE

S3.2.1 Reporting and establishment

The Assessment and Moderation Committee is a sub-committee of the Academic Quality Committee (AQC), and reports the outcomes and submits minutes of its meetings to the AQC.

S3.2.2 Role

The Role of this sub-committee is determined by the Academic Board and is established in Schedule 2 (section S2.3.5).

S3.2.3 Functions

The Assessment and Moderation Committee will:

- (a) Consider the end-of-semester reports of the unit moderators and make recommendations to the AQC concerning the release of results in completed Category C units.
- (b) Recommend action to the AQC based on moderator comments regarding the quality of teaching, learning and assessment in any unit delivered at an **Affiliated College**.
- (c) Evaluate the quality of academic policies and practices impacting on assessment, make recommendations and monitor outcomes.
- (d) Review and recommend improvements in the assessment approval and moderation procedures across the organisation.
- (e) Assure quality in the academic outcomes for students by advising on potential irregularities in assessment processes.

S3.2.4 Meetings and decision-making

The Assessment and Moderation Committee will meet at least twice each year, in a method determined by the Chair, at the end of each half-year teaching period. Recommendations for changes to student results for Category C units (see Units Policy; Moderation Policy) will be passed by a majority vote.

For Category C unit moderation which occurs outside regular semester periods:

- Where no changes to student final grades are recommended, reports are to be approved, and results approved for release, by the VC's Representative.
- Where changes are recommended to student final grades, reports are to be approved by the Chair of the Assessment and Moderation Committee, and results to be approved for release by the Chair of the AQC.

S3.2.5 Membership

The Assessment and Moderation Committee shall be composed of the Deputy Chair of the AQC (Chair), the VC's Representative (Executive Officer), and the three **Departmental Heads**. Members are appointed by virtue of their office and therefore have no set term in relation to membership on this Committee. If the Deputy Chair of the AQC declines their role, the AQC shall appoint a replacement from among its membership.

S3.3 COURSEWORK UNIT REVIEW COMMITTEE

S3.3.1 Reporting and establishment

The Coursework Unit Review Committee (CURC) is a sub-committee of the Teaching and Learning Committee, and reports the outcomes and submits minutes of its meetings to the Teaching and Learning Committee.

S3.3.2 Role

The Role of this sub-committee is determined by the Academic Board and is established in Schedule 2 (section S2.1.5).

S3.3.3 Functions

The Coursework Unit Review Committee will review each application for a new unit / substantive changes to an existing unit with respect to:

- (a) AQF level/s
- (b) Field and unit title
- (c) Workload
- (d) Pre – and /or co – requisites
- (e) Purpose
- (f) Pedagogy
- (g) Appropriateness of Unit Learning Outcomes
- (h) Constructive alignment with Course Learning Outcomes
- (i) Unit content
- (j) Resources / bibliography

S3.3.4 Meetings

The CURC will normally meet at least four times each year, in a method determined by the Chair.

S3.3.5 Membership

The Coursework Unit Review Committee shall be composed of:

- (a) The Chair, appointed by the Teaching and Learning Committee, who shall be a member of the Teaching and Learning Committee.
- (b) AUT Director of Teaching and Learning.
- (c) One **Affiliated College** staff member representing each of the three AUT departments (Bible and Languages, Christian Thought and History, Ministry and Practice), appointed by the Teaching and Learning Committee on the recommendation of the CURC Chair.
- (d) Up to two additional **Affiliated College** staff members and/or external representatives may be appointed by the Teaching and Learning Committee on the recommendation of the CURC Chair.

CURC will appoint a Deputy Chair from amongst its members.

S3.3.6 In Attendance

The Executive Officer of the Teaching and Learning Committee will act as the Executive Officer of the CURC and shall attend meetings of the CURC and participate as permitted by the Chair.

S3.4 HIGHER DEGREE BY RESEARCH EXAMINATION PANEL (HDREP)

S3.4.1 Reporting and establishment

The Higher Degree by Research Examination Panel (HDREP) is a **panel** of the Research Committee which reports to the Research Committee.

S3.4.2 Role

The Higher Degree by Research Examination Panel (HDREP) makes recommendations to the Research Committee on examination outcomes of HDR theses.

S3.4.3 Functions

The Higher Degree by Research Examination Panel shall:

- (a) appoint examiners for HDR theses. Such appointments are delegated to the DVC-R and the AUT office;
- (b) receive examiners' reports and the principal supervisor's response;
- (c) on the basis of these reports, make a recommendation to the Research Committee according to the HDR examination outcomes outlined in the HDR Thesis Examination and Conferral Procedure.

S3.4.4 Meetings

The Higher Degree by Research Examination Panel shall meet as and when required. Generally, it will conduct its business by email, but may meet face-to-face or virtually, as appropriate.

S3.4.5 Membership

The Higher Degree by Research Examination Panel shall be composed of:

- (a) DVC-R [HDREP Chair]
- (b) Chair, Research Committee
- (c) Deputy Chair, Research Committee
- (d) One member, Research Committee, with preference for an External Member where available
- (e) One further member, Research Committee, with appropriate disciplinary expertise, if required.

If the Chair and/or Deputy Chair decline their role, the Research Committee may appoint one or more replacements from among its membership.

The DVC-R shall appoint any other members of the Higher Degree by Research Examination Panel from the membership of the Research Committee, as required.

The minimum number of panel members to assess a particular HDR thesis will be two, at least one of whom will be the DVC-R or Chair, Research Committee.

S3.5 RESEARCH PUBLICATIONS ASSESSMENT PANEL (RPAP)

S3.5.1 Reporting and establishment

The Research Publications Assessment Panel (RPAP) is a **panel** of the Research Committee which reports to the Research Committee.

S3.5.2 Role

The Research Publications Assessment Panel makes recommendations to the Research Committee regarding the assessment of publications as research or scholarship and regarding the quality of research according to ERA standards.

S3.5.3 Functions

The Research Publications Assessment Panel shall:

- (a) recommend additions to, removals from, and reclassifications of the journals and publishers on the AUT Ranking Lists;
- (b) create guidelines for the likely ranking of biblical commentary series and encyclopedia articles for approval by the Research Committee;
- (c) review, on request, a particular journal article, book chapter or book for approval by Research Committee.

S3.5.4 Meetings

The Research Publications Assessment Panel shall meet as and when required. Generally, it will conduct its business by email, but may meet face-to-face or virtually, as appropriate.

S3.5.5 Membership

The Research Publications Assessment Panel shall be composed of:

- (a) Deputy Chair, Research Committee [RPAP Chair]
- (b) DVC-R
- (c) Other experts

If the Deputy Chair declines their role, the Research Committee may appoint a replacement from among its membership.

The DVC-R shall appoint 'other experts' to the Research Publications Assessment Panel as required.



S3.6 SCHOLARSHIP AND GRANTS PANEL (SGP)

S3.6.1 Reporting and establishment

The Scholarship and Grants Panel (SGP) is a **panel** of the Research Committee which reports to the Research Committee.

S3.6.2 Role

The Scholarship and Grants Panel makes recommendations to the Research Committee regarding the awarding of scholarships and competitive grants to HDR candidates and academic staff (including honorary staff) of **Affiliated Colleges**.

S3.6.3 Functions

The Scholarship and Grants Panel shall:

- (a) rank scholarship applications according to the guidelines approved by the Research Committee;
- (b) rank competitive grant applications according to the AUT Grants Policy and any additional guidelines approved by the Research Committee;
- (c) recommend the award of such scholarships and competitive grants within the annual budget approved by the Council and any limits approved by the VC and/or the Research Committee.

S3.6.4 Meetings

The Scholarship and Grants Panel shall meet as and when required. Generally, it will conduct its business by email, but may meet face-to-face or virtually, as appropriate.

S3.6.5 Membership

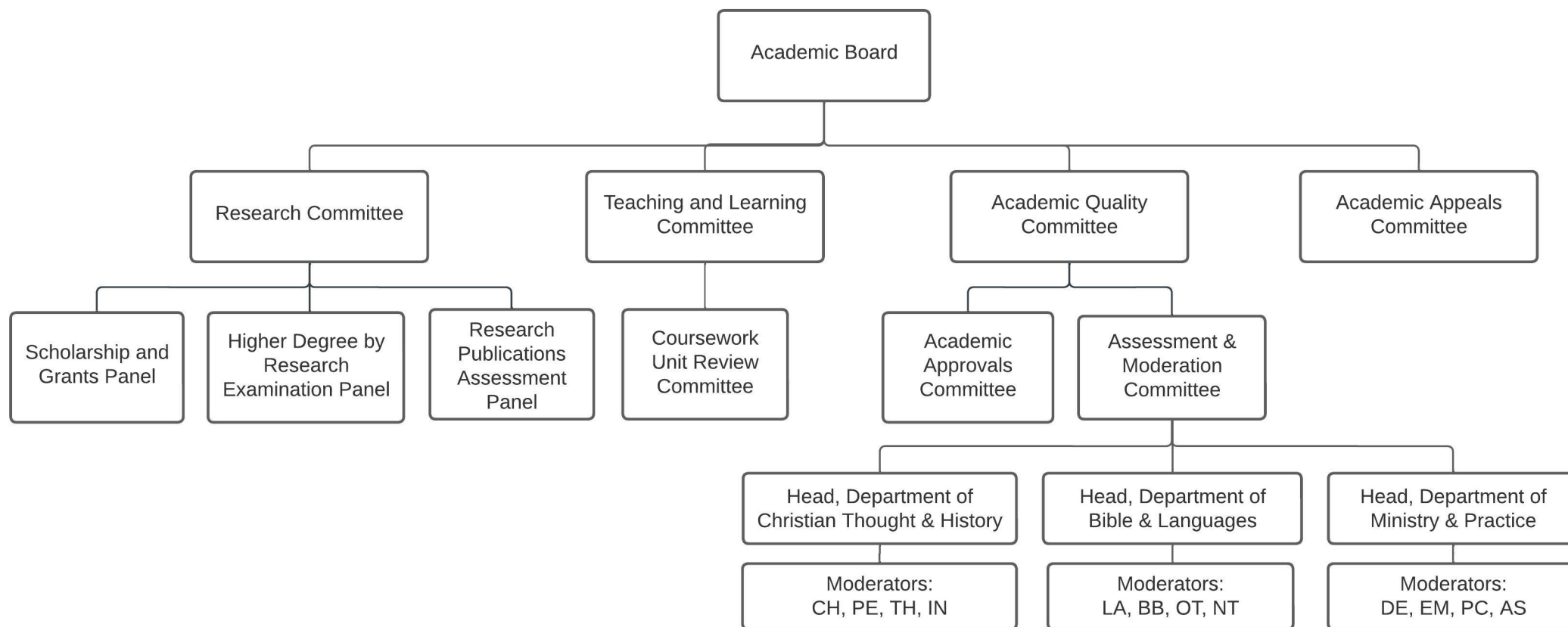
The Scholarship and Grants Panel shall be composed of:

- (a) Chair, Research Committee [SGP Chair]
- (b) DVC-R
- (c) Up to two additional members of the Research Committee

If the Chair declines their role, the Research Committee may appoint a replacement from among its membership.

The Research Committee shall appoint additional members to the Scholarship and Grants Panel as required.

SCHEDULE 4: ACADEMIC GOVERNANCE CHART





SCHEDULE 5: PROCEDURES

S5.1 NOMINEES AND ELECTORATES

S5.1.1 Elected Members

For the election of the academic staff members, nominees shall be drawn from, and the electorate consist of, all academic staff who are full-time or fractional appointments of at least 0.4 FTE across affiliated colleges. Nominees shall be nominated by another academic staff member from the electorate.

For the election of a college librarian, nominees shall be drawn from, and the electorate consist of, one librarian from each Affiliated College as nominated by the college Head.

S5.1.2 Nominations and Endorsement of Nominations

In recognition that an **Affiliated College** staff member elected to an academic governance body shall be absent from their college for a number of days per year and that these absences must be accommodated, the nomination for an Affiliated College staff member shall record the endorsement of the College Principal for the nominee to be nominated. Without this endorsement the nomination should not be lodged.

Complete nominations received by the advised time and date of close of nominations shall be deemed valid.

Nomination forms on which all the required information is not provided at the advised time and date of close of nominations may be deemed valid at the discretion of the Returning Officer for the ballot.

Only the nominees on valid nominations shall be candidates in the relevant election.

The résumé submitted by an Affiliated College staff member to support their candidature on an academic governance body shall be about 200 words and include academic qualifications, experience in AUT colleges, current role in their college, the AUT Department to which they belong (if relevant), etc.

S5.2 ELECTION OF MEMBERS OF AN ACADEMIC GOVERNANCE BODY

S5.2.1 General information

Voting at an election of a member of the Academic Board shall be by open ballot. Completed ballots shall be stored confidentially in the AUT Office for a period of six (6) months following each election.

The declaration of the election of a member shall be based on simple majority.

Electors may vote for candidates up to the number of declared vacant positions.

Ballots on which there are votes for more than the declared number to vacant positions shall be declared invalid.

The Returning Officer for ballots electing members of an academic governance body shall be the VC or his/her nominee.



The Returning Officer or any person appointed by the Returning Officer must not in any way disclose or aid in disclosing the manner in which any voter has voted.

S5.2.1 Conduct of an election

The election shall be conducted in a manner decided by the Returning Officer.

S5.2.2 Election of a student position

For the election of a student, a call for expressions of interest shall be sent to all students who are enrolled in an AUT course and have load in that course in the half-year period in which the nominations are called. A request for expressions of interest will be sent to all students for the student position on the Academic Board; to all coursework students for the student position on the Teaching and Learning Committee; and to all HDR students for the position on the Research Committee. Students will be informed of a current or pending vacancy which they may wish to submit an expression of interest for.

Nominations for student representative position are to be made by the Principal of an Affiliated College for a student representative, with the student's consent, via the Returning Officer. Affiliated College Principals are not required to submit a nomination, but may wish to do so. A Principal may choose to submit no nominations, one, or multiple, for any vacancy. Nominations will include comments from the College Principal about the contributions of an applicant to a student position on an AUT governance body. When considering submitting a nomination, College Principals will have regard to:

- the appropriateness of the student for the position of student representative on the relevant academic governance body;
- the contributions the student is likely to be able to make, and the student's ability to engage in the workload of the academic governance body;
- the progress and standing of the student.

The electorate consists of all AUT students for the student representative to the Academic Board; coursework students for the student position on the Teaching and Learning Committee; and research students for the student position on the Research Committee.

S5.3 CASUAL VACANCIES

A casual vacancy in the position of an elected or appointed member of an academic governance body occurs if the member:

- (a) ceases to be qualified for the position, or
- (b) resigns from the governance body by notifying the Chair in writing, or
- (c) is formally acting in or is appointed to a position which carries official membership of the governance body for a period exceeding 12 months, or
- (d) is absent from three consecutive meetings of the governance body without an apology being accepted by the governance body at any of those meetings, or



- (e) is subject to a resolution of the governance body with direct oversight, on recommendation of the Chair of the relevant governance body, terminating his or her membership of the relevant governance body.

In the event that a casual vacancy in the position of an elected member of the governance body occurs then:

- (a) if the remainder of the term of membership of the elected member is less than twelve months, the Chair of the governance body, as soon as practicable after the vacancy occurs and after appropriate consultation, shall appoint a person qualified to hold that office for the remainder of the term of office; or
- (b) if the remainder of the term of membership of the elected member is twelve months or more, the Returning Officer, as soon as practicable after the vacancy occurs, shall conduct an election in accordance with this document among those persons qualified to vote at such an election.
- (c) if no nominations are received to fill a casual vacancy referred to in the above clause, the governance body may either leave the vacancy unfilled for the remainder of the term of office or take such other action in relation to the filling of the vacancy as the governance body considers necessary.

A person elected to fill a casual vacancy in the office of an elected member of the governance body is to hold office for the remainder of the predecessor's term of membership.

In the event that a casual vacancy in the position of an appointed member of an academic governance body occurs then the Chair shall bring forward a recommendation to the governance body with direct oversight to fill the vacancy.

A person appointed to fill a casual vacancy in the office of an appointed member of the academic governance body is to hold office for the remainder of their predecessor's term of membership.

S5.4 VOTING AT MEETINGS

At the discretion of the Chair of the meeting, voting by members attending the meeting may be by consensus, show of hands, or secret ballot.

At the request of a majority of members present, the Chair shall be obliged to conduct a secret ballot in respect of the motion under consideration.

A decision supported by a majority of the votes cast at a meeting of an academic governance body at which a quorum is present is the decision of the Board.

If there is an equality of votes on any motion under consideration by an academic governance body, the motion lapses.

S5.5 VISITORS TO A MEETING

Meetings of an academic governance body shall be open to attendance by staff of **affiliated colleges** and the **AUT** and students of affiliated colleges studying in an AUT course. Such visitors are obliged to advise their presence to the Chair of the meeting prior to the



commencement of the meeting. Visitors shall absent themselves from the meeting at the request of the Chair.