Faculty Academic Board
Terms of Reference

1. Role

The Faculty Academic Board (FAB) assists the Academic Senate by monitoring and assuring the academic quality of School curriculum, approving academic results for coursework subjects, authorising the conferral of coursework degrees and awards, and making recommendations about proposals for programs, field of study, subjects, and articulation proposals. The Faculty Academic Board (FAB) is a standing committee of Academic Senate that reports to Senate and provides advice to its other standing committees.

2. Terms of Reference

a. Oversee each School's review, evaluation and quality assurance of its curriculum, within the Higher Education Standards Framework.
b. Monitor the implementation of University policy within Schools and provide policy recommendations to the Academic Senate.
c. Assess proposals for curriculum and articulation arrangements, and provide recommendations to Senate Committees.
d. Approve proposals for curriculum variations in accordance with the Faculty Academic Board's academic policy delegations.
e. Ensure clear consultation with Schools where the impacts of curriculum development or revision involve the Schools.
f. Provide quality assurance for curriculum and articulation proposals, and promote good practice for documentation within the Schools.
g. Ensure that curriculum proposals are commenced and progressed to meet the relevant approval due dates.
h. Have oversight of the conferring of awards of graduate status and degrees, diplomas and certificates to undergraduate, honours and postgraduate coursework students who have completed their studies.
i. Following all teaching sessions, through Resulting Sub-Committees the Board will approve and/or modify recommendations for the awarding or reviewing of results in undergraduate, honours, and all postgraduate coursework subjects, including coursework subjects taken as part of postgraduate research programs.
j. Following teaching sessions, provide a written report to the Senate Education Committee, in a format approved by that Committee, including a summary of the approved results for subjects, identifying significant variability, anomalies, trends, and recommendations about assessment policies and practices, including student misconduct.
k. Monitor trends in assessment, such as:
    i. number and outcomes of applications for review of grade.
    ii. number and outcomes of applications for a supplementary assessment from students who failed in a final subject.
    iii. Student misconduct cases.
l. Monitor the operationalisation of student support, such as:
    i. academic integration plans, subject to the confidentiality associated with individual plans;
    ii. processes for ensuring consistent decisions relating to special consideration; and
    iii. strategies for students at risk.
    iv. the success of students from equity target groups.
m. Monitor the number, types and outcomes of applications for Credit for Prior Learning, and identify any opportunities for new articulation pathways.
n. Respond to academic matters or processes referred by the Academic Senate, such as reviews of academic policies.
o. Liaise with Third Party Providers as appropriate on all curriculum matters.

3. Membership

a. Executive Dean of the Faculty or nominee (Chair);
b. Deans of each School in the Faculty or nominee;
c. Associate Dean Education and Students (Deputy Chair);
d. Associate Dean Global and Partnerships (or equivalent*);
e. Associate Dean Indigenous and or nominee;
f. School Directors of Learning and Teaching;
g. Elected Faculty members (Level A-C) of Academic Senate;
h. Western Sydney University College CEO or nominee;
i. The Student and Learning Support Manager of each Faculty;
j. An Early or Mid-Career Academics nominated by each Deans and selected by the Executive Dean in consultation with the Associate Dean Education and Students;
k. A Head of Discipline nominated by each Dean and approved by the Executive Dean in consultation with the Associate Dean Education and Students (or equivalent);
l. University Librarian, or nominee;
m. One undergraduate student, elected by and from the undergraduate students of each Faculty - this member will be absent from meetings when individual students are discussed;
n. One postgraduate student, elected by and from the postgraduate students of each Faculty - this member will be absent from meetings when individual students are discussed;
o. The Chair may appoint additional voting members from the Faculty Academic staff as required to achieve gender balance and appropriate representation of cultural and linguistic diversity.

* In recognition that not all Faculties may have staff with this title, the meaning of "equivalent" will be determined by the relevant Executive Dean.

4. Faculty Board Resulting Sub-Committees

The Resulting Sub-Committees will convene after each semester to review and approve results for all undergraduate, honors and postgraduate course work subjects in each School of the Faculty. The membership will be:

a. A Chair, who is the Associate Dean Education and Students or nominee;
b. A Deputy Chair who is the School Director of Learning and Teaching;
c. The School Heads of Discipline (relevant to TOR 2i);
d. The Student and Learning Support Manager of each Faculty;
e. Whenever the Board Resulting Sub-Committee is processing or reviewing Honours results, the relevant School HDR and Honours Directors, and the Associate Dean HDR and Honours be required to attend (relevant to TORs 2h,i).

5. Chairing of Meetings

The Executive Dean of the Faculty or nominee will chair the meetings. In their absence, the Deputy Chair will preside. The Chair will invite representatives from external units to attend, as required. To promote equity, the Chair may appoint additional voting members from the Faculty's academic staff, as required.

6. Meeting Frequency

The FAB meets minimum of 6 times per year, with urgent matters being dealt with by e-meeting or special meeting, and for the Resulting Sub-Committees to finalise results.

7. Quorum

Quorum is one-half (or if one-half is not a whole number, the whole number next higher than one-half) of the total number of members for the time being of the Board.

If a quorum is not present within 30 minutes of the stated commencement time, the meeting shall automatically lapse and the business on the agenda shall be included in the agenda for the next meeting.

8. **Review**

These terms of reference will be reviewed annually.

Approved at Academic Senate on 5 December 2025.