



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the post holder.

Job title: Vice Chair of the Academic Board

Ref no:

JOB SUMMARY

The Academic Board is the principal academic body of the School. All major issues of general policy affecting the academic life of the School and its development are brought to the Board.

The formal function of the Vice-Chair is to chair meetings of the Academic Board in the absence of the President and Vice Chancellor or at their request, but the principal importance of the role is to liaise between the academic community, the School Management Committee, and Council.

The key functions of the role are given below.

ACADEMIC BOARD

- To chair meetings of the Academic Board in the absence of the President and Vice Chancellor or at the President and Vice Chancellor's request
- To brief the President and Vice Chancellor about the agenda and important business before Academic Board meetings
- To advise the President and Vice-Chancellor on procedural matters (with the assistance of the secretary of the Board) and on any other issues which require attention during the meeting
- To ensure that the Chair and/or Vice Chair are authorised to act on the Board's behalf where the business of a meeting is not transacted within a reasonable time span
- To take such action on behalf of the Board which is urgent or not of sufficient importance to justify calling a meeting, subject to it being reported to the next meeting of the Board
- To act as a sounding board for any other issues that come up through the year which may be of interest or concern to the Board
- To provide ad hoc advice to academic and professional service colleagues relating to



Academic Board

AGENDA COMMITTEE OF THE ACADEMIC BOARD

- To chair the Agenda Committee of the Academic Board which determines and arranges the business of the Board, and ensures that the agenda is as fully prepared as possible and is presented where appropriate with formulated proposals.
- To provide feedback to authors on their reports particularly where the committee has concerns
- To oversee the implementation of Academic Board business with the Agenda Committee

ACADEMIC NOMINATIONS

- To chair the Academic Nominations Committee which is responsible for filling vacancies on School committees for which the Academic Board is the appointing authority and which maintains oversight of committee composition
- To approve the text of the committee vacancies circulars and to ensure, with the secretary of ANC, that all Academic Board appointments to committees and posts are filled
- To take chair's action to extend the period of office of existing committee members and academic office holders, if appropriate, and to appoint members of the academic staff to School committees where the agreed processes of nomination have not provided members
- To approve the composition and chair of ANC selection panels for academic office holder vacancies, and to chair selection panels as necessary
- To represent the Academic Nominations Committee on the Office Holders Group, which is responsible for determining, monitoring and reviewing the remuneration and compensation arrangements for academic offices and roles as listed in its terms of reference
- To approve changes to job descriptions for academic office holders for which ANC is responsible

COUNCIL

- To attend meetings of Council, the Governance Committee, and the Honorary Awards Committee as an ex-officio member
- To report to Council on the business of the Board, and on any issues requiring its attention
- To report back to the Academic Board on issues discussed at Council or for which Council would find it helpful to have a view from the Board
- To act as an interlocutor between the academic community and the senior academic office holders of the School



COMMITTEE MEMBERSHIP

The VCAB holds ex officio membership of the following committees:

Academic Board [6 meetings per session]
 Agenda Committee of Academic Board (Chair) [6 meetings per session]
 Academic Nominations Committee (Chair) [3 meetings per session]
 Academic Planning and Resources Committee [9 meetings per session]
 Department Heads Forum [8 meetings per session]
 Office Holders Group [1-2 meetings per session]
 Council [5 meetings per session]
 Governance Committee (sub-committee of Council) [3 meetings per session]
 Honorary Awards Committee [3 meetings per session]

The VCAB may be called upon to serve on other committees and ad hoc groups from time to time.

SUPPORT FOR THE ROLE

In order for the VCAB to fulfil his/her responsibilities effectively, the VCAB is supported by the Secretary to the Academic Board, who is also the Secretary for the Agenda Committee of Academic Board, and the Academic Nominations Committee

The role attracts an honorarium of £20,000 per annum, double entitlement to sabbatical leave and additional research support funds of £5,000 per annum. This is a 0.5 FTE role that comes with corresponding teaching replacement resources.

Flexibility

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.