## Academic Discipline Boards

Each Academic Discipline has an Academic Director and is responsible for particular areas of provision. In most cases this provision comprises taught programmes and research in related disciplines. Academic Discipline Boards, chaired by the Academic Directors, normally meet three times a year and report to the Institute Board. Academic Discipline Board meetings provide a formal mechanism for communication and discussion of Academic Discipline and Institute matters and major issues raised at Senate, its standing committees and Institute Board. The meetings therefore play an important role in the dissemination of information to staff and in the discussion of key issues.

The following are suggested Terms of Reference and Membership for Academic Discipline Boards, although these may be varied according to the needs of the Academic Discipline.

**Terms of Reference**

1. To disseminate, discuss and initiate appropriate action in response to matters arising from the Institute Board and from Senate and its standing committees;
2. To monitor the delivery of the Institute strategy within the context of the Academic Discipline;
3. To ensure that the Academic Discipline implements the University’s regulations and procedures relating to taught and research provision and, in liaison with the Institute, to drive, direct, monitor and oversee the Academic Discipline’s activities in relation to:
   * the marketing of programmes,
   * the recruitment and admission of students,
   * student transition support (e.g. academic induction),
   * enhancing the quality of the student learning experience,
   * student engagement and support with their academic experience,
   * student progression, retention and attainment,
   * employment and employability,
   * resources and facilities for programmes,
   * learning and teaching,
   * developing, monitoring and review of academic programmes,
   * assessment and examination of academic performance,
   * assuring academic standards,
   * student feedback and communication (e.g. module questionnaires, external surveys, Student Staff Committee feedback),
   * external expertise (external examiners, external advisers, external programme reviewers);
4. To identify resource issues that impact upon the quality of the student learning experience and initiate action where necessary;
5. To consider all relevant matters linked to the activity of the Academic Discipline, including: timetabling, widening access, staff development, research, international and/or collaborative provision, apprenticeship provision, health and safety, marketing and income generation activity.

**Membership of Academic Discipline Board**

Academic Director (Chair)

The academic staff of the Academic Discipline

Technical staff (as appropriate)

Secretary