

## Health Education and Training Institute Higher Education Academic Governance Policy

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| <b>Publication date</b>             | 24 February 2016   |
| <b>Summary</b>                      | The purpose of this policy is to delineate roles and responsibilities with respect to the academic governance of Health Education and Training Institute Higher Education.   |
| <b>Keywords</b>                     | Standing Committees, governance, academic policies, academic programs, academic planning, academic quality improvement, academic standards   |
| <b>Authoring Portfolio</b>          | Mental Health  |
| <b>Contact</b>                      | Director Education and Training  |
| <b>Consultation</b>                 | as per Document History  |
| <b>Distribution</b>                 | Higher Education   |
| <b>Applies to</b>                   | Higher Education   |
| <b>Related documents</b>            | The Health Education and Training Institute Higher Education Governing Council - Terms of Reference<br>The Health Education and Training Institute Higher Education Academic Board - Terms of Reference<br>Teaching and Learning Committee (of the Health Education and Training Institute Higher Education Academic Board) - Terms of Reference |
| <b>Review date</b>                  | December 2017  |
| <b>Risk Assessment</b>              | As per Attachment 1 to this document.  |

**Issued under the authority of the Health Education and Training Institute Higher Education Governing Council**

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# Health Education and Training Institute Higher Education Academic Governance Policy

## Policy Statement

The policy specifies the academic governance arrangements for the Health Education and Training Institute (HETI) Higher Education.

## Aims and Objectives

1. The HETI Higher Education Academic Board is responsible for academic policy making, academic management and oversight of best practice in teaching and learning to ensure the higher education objectives of the HETI are met. The HETI Higher Education Academic Board represents a major forum within HETI Higher Education for discussion and resolution of academic matters. The HETI Higher Education Academic Board provides advice to the HETI Higher Education Governing Council in academic matters. The HETI Higher Education Academic Board will:
  - a. ensure best practice and quality in relation to teaching and learning and academic programs;
  - b. provide oversight of compliance obligations in relation to teaching and learning and academic programs;
  - c. develop and provide oversight of HETI Higher Education academic policies, quality processes and regulations in relation to higher education programs;
  - d. consider and make decisions on all aspects of the development and accreditation or re-accreditation of higher education courses, the admission of students, teaching, assessment and requirements for graduation, prizes, awards and scholarships;
  - e. advise the HETI Higher Education Governing Council on the academic aspects of the HETI's strategic and operational planning;
  - f. ensure a culture of scholarship and academic excellence is developed and nurtured within the HETI's academic staff;
  - g. establish such committees or working groups as are required and delegate to these implementation matters. These committees may be standing committees or

for specific timeframes and may include (but not be limited to) a Course Advisory Committee, and a Teaching and Learning Committee;

- h. conduct regular reviews of the HETI Higher Education programs;
- i. generate reports and make recommendations to the HETI Higher Education Governing Council.

## Overview

2. Subject to any decision of the HETI Higher Education Governing Council, the HETI Higher Education Academic Board will decide the HETI Higher Education policies and procedures on:
  - a. the monitoring and review of the key parameters and performance indicators for academic planning and academic quality improvement processes;
  - b. courses and units;
  - c. HETI Higher Education academic scholarships and prizes;
  - d. HETI Higher Education academic awards, including minimum standards and credit points for units;
  - e. admission, enrolment, assessment and examination of students;
  - f. student progress;
  - g. student academic discipline;
  - h. course and program structures, titles and component names.
3. Subject to any decision of the HETI Higher Education Governing Council, the HETI Higher Education Academic Board will, at the request of the HETI Higher Education Governing Council or at the discretion of the HETI Higher Education Academic Board, advise the HETI Higher Education Governing Council and the HETI Chief Executive on:
  - a. the formulation and regular review of the HETI Higher Education academic plans and related academic development and evaluation strategies;
  - b. reports on the HETI Higher Education academic activities, including those to outside agencies;

- c. issues relating to, and affecting, international academic collaboration and partnerships;
- d. issues relating to external regulatory frameworks of academic standards;
- e. establishment and disestablishment of academic organisational units, such as schools, research institutes and research centres;
- f. HETI Higher Education academic profile;
- g. development, maintenance and enhancement of high standards in teaching and learning, research, and community and health sector outreach;
- h. principles and guidelines for the conduct and enhancement of academic activities;
- i. improvement of the student learning environment and opportunities, including postgraduate supervision;
- j. development and review of standards for the appointment and promotion of academic staff;
- k. academic priorities and policies for consideration in HETI Higher Education planning for academic activities;
- l. development of quality and standards in the links and affiliations with other academic institutions or other organisations; and
- m. development of codes of academic conduct for students and staff of the HETI Higher Education.

## **Roles and Responsibilities**

- 4. The HETI Higher Education Governing Council approves the conferring of the academic awards for all courses offered by HETI Higher Education at post graduate degree and diploma level on the recommendation of the HETI Higher Education Academic Board.
- 5. If it sees fit, the HETI Higher Education Governing Council may delegate authority to issue awards for courses other than those referred to above.

## **Health Education and Training Institute Higher Education Academic Board Committees**

6. The HETI Higher Education Academic Board may establish such standing and other committees as it sees fit to assist it in the carrying out of its functions. The HETI Higher Education Academic Board must oversee and coordinate advice from its standing committees by:
  - a. receiving, considering and responding to regular reports from the standing committees on their objectives and activities, and
  - b. the implementation of academic policy and the HETI Higher Education Academic Board's decisions;
  - c. referring to standing committees matters for their consideration and report;
  - d. prescribing, where practicable, procedures for the standing committees' deliberations and reports; and
  - e. facilitating, where appropriate, consultation among the standing committees.
7. The terms of reference including the role, function and membership categories of the Standing Committees of the HETI Higher Education Academic Board are as approved and/or amended by the HETI Higher Education Academic Board from time to time.
8. At the date this policy takes effect the HETI Higher Education Academic Board Committees are:
  - a. The Teaching and Learning Committee;
  - b. The Training and Community Committee; and
  - c. The Human Research Ethics Committee

## **Membership of the Health Education and Training Institute Higher Education Academic Board**

9. The HETI Higher Education Academic Board consists of:
  - a. ex officio members (members who are appointed on the basis of the positions they hold);

- b. elected members (selected in an electoral process); and
  - c. appointed members (appointed, as specified herein).
10. The Ex Officio Members of the HETI Higher Education Academic Board are:
- a. the HETI Deputy Chief Executive;
  - b. the Executive Director NSW Institute of Psychiatry;
  - c. the Director Education and Training NSW Institute of Psychiatry;
  - d. the Director Psychiatry and Mental Health Programs NSW Institute of Psychiatry;  
and
  - e. ex officio members may nominate a representative to attend HETI Higher Education Academic Board meetings in their place from time to time.
11. The Appointed Members of the HETI Higher Education Academic Board are:
- a. three external academics, at least one with higher education governance experience and at least one with academic expertise in the area of mental health. The three external academics are appointed in the first instance by the HETI Chief Executive until 31 December 2017 and thereafter by the HETI Higher Education Governing Council for a two year renewable term. One of these external academics will be selected in the first instance by the HETI Chief Executive and thereafter by the HETI Higher Education Governing Council as the Chair of the HETI Higher Education Academic Board; and
  - b. one consumer representative appointed in the first instance by the HETI Chief Executive until 31 December 2017 and thereafter by the HETI Higher Education Governing Council for a two year renewable term.
12. The Elected Members of the HETI Higher Education Academic Board are:
- a. two internal senior academic staff elected by the academic staff for a two year term; and
  - b. two current students undertaking a HETI or NSW Institute of Psychiatry higher education course elected by the student body for a two year term.

## **Terms of Office**

13. Subject to clauses 11 and 12, elected and appointed members of the HETI Higher Education Academic Board hold office for two years, and are eligible to re-nominate or be re-appointed by the HETI Higher Education Governing Council.

## **Vacancies and Leave**

14. The position of an elected or appointed member of the HETI Higher Education Academic Board becomes vacant where the member:
  - a. ceases to be qualified to hold the position to which they have been elected or appointed; or
  - b. resigns by notice in writing to the Chair of the HETI Higher Education Academic Board; or
  - c. is absent from three consecutive meetings of the HETI Higher Education Academic Board, without leave having been granted by the HETI Higher Education Academic Board; or
  - d. in the case of an appointed member, is removed from office by the HETI Higher Education Governing Council.

## **Casual Vacancies**

15. If there is a casual vacancy in the office of an elected or appointed member the following provisions apply:
  - a. In the case of an elected member another person is to be elected to fill that position except where there is less than 12 months of the term of office remaining in which case the HETI Higher Education Academic Board may appoint a qualified person to the position;
  - b. In the case of an appointed member another person may be appointed to the position; and
  - c. where a person is elected or appointed to fill a casual vacancy they hold office for the remainder of the term of office of the original member.

## **Leave**

16. If a member requires a period of leave, a temporary replacement can be approved by the HETI Chief Executive.

## **Health Education and Training Institute Higher Education Academic Board Meeting Procedures**

### **Meetings of the Health Education and Training Institute Higher Education Academic Board**

17. The HETI Higher Education Academic Board will meet at least three times per year. Urgent matters can be dealt with in between meetings by means approved by the HETI Higher Education Academic Board. At the discretion of the Chair, meetings may be conducted and members may participate with the aid of electronic communication technologies.
18. A quorum consists of 50% of the membership plus one (including at least one external academic).
19. In voting to determine a matter, an absolute majority is required. In the event of a tied vote, the matter can be further discussed, at the discretion of the Chair. If a further vote is also tied, the Chair has a casting vote.

## **Reporting**

20. The HETI Higher Education Academic Board will report to the HETI Higher Education Governing Council by generating reports and making recommendations.

## **Review of Terms of Reference**

21. The HETI Higher Education Academic Board will review its membership and performance against its roles and responsibilities as set out herein on an annual basis.



## **Related Documents**

- The HETI Higher Education Governing Council - Terms of Reference
- The HETI Higher Education Academic Board - Terms of Reference
- Teaching and Learning Committee (of the HETI Higher Education Academic Board) - Terms of Reference

## **Acknowledgement:**

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## DOCUMENT HISTORY

| Version | Issued           | Status | Author                       | Reason for Change  |
|---------|------------------|--------|------------------------------|--|
| v0.1    | 27 August 2015   | Draft  | Geoff Murphy                 | Draft document   |
| v0.2    | 23 November 2015 | Draft  | Geoff Murphy                 | Feedback Director Education and Training   |
| v0.2    | 7 December 2015  | Draft  | Mark Wilbourn                | Consolidated Feedback  |
| v0.3    | 9 December 2015  | Draft  | Geoff Murphy / Mark Wilbourn | The policy has been re-drafted in line with the HETI Higher Education Academic Board Terms of Reference approved by the HETI Chief Executive effective 3 December 2015 |
| v0.4    | 20 January 2016  | Draft  | Mark Wilbourn                | Incorporating feedback from the Policy Review Workshop   |
| v0.5    | 25 January 2016  | Draft  | Geoff Murphy                 | Post review amendment  |
| v0.6    | 28 January 2016  | Draft  | Mark Wilbourn                | Incorporating feedback from the Policy Review Workshop 28 January 2016   |
| v0.7    | 4 February 2016  | Draft  | Valerie Rhodes               | Amend reference to the Teaching and Learning Committee Terms of Reference in line with Academic Board approval 3 February 2016   |
| v1.0    | 24 February 2016 | Final  | Mark Wilbourn                | As approved by HETI Higher Education Governing Council   |
| v1.0    | 21 August 2018   | Final  | Valerie Rhodes               | Updated logos, template and new TRIM Reference   |

## IMPLEMENTATION CHECKLIST – COMPLIANCE SELF ASSESSMENT

| Assessed by:                | Date of Assessment:                   |                    |                 |
|-----------------------------|---------------------------------------|--------------------|-----------------|
| IMPLEMENTATION REQUIREMENTS | Not commenced                         | Partial compliance | Full compliance |
| 1.                          |                                       |                    |                 |
|                             | <b>Notes:</b>                         |                    |                 |
| 2.                          |                                       |                    |                 |
|                             | <b>Notes:</b><br>Relevant Director    |                    |                 |
| 3.                          |                                       |                    |                 |
|                             | <b>Notes:</b> TRIM reference number - |                    |                 |
| 4.                          |                                       |                    |                 |
|                             | <b>Notes:</b>                         |                    |                 |
| 5.                          |                                       |                    |                 |
|                             |                                       |                    |                 |
| 6.                          |                                       |                    |                 |
|                             | <b>Notes:</b>                         |                    |                 |

**Attachment 1 - RISK ASSESSMENT**  
**<Document Title>**

| 1.  | Policy/Process being assessed  | Notes |               |
|-----|--|-------|---------------|
|     | Academic Governance Policy v1.0  |       |               |
|     | Document Number  |       |               |
|     | Publication date   |       |               |
|     | Scheduled review date  |       | December 2017 |
|     | Date of this risk assessment   |       |               |
|     | Name & position of assessing officer   |       |               |
|     |  |       |               |
| 2.  | <b>Summary of policy purpose (from PD Cover Page)</b>  |       |               |
|     | The purpose of this policy is to delineate roles and responsibilities with respect to the academic governance of Health Education and Training Institute Higher Education.   |       |               |
|     |  |       |               |
| 3.  | <b>Agency (HETI) key roles &amp; responsibilities as per PD</b>  |       |               |
|     |  |       |               |
|     |  |       |               |
| 4.  | <b>Risk Assessment</b>   |       |               |
| 4.1 | <b><u>Identification of risks</u> – what might happen &amp; how?</b>   |       |               |
|     | 1.   |       |               |
|     | 2.   |       |               |
|     |  |       |               |
|     |  |       |               |
| 4.2 | <b><u>Analysis of risks</u> – combined estimate of the consequence &amp; likelihood of the risk, using NSW Health Risk Matrix (attached)</b>   |       |               |
|     | <ul style="list-style-type: none"> <li>• Consequence:</li> <li>• Likelihood:</li> <li>• Risk rating :</li> </ul>   |       |               |
|     |  |       |               |
|     |  |       |               |
| 4.3 | <b><u>Evaluation of risks</u> – comparison of the level of risk as determined against a predetermined criteria to determine whether a level of risk is acceptable or needs to be treated.</b><br>Risk level assessed after implementing treatment: <ul style="list-style-type: none"> <li>• Consequence:</li> <li>• Likelihood:</li> <li>• Risk rating :</li> </ul> Evaluation – |       |               |

**Risk Assessment Approval**

|   |  |
|---|--|
| <b>Name &amp; position of approving T2 Officer:</b> |  |
| <b>Date:</b>  |  |