

# UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

## COMMITTEE STRUCTURE OF THE ACADEMIC BOARD

### ACADEMIC DEVELOPMENT COMMITTEE

(Amendments to the version published previously are shown in italics.)

It is implicit that in exercising the powers delegated to it, or discharging the responsibilities assigned to it by the Academic Board, that within the limits of its authority, a committee or board of the Academic Board may require action to be taken by another committee or board of the Academic Board.

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#### A **QUORUM: 5**

#### B **TERMS OF REFERENCE**

##### **General**

- B.1 The Academic Development Committee is responsible to the Academic Board for the development of the University's undergraduate and taught postgraduate provision (including programmes which lead only to a professional qualification of a professional body) and for its research degrees portfolio.
- B.2 The Committee's responsibilities relate not only to programmes delivered at the University itself but also to programmes leading to University of Hertfordshire awards delivered at other educational institutions and organisations.
- B.3 The Committee will function within the context of the University's Strategic Plan and will have appropriate regard for marketing and financial factors, including entry tariffs and their effect on the overall 'health' and relevance of the academic portfolio and, as appropriate, the requirements of professional and statutory regulatory bodies and other relevant external agencies.

##### **Approval of Partner Organisations**

- B.4 To receive proposals for collaboration from the University's International Advisory Board (IAB) Operational Group and the University's UK Based Collaborative Partnerships Advisory Board, that have been 'approved in principle' by the PVC (Business and International Development) for consideration by the Academic Development Committee.

To approve proposals for collaboration by the University with new partner organisations, to monitor the performance of the partnerships so approved and to approve their renewal/continuation.

(In this regard, the Committee has authorised the Research Degrees Board<sup>1</sup> of the Academic Board to act on its behalf to approve partnerships for the delivery of research degrees of the University of Hertfordshire, subject to the Research Degrees Board notifying the Committee in all cases where a proposed partnership has been given initial approval in principle and when such a proposed partnership is given final approval by the Research Degrees Board.)

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<sup>1</sup> Approval of a partnership by the Research Degrees Board is given, through the Academic Development Committee, on the authority of the Academic Board. This approval is distinct from the separate approval of such relationships by the Vice-Chancellor (or nominee), which is required by the Financial Regulations prior to the creation of legal relations between the University and another organisation.

##### **Academic Development Committee**

**Effective:** 1 June 2023

**References:** Board of Governors: Minutes 840, 9 July 2012. Academic Board: Minutes 914, 932, 6.2, 26.2.1, 58.1, 120.1.1; 157.1.1; 259.2; 292.2; 331.1; 365.7, 7 March 07, 543, 12 November 08, 507.3. 11 June 08, 637.2, 25 November 09 and 158, 20 June 2012 refer

- B.5 To receive reports from the Research Degrees Board concerning approvals in principle and final approvals given by that Board in connection with proposed partnerships for the delivery of research degrees of the University of Hertfordshire.

### **Academic portfolio**

#### **B.6 Award titles**

- B.6.1 To consider proposed award titles for inclusion in the Schedule of Awards and to make recommendations to the Academic Board.
- B.6.2 To consider proposals for the removal of award titles from the Schedule of Awards and to make recommendations to the Academic Board.

#### **B.7 Programme development**

- B.7.1 To consider and as appropriate, approve in principle to proceed to validation, proposed undergraduate and taught postgraduate programmes for delivery at the University or by partner organisations and refer programmes so approved to the Academic Standards and Audit Committee for validation and final approval.
- B.7.2 To consider and as appropriate, approve in principle, new research degree programmes and to refer proposals so approved to the Research Degrees Board for validation and final approval.

#### **B.8 Development and review of the portfolio**

- B.8.1 At least annually, to consider the University's portfolio of undergraduate and taught postgraduate programmes (including programmes delivered by partner organisations) and research degree awards, their performance and continued strategic relevance.
- B.8.2 To consider and as appropriate, approve in principle, academic initiatives (including significant developments into new areas of academic provision) and as appropriate, to make recommendations to the Academic Board.
- B.8.3 To consider and as appropriate, approve in principle, proposed substantive amendments to the University's undergraduate, taught postgraduate and research degrees provision which will include, but will not necessarily be limited to, proposed changes in award titles, and as appropriate to make recommendations to the Academic Board.
- B.8.4 To review and make recommendations to the Vice-Chancellor and the Academic Board concerning the University's portfolio of research degrees.

#### **B.9 Withdrawal and temporary suspension of programmes**

To consider proposals for the withdrawal or temporary suspension of undergraduate and taught postgraduate programmes and research degrees and to make recommendations to the Academic Board.

### **Liaison with other committees**

- B.10 To liaise as appropriate with the other committees, including the Academic Standards and Audit Committee, the Student Educational Experience Committee, the Research Degrees Board and School Academic Committees to ensure efficient programme organisation, structures, quality and standards of academic provision.

#### **Academic Development Committee**

**Effective:** 1 June 2023

**References:** **Board of Governors:** Minutes 840, 9 July 2012. **Academic Board:** Minutes 914, 932, 6.2, 26.2.1, 58.1, 120.1.1; 157.1.1; 259.2; 292.2; 331.1; 365.7, 7 March 07, 543, 12 November 08, 507.3. 11 June 08, 637.2, 25 November 09 and 158, 20 June 2012 refer

## Academic Board

- B.11 To consider such other matters relating to programmes, academic policy and standards as the Vice-Chancellor and Academic Board may decide.
- B.12 To make a report to the Academic Board concerning the business discharged by the Committee at each meeting.
- B.13 To prepare and present an Annual Report to the Academic Board.

## Staff Development

- B.14 To identify staff development needs for action by HR Development.

## C COMPOSITION

The Chairman of the Committee will be appointed by the Vice-Chancellor.

**Deans of School who are not members of the Committee will be invited to attend meetings where a proposal to be considered by the Committee has originated from their School.**

## Category

1	Chair appointed by the Vice-Chancellor (Deputy Vice-Chancellor)	1
2	Group Finance Director (or nominee)	1
3	Director of Legal Services and University Solicitor	1
4	Pro Vice-Chancellors	3
5	Chief Information and Digital Officer (or named alternate)	1
6	[Director of Marketing and Communications (or named alternate)]	1
7	Academic Registrar (or nominee)	1
8	Director of the Doctoral College <sup>2</sup> (or named alternate)	1
9	Director of Academic Quality Assurance (or Deputy)	1
10	Two (2) Deans of School, nominated by the Deans of School for terms of office of three (3) years	<u>2</u>
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## Officers in attendance

Secretary and Registrar (and/or Deputy)  
Director of Academic Services  
Head of Governance Services (or nominee) (Clerk to the Committee)

## D GOVERNANCE AND OPERATION OF THE COMMITTEE

- D.1 The Academic Development Committee:
- i is a committee of the Academic Board and will conduct its business in accordance with the Standing Orders of the Academic Board;
  - ii will note the Standing Orders of the Academic Board at the first meeting of each academic year and any subsequent changes to these;
  - iii will meet not less than three (3) times in each academic year and formal minutes of the Committee's proceedings will be published and circulated by Governance Services;
  - iv will note its terms of reference, composition and membership at the first meeting of each academic year and any subsequent changes to these.

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<sup>2</sup> The Director of the Doctoral College is also the Director of Research Degrees

### Academic Development Committee

Effective: 1 June 2023

References: Board of Governors: Minutes 840, 9 July 2012. Academic Board: Minutes 914, 932, 6.2, 26.2.1, 58.1, 120.1.1; 157.1.1; 259.2; 292.2; 331.1; 365.7, 7 March 07, 543, 12 November 08, 507.3. 11 June 08, 637.2, 25 November 09 and 158, 20 June 2012 refer

## D.2 Committee records (Minute Book)

The primary record of this Committee's business will be the Minute Book which is the structured manual file required by Standing Orders. The Clerk is responsible for the accuracy and completeness of the Minute Book which will conform with the requirements of Standing Orders and will be held by the Head of Governance Services. The Minute Book is part of the permanent record of University business.

In addition, all of the component documents which form the Minute Book will be stored, electronically, on the University's Electronic Document Records Management System in accordance with the protocols determined from time-to-time by the Head of Governance Services.

### MEMBERSHIP (QUORUM: 5)

#### Category

1	Chair appointed by the Vice-Chancellor (Deputy Vice-Chancellor)	Professor Julie Newlan (Interim)
2	Group Finance Director (or nominee)	Susan Akhtar
3	Director of Legal and Compliance Services and University Solicitor	Alex Hall
4	Pro Vice-Chancellors (Enterprise, International, Research, Student Experience):  Businesss and International Development (or nominee) Education and Student Experience Research and Enterprise	(Jo Stuart/ Sayaz Miah) Dr Mairi Watson Professor John Senior
5	Chief Information and Digital Officer (or named alternate)	David Gillard (Beth Adams)
6	Director of Marketing and Communications (or named alternate)	(Karen Chater)
7	Academic Registrar (or nominee)	Julie Kelly
8	Director of the Doctoral College <sup>2</sup> (or named alternate)	Dr Susan Grey
9	Director of Academic Quality Assurance (or Deputy)	Professor Frank Haddleton (Catherine Rendell)
10	Two (2) Deans of School, nominated by the Deans of School for terms of office of three (3) years  to 31.08.2024 to 31.08.2025	Penny Carey Dr Richard Southern

#### Officers in attendance

Secretary and Registrar (and/or Deputy)	Sharon Harrison-Barker (Helen Davidson)
Director of Academic Services	Lisa Uttley
Head of Governance Services (or nominee) (Clerk to the Committee)	(Marie Lowe)

#### Academic Development Committee

Effective: 1 June 2023

References: Board of Governors: Minutes 840, 9 July 2012. Academic Board: Minutes 914, 932, 6.2, 26.2.1, 58.1, 120.1.1; 157.1.1; 259.2; 292.2; 331.1; 365.7, 7 March 07,543, 12 November 08, 507.3. 11 June 08, 637.2, 25 November 09 and 158, 20 June 2012 refer