



Academic Governance Body (AGB) – Terms of Reference

This Terms of Reference describes Gestalt Therapy Brisbane's (GTB) Academic Governance Body (AGB) and the responsibility this entity has for the academic oversight of GTB accredited programs in accord with the Higher Education Standards Framework (Threshold Standards) 2021. This document also describes the relation of the AGB to the Corporate Governance Body (CGB) and to committee and staff under authorised academic delegation.

1. Overview

The AGB holds the role of academic governance and is strictly separated and differentiated from the CGB, which delegates authority for academic matters to the AGB. The AGB:

- a) Maintains oversight of academic strategy and policy;
- b) reviews and approves curriculum;
- c) sets academic standards and monitors academic outcomes;
- d) promotes scholarship, academic integrity, and academic freedom;
- e) delegates authority to senior GTB personnel for academic management;
- f) delegates authority to the Gestalt Education Processes (GEP) Committee to attend to course advisory matters as required; and
- g) advises the Corporate Governance Body on academic matters, including academic risk.

The AGB communicates academic matters to the CGB through reporting and representation as appropriate.

2. Scope of Responsibilities

The responsibilities of the AGB reflect its *oversight* role, as distinct from the *implementation* role carried out by senior management.

- a) The AGB takes direction from the CGB regarding the oversight of academic matters and reports to the CGB regarding these matters.
- b) The AGB provides, maintains and develops strong academic leadership to oversee and assure quality higher education at GTB.
- c) The AGB delegates authority to senior academic personnel to carry out the role and responsibilities of higher education management and academic quality assurance at GTB.
- d) The AGB delegates authority to the GEP Committee to attend to course advisory committee functions as required.
- e) The AGB regularly reviews, discusses and advises on reports of an academic nature provided by external consultants, senior management and the GEP Committee Chair.
- f) The AGB maintains oversight of senior academic management at GTB.
- g) The AGB critically evaluates the quality and effectiveness of educational innovations or proposals for innovations.
- h) The AGB ensures the protection of academic integrity and academic freedom at GTB
- i) The AGB oversees and reviews reporting on the following staff and student matters:
 - Staff pedagogical practices
 - Staff professional development
 - Staff scholarship development
 - Staff performance review
 - Student performance
 - Student outcomes
 - Student support services
 - Student grievances (if escalated)
- j) The AGB establishes, reviews and ratifies academic policies to facilitate GTB's educational mission, vision and values.
- k) The AGB monitors academic risk and reports on this to the CGB.
- l) The AGB reviews student academic performance and recommends conferral of awards as appropriate.
- m) The AGB will promote the academic standing of GTB with accrediting bodies, professional associations and other stakeholders with whom GTB is or might be a partner.
- n) The AGB monitors and reviews its own, and the GEP Committee, performance and effectiveness through cyclical external reviews.

3. Composition

The number of AGB members will be appropriate to the size and structure of GTB. Membership will consist of both internal and external members and will be based on qualifications and experience relevant to the psychotherapy field and to higher education delivery in Australia. This membership profile aims to ensure appropriate perspectives and expertise are provided and collegial consideration of academic matters is promoted. Membership consists of:

- GTB Director
- GTB senior academic manager (also representative of the GEP Committee as required)
- CGB delegate (the Chair or Deputy Chair will represent the AGB at meetings of the CGB)
- At least two (2) external independent members with the following profile:
 - Academics from higher education institutions who offer similar or associated courses of study; or
 - Professionals with relevant backgrounds drawn from psychotherapy organisations or associations; or
 - Independent practitioners with demonstrated experience in psychotherapy.
- Student representative

4. Standing Orders

- a) The chair of the AGB will be a standing position and the person will be drawn from the membership of AGB but will not be the GTB Director. The title of this role will be Chair, Academic Governance Body, Gestalt Therapy Brisbane.
- b) Minutes of the meetings of the AGB will be prepared by the Secretary and the contents of the meetings will be reported to the CGB.
- c) The senior academic manager will report to the AGB through the Chair as to the changes or initiatives that have been implemented as a result of recommendations made by the AGB.

5. Meetings

- a) The AGB shall meet quarterly but may meet more or less as required.

Document Name: AGB Terms of Reference v8.1

Effective Date:

Document ID:

Business Unit: Operational

Review Date:

Page 3 of 5

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED

- b) A quorum for the AGB shall be half the recognised membership plus one. This number must consist of at least one external member.

6. Membership

- a) Members will hold office for a period of two (2) years.
- b) Membership can be renewed for an additional period of two (2) years and a further two (2) years with review.
- c) The Chair will serve a two (2) year term, after which an election must be held. A member can be re-elected as Chair for a maximum of six (6) years.
- d) Membership may be terminated if a member:
 - acts illegally or negligently in a manner that may negatively affect GTB's financial, academic or reputational standing;
 - fails to report a conflict of interest; or
 - on other extreme grounds.
- e) When a member is consistently absent from meetings the AGB will review that member's membership. Members may be replaced if it is accepted that they are unlikely to make an appropriate contribution in the future

7. Review

These Terms of Reference shall be reviewed every three years.

DOCUMENT INFORMATION		
Document Attributes	AGB Terms of Reference	
ID		
Owner	Administration Manager	
Contributor	Academic Manager	
REVISION HISTORY		
Version	Issue Date	Changes
8.0	23 August 2021	Significantly revised version Realignment of content to reflect external governance review recommendations and revised governance structure
8.1	31 May 2022	Minor revision Remove the incorrect sentence within section 1 discussing the advisory and not directorial nature of the AGB. Replace academic manager with governance and version number in document approvals field. Addition of information table within footer.
DOCUMENT APPROVALS		
Role	Name	Date
Governance (v8.0)	Corporate Governance Body	06 October 2021
Governance (v8.1)	Corporate Governance Body	22 June 2022

Document Name: AGB Terms of Reference v8.1
Effective Date:
Document ID:

Business Unit: Operational
Review Date:
Page 5 of 5

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED