

Academic Board

Purpose

The Academic Board has responsibility for academic standards and the quality assurance processes of course development, review and annual monitoring. The Director of Education and Training is responsible for setting and agreeing the agenda with the nominated external academic who chairs the Board. To maintain independence and rigour in this function, the Chair of the Board should be an experienced external academic who need not be from a health-related discipline.

Frequency Twice a year

Reports to Relevant accrediting bodies
Education for Health Board of Trustees

Membership External

- Chair (academic)
- Two external advisors
- Trainer representatives
- Student representatives

Internal

- Chief Executive (Ex officio)
- Director of Education and Training
- Head of Training
- Programme Lead
- Education Leads
- Secretary (non-voting) (PA to Director of Education and Training)

Terms of appointment and office

Election of internal staff and external members:

- i Internal members remain members for as long as they hold the position relevant to their membership
- ii External members will be appointed for a term of 3 years
- iii The Chair will be appointed for five years
- iv After their term of office members can be re-elected by the Board or choose to step down
- v An elected member of the Board is eligible for re-election subject to remaining qualified and may only serve three full consecutive terms as that member
- vi New members are proposed at the Board meeting, followed by an invitation from the Chair
- vii On acceptance, a formal letter of appointment, confirming the terms and conditions of the appointment will be sent from the Director of Education and Training.

Criteria

- Appropriate level of academic/professional expertise – dependent on position on Board
- Able to attend two Board meetings per year
- Quorum for the Board is **half the members plus one which must include the external Chair and the Director of Education and Training and the Head of Training.**

Where possible, meetings will be scheduled to coincide with the requirements of relevant accrediting body regulations.

Terms of reference

- i Setting the strategic direction for educational policy and developing priorities for academic programmes.
- ii Ensuring that Educational delivery is of the highest academic standard in line with both current evidence and accrediting body policy.
- iii Approving policies and procedures for the operation and on-going monitoring of modules and programmes.
- iv Approving policies and procedures relating to the registration, progression and conduct of students and teaching and learning methods, assessment regimes, and procedures for the award of qualifications.
- v Approving all new modules and programmes prior to submission to the accrediting body for validation.
- vi Set module and programme targets and performance indicators for student retention achievement and progression, agreeing action plans where targets and indicators are not achieved.
- vii Recommending the nomination, appointment and removal of External Examiners or extension of their appointment.
- viii Considering and deciding on recommendations reported to it by the Teaching and Learning Committee, Academic Standards Committee, Appeals Committee and Programme Examination Boards as appropriate.
- ix Making representations to the Board of Trustees on any relevant educational matter.
- x To consider Quality Assurance reports from the accrediting body (e.g. Annual Monitoring Reports, or from Validation or Accreditation events), and oversee the implementation of conditions and requirements of approval and review and the consideration of any recommendations
- xi Establishing and reviewing the reporting structure and processes for educational matters.
- xii Receiving and responding to regular progress reports from:
 - Chief Executive
 - Director of Education and Training
 - Head of Training
 - Others as appropriate.