**SUBMISSIONS TO ACADEMIC BOARD**

**(Adapt for Standing Committees)**

**Papers must be submitted to Academic Board and its committees using the below template which provides for:**

1. **An Executive Summary**

The Executive Summary is a stand-alone piece which must relay the action sought and key issues without reference to the remainder of the paper, or to attachments.

It details:

* Key issues
* Recommendation(s)
* Timing of Decisions
* Further significant information
* Communication and confidentiality considerations.

1. **Remainder of paper**

The remainder of the paper should be kept to a ***maximum of five pages***. Pages and paragraphs should be numbered throughout the paper. The style required is floating headings and continuously numbered paragraphs.

The main body of the paper should be drafted under the following headings:

* Background and previous consideration by the Board / Committee
* Discussion/rational for recommendations
* Financial implications
* Institutional risks

Papers must be submitted to the Secretary of Academic Board or the relevant Standing Committee as per the submission deadlines (2 weeks prior to the meeting date).

1. **Advice to contributors**

Papers for the Academic Board and its Standing Committees *must be submitted by a current Academic Board or Standing Committee member*.

In preparing submissions, contributors should be mindful that the Academic Board membership encompasses a diverse group of stakeholder groups including students, academic staff, teaching staff, professional staff and executives. Contributors should take care not to overestimate or underestimate the Board members’ knowledge of specific issues and should seek to ensure that their submission is clear, concise and provides sufficient material for Board members to make an informed decision on the recommendations.

All submissions should have:

* A clear statement of purpose;
  + *Example 1 – This paper provides an overview of Academic Board induction activities undertaken in 2016.*
  + *Example 2 – This paper proposes changes to the Terms of Reference and membership of Education Committee.*
* Specific recommendations;
  + *Example 1 – That Academic Board note the report on Academic Board induction activities undertaken in 2016.*
  + *Example 2 – That Academic Board approve the Terms of Reference for the Education Innovation and Quality Committee.*
* A concise summary of the issues, actions and outcomes.

All submissions **must** have been reviewed/approved by the current Academic Board or Standing Committee member who is submitting the paper.

For further advice and assistance with preparation and submission of papers contact the Secretary.

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**Submission to Academic Board**

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| **TITLE** |  |
| **EXECUTIVE SUMMARY** | |
| ***Key Issues*** | |
| *This section should contain a brief description of the paper and the key issue/s. The key issue/s should be a stand-alone summary of the content of the paper. There should be no reference out to the paper or any appendices - a VCE member reading this should have an immediate understanding of the key issue/s and not need to refer elsewhere.* | |
| ***Recommendations*** | |
| *The recommendations should make it clear about what you are asking Academic Board to do and not reference the paper or appendices. It should be immediately clear to a Board member on reading what they are being asked to do.*  ***Example****: Academic Board is asked* ***to approve/comment on/note\**** *the following recommendations:*  *a)*  ***\*****Use only one of the following or a suitable alternative and delete others as appropriate. Recommendations should be self-standing and not reference out to other parts of the paper* | |
| ***Timing of Decisions*** | |
| *This section should indicate the timescales for decisions and any dependence on the University’s governance cycle or reliance on external factors as relevant.* | |
| ***Further Information*** | |
| *Includes further information integral to the outcome requested.* | |
| ***Communication and Confidentiality*** | |
| *This section should indicate whether or not the paper is confidential to Academic Board members and whether it is intended that it should remain confidential after the meeting. This section should also indicate if the outcome is to be communicated to specific individuals, groups or committees following the Board discussion, how it is to be communicated and by whom.* | |

***REMAINDER OF PAPER***

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| **BACKGROUND AND PREVIOUS CONSIDERATION** |
| *This section should refer to previous discussion of the issue at Academic Board or its Standing Committees and any past approval points and contain a reference to the relevant Academic Board or Standing Committee minute or outcome.* |
| **DISCUSSION/RATIONALE FOR RECOMMENDATIONS** |
| *This can include tables and graphs as an alternative to text. This section should indicate which aspect of the University’s strategy the paper is addressing and in what way.* |
| **FINANCIAL IMPLICATIONS** |
| *This section should identify the financial implications of proposals coming to Academic Board. If the financial implications have not been fully identified at the time of writing the paper there should at least be an indication of the scale of the financial implications. Where there are no significant financial implications, the paper should say so.* |
| **INSTITUTIONAL RISKS** |
| *This section should comment on the risks to the institution of the proposal including reputational risk where relevant. In the language of risk management, risks include opportunities as well as downside risks.*  *If the risks have not been fully identified at the time of writing the paper there should be an indication of the scale of the risks and how these will be managed. Where there are no significant risks the paper should say so.* |
| **ATTACHMENTS** |
| *Materials may be attached to papers, however, they must be provided for information only for reading at the option of the Academic Board member. They must not be referred to in the Executive Summary, or contain matter integral to the outcome sought.* |
| **Submitted by:**  Name: *Papers for Academic Board and its Standing Committees must be submitted by a current member*  Title:  Date: |