

Revised: August 2014

Approved by the UC Board of Directors: 20141030

PREAMBLE

The Academic Board expresses its commitment to the ideal of active and meaningful participation of all elements of the University academic community in the process of initiating, formulating, revising, assessing, and stipulating the educational and academic policies of the University.

The Academic Board recognizes that final authority to approve or reject educational and academic policies for the University remains with the Board of Directors. The Academic Board further recognizes that the University's commitment to high ethical and professional standards and to the promotion of critical inquiry and increased knowledge can be maintained only through responsible interaction and mutual respect. It is in that spirit that the Academic Board expresses its commitment to work closely with the University Administration at all stages in the institution, application, and assessment of educational and academic policy.

PROVISIONS

1.0 RESPONSIBILITIES

- 1.1 By its approval of this document by the Board of Directors of UC Education Inc. the Academic Board described herein its responsibilities relating to all matters pertinent to standards for institutional quality assurance in its teaching, research, and community service endeavors.
 - 1.1.1 In the absence of policy determination of the Academic Board, all discretionary powers in academic matters shall remain with the Board of Directors of UC Education Inc.
- 1.2 The Academic Board holds the legislative authority to establish academic standards, policies, and procedures relating to the following topics and items:
 - 1.2.1 Program Academic Affairs
Degree requirements, program structure, admissions standards, standards for development of curriculum program evaluations, curricular options.
 - 1.2.2 University Academic Affairs
General curriculum degree requirements, credit and degree transfers, academic agreements with other institutions and organizations.
 - 1.2.3 Faculty Academic Affairs
Grievance process, standards of evaluation, sabbaticals, faculty hiring and hiring processes, service contract standards, professional development, research, performance evaluation, and promotions.

1.2.4 Student Academic Affairs

Grading, attendance, examinations, course evaluations, outcome assessments, cheating, plagiarism, grievances.

1.3 Legislative Concurrence

Legislative Concurrence is defined as the authority to review, to approve or disapprove, or to make recommendations concerning educational policies which are formulated or initiated by the Board of Directors. The Academic Board will ordinarily act upon such policies by joint Legislative Concurrence with the Board of Directors. The Academic Board, however, still retains Legislative Authority in the above areas (sec. 1.2) if it wishes to exercise that authority.

1.4 Consultation

The Academic Board also has a right to initiate consultation with the Board of Directors. Consultation is defined as an exchange of information with the Board of Directors for the purpose of permitting the Academic Board to propose or to comment upon policies which are other than academic and educational, including but not limited to the following:

- 1.4.1 University budget priorities (not budget) and financial concerns such as financial crises and cutbacks
- 1.4.2 University admissions
- 1.4.3 Academic calendar
- 1.4.4 Size and composition of the student body
- 1.4.5 Faculty compensation and other conditions of service
- 1.4.6 Composition of University committees, councils, and boards
- 1.4.7 Selection, review and retention of Academic Officers
- 1.4.8 Selection, evaluation, and retention of University Administrative Officers
- 1.4.9 Scholarships and financial aid
- 1.4.10 Extracurricular academic matters (e.g., conferences, lectures, etc.)
- 1.4.11 Educational support programs

2.0 PROMULGATION

2.1 Actions and decisions of the Academic Board when acting in matters of Legislative Authority shall be recorded by the Secretary and communicated by the Secretary to the Board of Directors, Academic Officers, University Administrative Officers, Faculty, and other appropriate parties.

2.1.1 In the event of any disagreements or disputes relating to matters of manifest responsibility and authority of the Board of Directors and the Academic Board, and/or actions involving academic policies, standards, or procedures; the respective Presidents of each body shall appoint three members each to serve on a Joint ad hoc Resolution Committee. The joint committee will be charged with the responsibility to review and analyze the specific matter of disagreement or dispute and prepare a written report of findings and recommendations intended to advocate an action of acceptance by the Board of Directors.

3.0 MEMBERS OF THE ACADEMIC BOARD

- 3.1.1 Appointments:
 - a. Ex-Officio members will consist of the University's Provost, Registrar, and Dean(s);
 - b. Voting members shall be nominated to, and confirmed by the Board of Directors of UC Education Inc.
- 3.1.2 Size
Up to twelve members including those designated as Ex-Officio.
- 3.1.3 Terms of Service
Three year appointment – renewable
- 3.1.4 Nomination of Voting Members
Nomination for consideration of membership by the Board of Directors of UC Education may be made by any individual and/or constituent group within the institution and/or the institution's academic affiliates. Nominations are to be submitted to the Office of the Provost.
- 3.1.4 Requisite Nomination Qualifications
Senior level representatives (e.g.: faculty, students, alumni) spread over various academic disciplines and/or professional field career experience. Approximately seventy-five percent of the total membership will include individuals with academic and administrative experience in traditional universities settings.

4.0 OFFICERS

- 4.1 The University's Provost (Ex-Officio) is assigned President to the Academic Board.
- 4.2 The University's Registrar (Ex-Officio) is assigned as Secretary to the Academic Board.
- 4.3 The University Vice Presidents and Deans of each degree granting program are assigned as Ex-Officio members of the Academic Board.
 - 4.3.1 The President of the Academic Board shall designate a Vice President to the Academic Board from this Ex-Officio body of members.

5.0 OFFICER RESPONSIBILITIES

The officers of the Academic Board are identified as the President, Vice President and Secretary.

- 5.1 President
The President is responsible for calling and chairing meetings of the Academic Board, and forwarding and/or delegating the forwarding of documents through the appropriate channels after Academic Board action.
- 5.2 Vice President
In the absence of the President of the Academic Board the Vice President is designated to carry out the normal responsibilities of the President.

5.3 Secretary

The Secretary is responsible for recording Academic Board activity and serving as liaison between the Academic Board, University Administrative Officers, and appropriate operational components within the University.

6.0 MEETINGS

Meetings will be held at the call of the President or his/her designee, and shall be conducted via WebEx Teleconferencing or Skype conferencing (systems which allow all members to communicate simultaneously and instantly); and take place at a time that the President may determine. At the request of any three members of the Academic Board, a meeting shall be convened. All members of the Academic Board will receive a prior three-day notification via email, telephone or facsimile, of any meeting scheduled.

7.0 CONDUCT OF BUSINESS

Formal and official business items requiring decision making actions by the Academic Board may be conducted during a scheduled meeting or via documented correspondence (email) exchange.

7.1 Final outcome determinations regarding the approval or disapproval of action items are based on the consensus of the majority of Academic Board members in attendance of a scheduled meeting, or the consensus of the majority of those Academic Board members responding to corresponded action items.