

**ACADEMIC LEADERSHIP BOARD
TERMS OF REFERENCE & MEMBERSHIP 2023-2024**

1.	Authority
1.1	The Academic Leadership Board was established by the Vice-Chancellor & President and reports to the University Executive Board (UEB).
1.2	The Academic Leadership Board has no delegated powers of its own, and any decisions taken remain those of the Deputy Vice-Chancellor & Provost or individual members (in accordance with their delegated and sub-delegated powers).
2.	Purpose of the Academic Leadership Board
2.1	The Academic Leadership Board will provide a forum to co-ordinate academic services across the institution to support both the delivery of the University Strategy and day-to-day Academic operations.
3.	Membership and Quorum
3.1	<ul style="list-style-type: none"> • Deputy Vice-Chancellor & Provost (Chair) • Pro Vice-Chancellors (including Executive Deans) • Deans
3.2	Other academic leads and/or Professional Services colleagues, will be invited to attend to contribute for specific agenda items.
3.3	Delegates are the exception rather than the rule and should be agreed with the Deputy Vice-Chancellor & Provost in advance. Delegates should be empowered and prepared to speak on behalf of their constituency at meetings.
3.4	The quorum necessary for decision making is one third of the membership (rounded up to the nearest whole number) including the Deputy Vice-Chancellor & Provost and two Pro Vice-Chancellors.
4.	Specific Duties
4.1	<ul style="list-style-type: none"> • Act as an out-of-cycle University Promotions Committee, taking decisions on exceptional matters relating to retention and promotion of academic staff. • Consider developments and any challenges within the remit of each member including relevant issues arising from Faculty Board meetings. • Consider issues escalated by the Academic, Capital and Enabling Portfolio Boards and take decisions as appropriate. • Monitor and review Academic operations including priorities and plans across Faculties and Schools, taking decisions to ensure that these are aligned with the University Strategy and Faculty budgets, ensuring performance is consistent with the University's planning framework. • Monitor the Integrated Planning Process (IPP) including any emerging operational academic related issues, taking decisions to ensure the effectiveness and efficiency of the IPP process. • Review action plans arising from key sources of service user feedback e.g., staff surveys, NSS, Pulse Surveys, ensuring that action owners are delivering required outcomes.

	<ul style="list-style-type: none"> • Review actual and emerging operational risks through Faculty Risk Registers, interrogating and challenging risks below the Key University Risk Register and escalating to UEB as appropriate. • Review agendas and papers prior to Senate meetings. • Any relevant sectoral updates or consultations from e.g. the Department for Education (DfE) or Office for Students (OfS).
5.	Accountability and Reporting
5.1	The Academic Leadership Board will report to UEB.
5.2	The following groups will report to the Academic Leadership Board <ul style="list-style-type: none"> • Free Speech Academic Advisory Group
5.3	Time-limited Task & Finish groups may be established to manage or interrogate specific risks or issues as required.
5.4	A record of actions and decisions will be kept and shared with UEB.
5.5	Members are expected to share relevant information with their teams to ensure effective cascade of information and agreed messages.
6.	Frequency of Meetings
6.1	Fortnightly.
7.	Effectiveness Monitoring and Compliance with Terms of Reference
7.1	To monitor and review its effectiveness and efficiency annually including the relevance of its remit, authorities and powers as stipulated in its Terms of Reference, and its membership.
8.	Support for Academic Leadership Group Meetings
8.1	The PA to the Deputy Vice-Chancellor & Provost in partnership with the Governance Team, will attend and support the meeting.
	Approval date: January 2024 Review date: August 2024 Contact: pa-provost@bristol.ac.uk