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| Committee Terms of Reference  **Academic Board Executive Committee** |  |

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| Purpose | To act on behalf of the Academic Board to set the agenda for meetings and other duties as set out in the Academic Board Standing Orders. |
| Reports to | Academic Board |
| Sub-committees | None |
| Regular meetings per year | Normally 4 to 5 weeks prior to meetings of Academic Board |
| Quorum | 7 |

**Terms of Reference**

The primary duties of the committee are as follows.

1. To receive a verbal report from each School highlighting critical academic-related issues and potential business for Academic Board arising from School Boards and Staff:Student Committees within the School.
2. To approve the agenda for forthcoming Academic Boards.
3. To consider and approve membership of panels and committees as prescribed by Academic Board and/or regulations.
4. To consider any significant items of urgent business which cannot feasibly be considered by a meeting of Academic Board.
5. To consider the skill set possessed by the members of Academic Board and identify any skills which are important to the business of the Academic Board and are not currently represented. To consider individuals who may meet the identified criteria for co-option to Academic Board. To recommend one or more individuals to Academic Board for co-option.
6. To consider how to balance the membership of Academic Board if the number of members of Academic Board as determined by Statute 5 2.1-2.3 changes and requires an equivalent change in the number of elected members of the Academic Staff as per Statute 5 2.7.
7. To consider for approval the nomination by a Head of an Academic Unit for their Academic Unit representative if the Head of the Academic Unit is already a member of Academic Board by virtue of a different role.

**Membership**

| Role | Names | Appointed by | Name |
| --- | --- | --- | --- |
| Chair | Principal | Ex officio | Professor Julie Sanders |
| Deputy Chair | Senior Vice-Principal (Student and Staff Experience) and Deputy Principal | Ex officio | Professor Tracy Bhamra |
| Members |  |  |  |
|  | Senior Vice-Principal (Academic Strategy and Research) | Ex officio | Professor Ken Badcock |
|  | Senior Vice-Principal (Education) | Ex officio | Professor James Knowles |
|  | Vice-Principal (Quality and Standards) | Ex officio | Professor Matthew Humphreys |
|  | Executive Dean – Law and Social Sciences | Ex officio | Professor Juan Pablo Rud (representative of Prof M Humphreys) |
|  | Executive Dean – Business and Management | Ex officio | Professor Christos Tsinopoulos |
|  | Executive Dean – Performing and Digital Arts | Ex officio | Professor Roberta Mock |
|  | Executive Dean – Humanities | Ex officio | Professor Giuliana Pieri |
|  | Executive Dean - Engineering, Physical and Mathematical Sciences | Ex officio | Professor Gavin Shaddick |
|  | Executive Dean – Life Sciences and the Environment | Ex officio | Professor Klaus Dodds |
|  | Students’ Union Vice-President (Education) | Ex officio | Shrijeet Shrey |
| Other Members | Two elected members of the Academic Board appointed by the Chair and Principal on an annual basis from 1 August. The term of office will run from 1 August – 31 July. | Chair and Principal | Dr Elton Xhetani  Dr Vandana Desai |
| Secretary | Director of Student and Academic Services | Chair | Dr Jon Howden-Evans |
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| Minutes\* | Senior Academic Quality Manager | Chair | Miss Clare Munton |

\* In attendance

**Devolved Powers**

The Academic Board Executive Committee considers significant items of urgent business arising outside normal meetings of Academic Board, including agenda setting for Academic Board.

**Circulation of Papers**

The full set of committee papers will be circulated to members in advance of a meeting.

**Arrangements for Publication of Minutes**

Minutes of meetings of the Academic Board Executive are circulated to Academic Board members with the papers for Academic Board meetings

**Effectiveness review**

The role of Academic Board Executive will be considered as part of effectiveness reviews for the Academic Board.