



TERMS OF REFERENCE

Academic Committee

1. Academic Committee

1.1 The role of the Academic Committee is to:

- i. encourage academic cooperation at all levels;
- ii. examine matters of mutual interest between the schools and the NDSA;
- iii. encourage discussion and action on education matters;
- iv. foster interaction between staff and students of the University;
- v. encourage cooperation between University schools;
- vi. examine and improve the student learning experience at all levels; and
- vii. cooperate with other organizations to further the aims set out above.

1.2 The Academic Committee has the power to raise money for its administration and to carry out its purposes as set out in these Terms of Reference.

1.3 The Academic Committee is comprised of:

- i. the Executive Officers of the Academic Committee;
- ii. a School of Arts and Sciences Representative;
- iii. a School of Business Representative;
- iv. a School of Education Representative;
- v. a School of Health Sciences Representative;
- vi. a School of Law Representative;
- vii. a School of Medicine Representative;
- viii. a School of Nursing and Midwifery Representative;
- ix. a School of Philosophy and Theology Representative;
- x. a School of Physiotherapy Representative; and

- xi. a Postgraduate Student Representative (where no other representative role is held by a postgraduate student), to be filled via application.

1.4 The Academic Committee will meet at least once a month.

2. The Academic Committee Chair

2.1 The Chair is the primary representative of the Academic Committee and its representatives.

2.2 The Chair will:

- i. preside at all meetings of the Academic Committee;
- ii. be an *ex officio* member of all committees coming from the Academic Committee;
- iii. regularly report to the NDSA Council on the activities, role and responsibilities undertaken by the Academic Committee;
- iv. present an annual report at the November NDSA Council meeting on the activities, role and responsibilities undertaken by the Academic Committee during the year;
- v. direct, co-ordinate and supervise the work of the other officials elected and appointed under the NDSA Constitution and Terms of Reference of the Academic Committee;
- vi. direct the activities and manage the affairs and tasks of the Academic Committee;
- vii. represent the Academic Committee on all academic committees and councils within the University and Schools (or through assigned delegates);
- viii. report academic issues to the Academic Committee, NDSA Council and relevant staff members, where appropriate;
- ix. organize training courses and educational events;
- x. with the help of the Academic Deputy Chair, improve academic processes; and

- xi. be responsible for the financial procedures of the Academic Committee and fulfil obligations as in the Subsidiary Committee Terms of Reference

3. The Academic Deputy Chair

3.1 The Deputy Chair is the Chair's representative in all capacities.

3.2 The Deputy Chair will:

- i. assist the Chair in all areas of responsibility;
- ii. in the absence of the Chair, become an *ex-officio* member of all committees of which the Chair was an *ex-officio* member (including the NDSA Council as proxy);
- iii. where no other executive officer wishes to fulfill the position of Marketing Liaison, the role automatically falls to the Deputy Chair;
- iv. fulfill the role of the secretary (as in the Subsidiary Committee Terms of Reference);
- v. in the event of a vacancy of the office of Chair, assume the role of Chair until a new Chair is elected by a majority vote of the NDSA Council within 30 days;
- vi. report academic issues to the Academic Committee, NDSA Council and relevant staff members, where appropriate; and
- vii. organize training courses and educational events.

4. Representative Committee Members

4.1 The representative committee member seats are filled by a representative for all schools in the Notre Dame University.

4.2 They will:

- i. attend all Academic Committee meetings and Academic Committee General meetings. A failure to attend three meetings without a delegate and

five meetings with a delegate will constitute a failure to fulfill the requirements of the position;

- ii. attend all relevant University events including, but not limited to:
 - (a) Orientation Day; and
 - (b) Open Day, and
- iii. attend all relevant NDSA and Academic Committee events;
- iv. vote on motions of purpose, policy and expenditure;
- v. submit a regular report to the Academic Committee on the progress and activities of their portfolio;
- vi. submit financial reports for their portfolio to the treasurer;
- vii. submit an annual report for the Academic Committee Annual Report;
- viii. work under the instruction of the executive officers to further the aim of the Academic Committee; and
- ix. represent their respective school in all known academic matters, concerns and areas for improvement.