

'Academic Portfolio Leadership Team': Membership and Terms of Reference

Section 1 - Establishment

(1) The Academic Portfolio Leadership Team (APLT) is a management committee established to take actions, make decisions, share information and discuss issues relevant to the Academic Portfolio and the University, and to provide advice to the Provost and Deputy Vice-Chancellor (Academic).

Section 2 - Glossary

(2) For the purpose of this document:

- a. Committee - means the Academic Portfolio Leadership Team (APLT)
- b. Portfolio - means the Academic Portfolio
- c. University - means Charles Sturt University

Section 3 - Membership

(3) The members of this committee are:

- a. Provost and Deputy Vice-Chancellor (Academic) (Chair)
- b. Executive Dean, Faculty of Arts and Education
- c. Executive Dean, Faculty of Business, Justice and Behavioural Sciences
- d. Executive Dean, Faculty of Science and Health
- e. Deputy Dean, Faculty of Arts and Education
- f. Deputy Dean, Faculty of Business, Justice and Behavioural Sciences
- g. Deputy Dean, Faculty of Science and Health
- h. Pro Vice-Chancellor (Learning and Teaching)
- i. Deputy Pro Vice-Chancellor (Learning and Teaching)
- j. Executive Director, Division of Library Services
- k. Executive Officer Strategic Projects, Office of the Provost and Deputy Vice-Chancellor (Academic)
- l. Executive Officer, Provost and Deputy Vice-Chancellor (Academic)

Section 4 - Function and Responsibilities

Committee responsibilities

(4) The Academic Portfolio Leadership Team provides management oversight of Portfolio activity to support:

- a. alignment with the University Strategy and the achievement of strategic and operational objectives as outlined in Portfolio action plans;
- b. risk management for the Academic Portfolio, including academic risk;
- c. regulatory compliance with the [Higher Education Standards Framework \(HESF\)](#) and other legislation (ESOS, National Code...), particularly in relation to academic quality and integrity;
- d. identified actions to address student performance outcomes, including academic integrity and misconduct;
- e. consideration of academic staff learning and teaching and research performance;
- f. the currency, performance and sustainability of the University's course profile;
- g. health and safety monitoring across the Portfolio; and
- h. actions arising from the Vice-Chancellor's Leadership Team (VCLT), the Vice-Chancellor's Forum (VCF), Academic Senate, and University Council (and their subcommittees).

Advisory role & referral of matters

(5) The Academic Portfolio Leadership Team shares information and provides advice to the Provost and Deputy Vice-Chancellor (Academic) on a range of matters relevant to the Portfolio and the University.

(6) The Academic Portfolio Leadership Team may refer matters, via the Provost and Deputy Vice-Chancellor (Academic) or their delegate, to the Vice-Chancellor's Leadership Team or to leadership teams in faculties, divisions and offices at the University.

(7) The Academic Portfolio Leadership Team will regularly request the sharing of information and input from divisional partners and other portfolios to remain current in activities associated to the Academic Portfolio.

Section 5 - Meetings

(8) The Academic Portfolio Leadership Team will meet fortnightly by videoconference.

(9) In addition, throughout the year the Academic Portfolio Leadership Team may convene face to face meetings or workshops to discuss and advise on strategic and operational matters.

Agendas and Minutes

(10) Agendas and minutes will be prepared by the Office of the Provost and Deputy Vice-Chancellor (Academic).

Conflicts of Interest

(11) Where a member has a perceived or material conflict of interest, they must declare this to the Chair and at the Committee meeting prior to discussion to the item of business.

Variations

(12) Variations to the terms of reference and/or membership of the Committee must be approved by the Provost and Deputy Vice-Chancellor (Academic).

Status and Details

Status	Current
Effective Date	22nd June 2020
Review Date	22nd June 2021
Approval Authority	Provost and Deputy Vice-Chancellor (Academic)
Approval Date	20th June 2020
Expiry Date	Not Applicable
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