

'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 - Membership

(2) 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. Associate Dean (Academic), Faculty of Arts and Education
- h. Associate Dean (Academic), Faculty of Business, Justice and Behavioural Sciences
- i. Associate Dean (Academic), Faculty of Science and Health
- j. Pro Vice-Chancellor (Learning and Teaching)
- k. Dean, Learning and Teaching Innovation
- l. University Librarian
- m. Pro-Vice-Chancellor, Student Success
- n. Director, Academic Quality, Standards and Integrity
- o. Sub Dean, Student Retention
- p. Director, Portfolio Operations and Strategy (Academic Portfolio)
- q. Executive Officer, Deputy Vice-Chancellor (Academic)

Members with right of audience

(3) Committee members with the right of audience are:

- a. Pro Vice-Chancellor (International)
- b. Senior Manager, Business Partnering for the Office of the Provost and Deputy Vice-Chancellor (Academic)
- c. Director, Strategy, Partnerships and Inclusion
- d. Staff within the Office of the Provost and Deputy Vice-Chancellor (Academic)

Section 3 - 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 \(Threshold Standards\) 2021](#) and other legislation (e.g. [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 Executive Leadership Team (ELT), Academic Senate, University Council (and their subcommittees), and other senior university committees and forums.

Advisory role & referral of matters

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

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

Section 4 - Meetings

Meetings

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

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

(10) The Provost and Deputy Vice-Chancellor (Academic) or their delegate may invite additional attendees to meetings as required.

Agendas and minutes

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

Conflicts of interest

(12) Where a committee member or attendee has a perceived or material conflict of interest, they must declare this to the chair and at the committee meeting prior to the discussion of the item of business.

Variations

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

Proxies

(14) Should committee members be unable to attend a meeting, they may choose to nominate another person from their respective faculty/division/office to be granted the right of audience and debate, subject to the approval of the Provost and Deputy Vice-Chancellor (Academic) or their delegate.

(15) Those granted the right of audience and debate are entitled to receive any papers relevant to the meeting (or part of the meeting) they are attending.

Section 5 - Glossary

(16) 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

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