



## *Terms of Reference*

### **Academic Council**

#### **Section 1: Remit**

The Academic Council is responsible for the governance and management of the academic affairs of the College. It sets in place the academic governance framework and oversees the establishment, maintenance and development of quality assurance policies and procedures for all educational programmes within the College. It reports to the Academic Committee of the Governing Body. The Academic Council conducts its work in accordance with relevant State legislation and with policies and procedures as outlined by the Department of Education and Skills, Quality and Qualifications Ireland (QQI) and the Higher Education Authority (HEA).

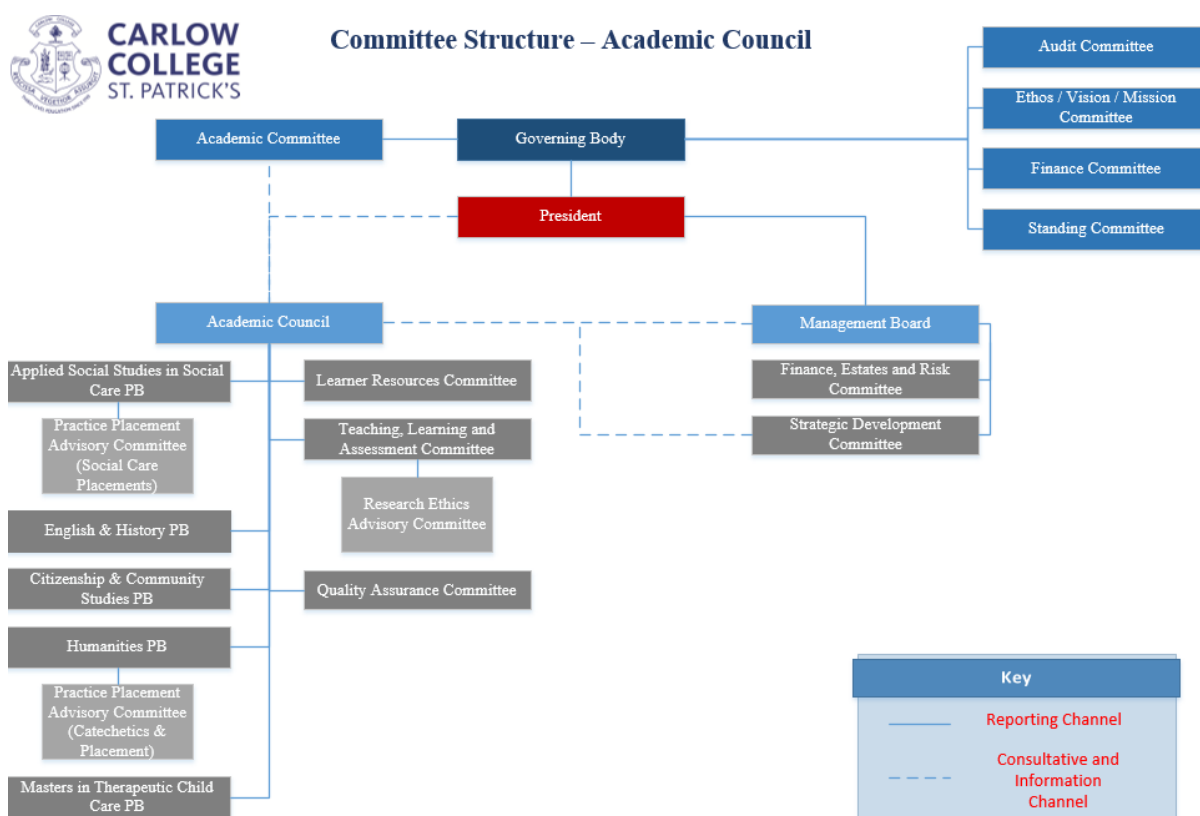
#### **Section 2: Membership**

The Academic Council is appointed by the President under devolved authority from the Governing Body. Elected members serve for a term of three years, with the possibility of further terms. Depending on the agenda, others may be invited to be present for part, or all, of a meeting.

Function	Mode of Selection
President	Ex Officio
Vice President for Academic Affairs and Registrar	Ex Officio
College Vice Presidents	Ex Officio
Assistant Registrar for Academic Affairs	Ex Officio
Assistant Registrar for Strategic Development	Ex Officio
Programme Board Chair: Humanities	Ex Officio
Programme Board Chair: English and History	Ex Officio
Programme Board Chair: Applied Social Studies	Ex Officio
Programme Board Chair: Citizenship and Community Studies	Ex Officio
Programme Board Chair: Masters in Therapeutic Child Care	Ex Officio

Chair of Teaching and Learning Committee	Ex Officio
Head of Student Services	Ex Officio
Librarian/Chair of the Library Committee	Ex Officio
Quality Assurance Officer	Ex Officio
Staff Representative (Academic)	Elected by all Academic Staff
Student Representative	Nominated by the President

### Section 3: Reporting Structure



The Academic Council informs and consults the Management Board in relation to the planning and co-ordination of the educational work of the College and reports to the Academic Committee of the Board of Governors. The Strategic Development Committee and the Quality Assurance Committee have consultative and information channels to the Academic Council. A number of College committees have a reporting channel directly to Academic Council: Applied Social Studies in Social Care Programme Board, English and History Programme Board, Citizenship and Community Studies Programme Board, Humanities Programme Board, Masters in Therapeutic Child Care Programme Board, Library Committee, Teaching and Learning Committee and Research Ethics Approval Committee. Other committees report to the Academic Council through the Programme Committees: Practice Placement Advisory Committee and Catechetics Placement Committee.

#### **Section 4: Terms of Reference**

1. To oversee and assure the quality and standards of academic matters in the College, particularly where programmes and activities lead to the award of degrees.
2. To plan, co-ordinate, develop and supervise the educational work of the College, maintaining high academic standards and safeguarding the educational ethos of the College.
3. To oversee the development and maintenance of academic-related Quality Assurance policies and procedures.
4. To establish and oversee the academic governance framework: constitute, reconstitute and discontinue committees.
5. To oversee assessment and examination procedures and ratify the appointment of external examiners.
6. To promote and recognise excellence in teaching and research.
7. To make recommendations for the awards of scholarships, prizes, bursaries and other awards which recognise academic excellence.
8. To exercise related functions which will facilitate the administration of the academic affairs of the College.
9. The Vice President for Academic Affairs chairs meetings of the Academic Council. If the President, an Ex Officio Member, is in attendance, the President will act as Chair.
10. The Secretary will prepare and circulate the agenda and keep records of meetings adhering to the *Guidelines Regarding Keeping Records of Meetings*.
11. Resolutions of the Academic Council will be communicated to the Management Board.

#### **Section 5: Frequency of Meetings**

The Academic Council will meet monthly in term time and at least twice a term. The Vice President for Academic Affairs and Registrar may convene additional meetings as circumstances and need arise.

Approved by Academic Council on 17 May 2017