



## **Terms of Reference for Academic Committee**

March 2024



## Terms of reference for Academic Committee

**Chair:** Senior Tutor

**Secretary:** Academic Registrar

**Membership:** Principal, Vice Principal, Bursar, Academic Registrar, IT Manager, two Fellows, three co-opted members, one nominated Trustee, two CR Exec representatives.

**Ex Officio:** Chair and Deputy Chair of the Trustee Board

This Committee shall meet once per term, typically in 6th Week.

The Committee is responsible for:

- Considering the College's admissions policy including setting targets, and reviewing admissions annually against these targets. (TT)
- Agreeing associations with the College, including Introduced Members, Continuing Members and Visiting Senior Members. (Termly)
- Agreeing the allocation of scholarships and making recommendations to Finance and Investments Committee on the creation of new scholarships and applications for scholarship funding. (HT for strategy and TT for recommendations)
- Oversight of the provision of study facilities within the library and other study support facilities such as study rooms. (Ongoing)
- Oversight of the provision of academic IT within the College, including hardware, infrastructure, software and access to digital resources. (Ongoing)
- Administration of the Academic Activities Fund, Lucy Halsall Fund, and the Linacre Lectures Fund, within budgets and agreeing the grants made from them. (Termly)
- Oversight of the College Library including acquisitions and disposals strategy, management and use. (TT for strategy, termly updates)
- Oversight of major academic events including the Tanner Lecture, the Linacre Seminar Series the Domus Prize (As scheduled)
- Competition and reviewing applications for Fellowship exchanges including the ACU and Huntington Fellowships. (As scheduled)
- Reviewing the academic and IT risks recorded in the College's Risk Register, and reporting to Governance, Audit, and Risk Committee both high academic risks and risks that have significantly increased. (Termly)
- Discuss academic strategy and Fellowship demography