

SCHOLARSHIP COMMITTEE

Terms of Reference

Overview

Tabor is committed to ensuring the ongoing quality of its accredited Higher Education awards. The oversight of this important task is the responsibility of the Institute's Academic Board (AB). The AB manages this oversight through its three key subcommittees: the Scholarship Committee (SC), the Academic Quality Assurance Committee (AQAC) and the Student Success and Retention Committee (SSRC).

Tabor defines 'scholarship' as those activities concerned with gaining new or improved understanding into a field of knowledge and engaging with and keeping up to date with advances in the field (TEQSA Compliance Guide: Scholarship). At Tabor, a key focus of scholarship is that it is not undertaken purely for the benefit of the scholar themselves, it will normally have a practical orientation, contributing to the life and wellbeing of the various stakeholders (including students) and communities we serve. Essentially, engagement in scholarship is one of the gifts the Institute offers to the world, specifically, a contribution to creating a world worth living in.

1. Function of the Committee

- 1.1. The SC is responsible for:
 - 1.1.1. Overseeing the implementation of the Institute's teaching, learning, and ongoing scholarship practices through the Institute Scholarship Plan, including reporting on the achievement of specified academic targets (HES 5.3.7, 6.3.1.a, 6.3.1.b, 6.3.2).
 - 1.1.2. Developing new academic policies, processes and practices relating to all aspects of scholarship, including pedagogy, to be approved by the Academic Board, and reviewing and approving minor changes to existing policies and procedures (HES 3.1.2, 3.2.3.b, 4.1.1, 6.3.2.a).
 - 1.1.3. Developing and overseeing the implementation of initiatives and projects to improve the quality of scholarship, including internal and external awards for excellence in teaching (HES 5.3.3).
 - 1.1.4. Developing and monitoring an ongoing program of academic professional development for academic staff, including research supervisors (HES 3.2.2, 3.2.3.b, 5.3.6).
 - 1.1.5. Encouraging, supporting and reporting scholarship activities by academic staff particularly as these relate to the advancement and dissemination of knowledge, the scholarship of teaching and learning, and the identification and dissemination of best practices in teaching and learning (HES 3.2.3.a, 4.1.3).
 - 1.1.6. Disseminating information about, and opportunities for, research to encourage academic faculty research, and collating details and celebrating research undertaken, where so advised by academic faculty.
 - 1.1.7. Ensuring the Institute's learning resources and facilities are fit for purpose.
 - 1.1.8. Actioning any other items referred to it by the President or the AB.

2. Expectations / Goals of the Committee

- 2.1. The role of the SC does not normally include:
 - 2.1.1. Monitoring and academic support of students.
 - 2.1.2. Reviewing and monitoring of accredited courses, unit outlines and existing policies explicitly delegated to the AQAC.

3. Committee Membership

- 3.1. Chair: Director of Scholarship, *ex officio*.ⁱ
- 3.2. Deputy Chair: Executive Director, Digital Learning & Innovations, *ex officio*.
- 3.3. At least one academic staff from each faculty. If a member is unable to attend a scheduled meeting, they may nominate a proxy to attend in their place.
- 3.4. Chief Academic Officer, *ex officio*.
- 3.5. Manager, Library Services, *ex officio*.
- 3.6. At least one external member appointed by the Chair of the SC.
- 3.7. Membership of the committee will be for a term of three years, with extensions to be approved by the Chair. *Ex officio* members will remain as members of the Committee for as long as they hold their position.

4. Quorum of the Committee

- 4.1 A simple majority of members.

5. Frequency of Meetings

- 5.1 At least four meetings per year (two in each semester).
- 5.2 Special meetings may be called by the Chair as necessary, or on written request by a Dean, or on the request of the AB. A request must be accompanied by a briefing note detailing the business to be discussed.

6. Reporting Requirements and Relationship to Other Committees

- 6.1. As a subcommittee of AB, the SC will provide a report to the AB as well as making available a copy of the minutes for AB members. The report is to contain any recommendations for changes to guidelines and procedures or development of policies. The Minutes should have sufficient detail for the AB to be aware of all matters of discussion, not just a record of decisions made.

7. Committee Support

- 7.1. The Secretary shall be appointed by the Chair.
- 7.2. The Secretary is responsible for all communications with respect to the Committee, including notices of meetings and agendas, minutes and correspondence.

8. Committee Management

- 8.1. Reports and Minutes will be kept and forwarded to the AB as required.
- 8.2. All minuted motions are to be formally proposed and seconded and voted on by a show of hands or orally. If a tied vote, the Chair may exercise a casting vote. A secret ballot may be called by the Chair or a simple majority of members.
- 8.3. The Chair will proofread draft minutes and edit them for accuracy.
- 8.4. The Committee has the power to co-opt.
- 8.5. All recommendations and papers for broader discussion will be clearly written and presented in a timely manner, allowing sufficient time for consideration by other parties.

9. Review

- 9.1 The SC should undertake a triennial assessment of its performance against these Terms of Reference (TOR), with the outcome of the review reported to the AB.
- 9.2 These TOR should be reviewed by the Chair every three years.

ⁱ Ex officio members have full voting rights