



Terms of Reference

Academic Council

Section 1: Remit

The Academic Council is responsible for the governance and management of the academic affairs of the College. It sets in place the academic governance framework and oversees the establishment, maintenance and development of quality assurance policies and procedures for all educational programmes within the College. It reports to the Academic Committee of the Governing Body. The Academic Council conducts its work in accordance with relevant State legislation and with policies and procedures as outlined by the Department of Education and Skills, Quality and Qualifications Ireland (QQI) and the Higher Education Authority (HEA).

Section 2: Membership

The Academic Council is appointed by the President under devolved authority from the Governing Body. Elected members serve for a term of three years, with the possibility of further terms. Depending on the agenda, others may be invited to be present for part, or all, of a meeting. The President chairs meetings of the Academic Council. If the President is not in attendance, a College Vice Presidents or the Vice President for Academic Affairs will act as Chair. Carlow College, St. Patrick's is committed to gender equality. As such, the College will uphold and reflect these values in the composition of the Academic Council where possible, by striving to have at least 40% of each gender represented on the Council.

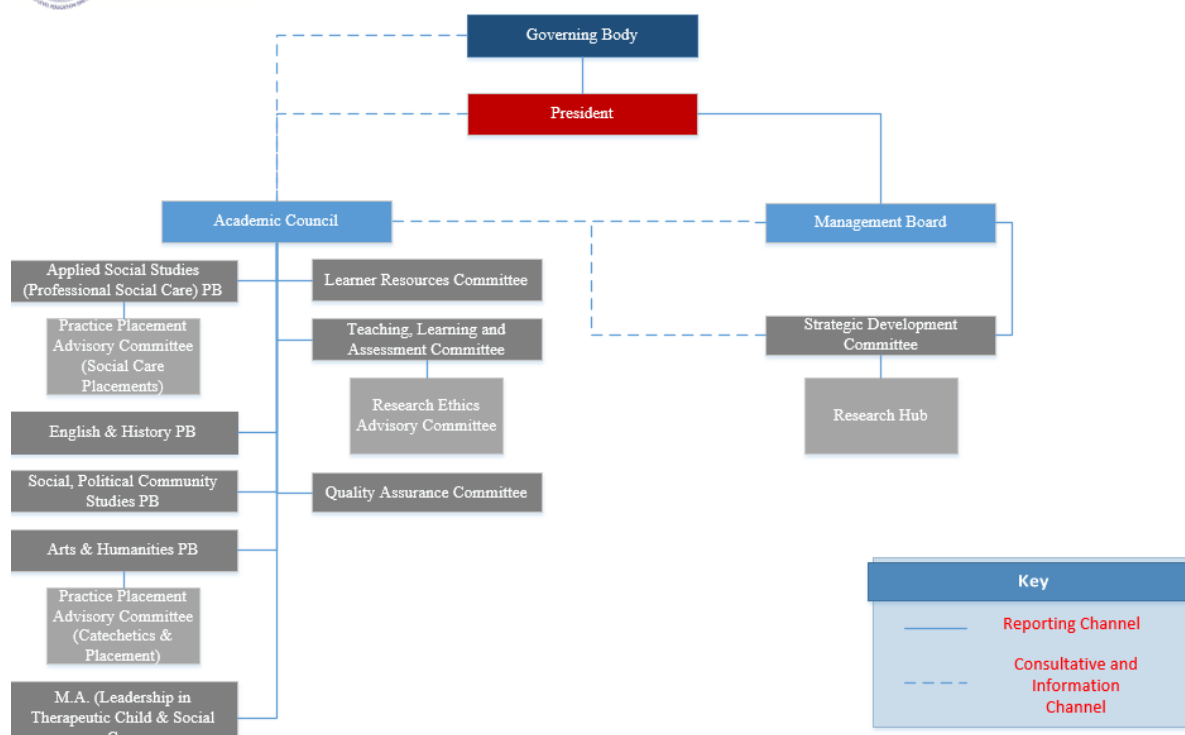
Function	Mode of Selection
President	<i>Ex Officio</i>
Vice President for Academic Affairs and Registrar	<i>Ex Officio</i>
College Vice Presidents	<i>Ex Officio</i>
Assistant Registrar for Academic Affairs	<i>Ex Officio</i>
Assistant Registrar for Strategic Development	<i>Ex Officio</i>
Programme Director, Arts and Humanities	<i>Ex Officio</i>
Programme Director, English and History	<i>Ex Officio</i>

Programme Director, Applied Social Studies (Professional Social Care)	<i>Ex Officio</i>
Programme Director, Social, Political & Community Studies	<i>Ex Officio</i>
Course Lead, Leadership in Therapeutic Child and Social Care (M.A.)	<i>Ex Officio</i>
Chair of Teaching, Learning and Assessment Committee	<i>Ex Officio</i>
Head of Student Services	<i>Ex Officio</i>
Librarian / Library Representative	<i>Ex Officio</i>
Quality Assurance Officer	<i>Ex Officio</i>
IT and Student Systems Manager	<i>Ex Officio</i>
2 Staff Representatives (Academic)	Elected by all Academic Staff for a term of 3 years (the terms of office are staggered)
2 Student Representatives (Students' Union President and Students' Union Vice President for Education and Communication)	Ex Officio (As elected by the Student Body)

Section 3: Reporting Structure



Committee Structure – Academic Council



The Academic Council is the highest academic approving committee in the College and informs and consults the Management Board and the Academic Committee of the Governing Body in relation to the planning and co-ordination of the educational work of the College. The Strategic Development Committee has a consultative and information channel to the Academic Council. A number of College committees have a reporting channel directly to Academic Council: Applied Social Studies (Professional Social Care) Programme Board; English & History Programme Board; Social, Political & Community Studies Programme Board; Arts & Humanities Programme Board; M.A. (Leadership in Therapeutic Child & Social Care); Learner Resources Committee; Teaching, Learning and Assessment Committee and the Quality Assurance Committee. Other committees report to the Academic Council through the Programme Committees: Research Ethics Advisory Committee; Practice Placement Advisory Committee and Catechetics Placement Committee.

Section 4: Terms of Reference

1. To oversee and assure the quality and standards of academic matters in the College, particularly where programmes and activities lead to the award of degrees.
2. To plan, co-ordinate, develop and supervise the educational work of the College, maintaining high academic standards and safeguarding the educational ethos of the College.
3. To oversee the development and maintenance of academic-related Quality Assurance policies and procedures.
4. To establish and oversee the academic governance framework: constitute, reconstitute and discontinue committees.

5. To approve organisational reports which come under the remit of Academic Council.
6. To oversee assessment and examination procedures and ratify the appointment of external examiners.
7. To promote and recognise excellence in teaching and research.
8. To make recommendations for the awards of scholarships, prizes, bursaries and other awards which recognise academic excellence.
9. To exercise related functions which will facilitate the administration of the academic affairs of the College.
10. The Secretary will prepare and circulate the agenda and keep records of meetings adhering to the *Guidelines Regarding Keeping Records of Meetings*.
11. Resolutions of the Academic Council will be communicated to the Management Board.

Section 5: Frequency of Meetings

The Academic Council will meet monthly in term time and at least twice a semester. The President may convene additional meetings as circumstances and need arise.