

## **Academic Board information sheet and role descriptor**

Academic Board was established by the Royal Holloway and Bedford New College Act 1985. It is the most senior academic decision-making body at the University and is responsible for our academic work in teaching, examining and research. It provides advice and assurance to the University Council in these areas.

The Board operates within the perimeters set out in its Terms of Reference and Standing Orders. New members are provided with a copy of these when they join the Board and invited to an induction session as part of the onboarding process.

The membership of the Board is defined in Statute 5 of the [University Statutes](#). The current membership for 2023-24 is available [here](#).

### **Frequency of meetings and responsibilities**

There are usually four meetings a year. Currently, two of these are held in autumn, one in spring and one in summer. The Standing Orders make provision for additional meetings to be convened.

Meetings are usually held on Wednesday afternoons 2-4.30pm. Currently these are held in hybrid format but members are encouraged to join the meetings in person to help facilitate discussion.

Members are required to attend all meetings and to have made time to read the papers in advance of the meeting. Each meeting involves approximately 2-2.5 hours reading to familiarise yourself with the papers being discussed. There are two circulations of papers – the first circulation is uploaded to MS Teams two weeks before the meeting with a final circulation uploaded a week before the meeting.

Members are expected to actively participate in meetings by using their combined knowledge, skills and ideas to engage constructive discussion, and to question the issues raised to enable the Board collectively to provide assurance to Council on academic governance and provide advice on matters of academic strategy. Academic Board plays a vital role in ensuring the University is meeting its own high standards, providing assurance to Council we are meeting regulatory obligations, and to consider issues of importance to colleagues and students,

Information marked as confidential must not be shared outside of the membership of the Board until such time as the Secretary grants permission to do so.

Board members must act impartially and in the interests of the University. Members should alert the Secretary if they consider they have a conflict of interest with any of the items on the agenda.

## **Support**

Academic Board is supported by a Clerk to the Board and the University Secretary. From time to time, standalone 'development sessions' for Board members are held to update them on key policy issues to assist members in the execution of their roles. Furthermore, targeted induction sessions are organised for new members. These are primarily online and offered throughout the year to accommodate schedules.