

Te Poari Mātauranga   Academic Delegations Kaupapa here   Policy			
Policy Type:	Ngā Tumu Whakahaere   Executive		
Policy Title:	Academic Delegations		
Policy Owner:	Ngā Tumu Whakarae   Chief Executive		
Version:	1		
Approval Date:	23/09/2024	Next review date:	01/09/2025
Effective from:			
Other Related Internal Policies and Tūkanga   Procedures/Documents			
Academic Board Terms of Reference Research Committee Terms of Reference Ethics Review Committee Terms of Reference Teaching and Learning Committee Terms of Reference Quality and Evaluation Committee Terms of Reference Postgraduate Studies Committee Terms of Reference Board of Studies Terms of Reference			
Relevant External Rules and Guidelines			
<a href="https://nzqa.govt.nz">Tertiary Evaluation Indicators (TEIs) (nzqa.govt.nz)</a> EER Indicators Key Evaluation question 5			

Amendments			
Version	Effective from date	Created by	Reason for review/change
1	30/09/2024	Executive	New Policy

## Scope of the Kaupapa here | Policy

The Te Poari Mātauranga | Academic Delegations Policy applies to:

- all Yoobee Colleges Ltd (hereafter referred to as Yoobee) kaimahi | staff and contractors

The authority of a policy is established when it is formally approved by the Te Poari Mātauranga | Academic Board.

## Pūtake | Purpose

The purpose of this policy is to:

- provide clarity in respect of accountabilities and responsibilities in academic decision-making and governance
- confirm the scope of the academic decision-making and authority
- specify delegations and authority [refer to [Academic Delegations Register](#)] granted by Ngā Tumu Whakahaere | Executive Leadership Team (hereafter referred to as the Executive) to Te Poari Mātauranga | Academic Board (hereafter referred to as the Board)

## Mātāpono | Principles of Kaupapa here | Policy Development

The Academic Delegations Policy is driven by the Executive for the purpose(s) of:

- ensuring quality governance and decision-making processes are in place, robust, and evaluated for continuous improvement
- providing assurance to the organisation that accountabilities and responsibilities for academic governance and decision-making are clear and implemented within the scope set out in this policy

## Kaupapa here | Policy Statements

### **Parameters in the exercise of the delegations made to the Board from the Executive**

The Board operates within the following parameters: The Board:

- has authority to act in respect of academic matters delegated to the Board by the Executive of Yoobee
- has **no** authority to act in any way that is not aligned to Yoobee and/or UP Education strategic direction
- must operate within the policies and processes of Yoobee
- must be open to internal and external scrutiny
- has the power to sub-delegate. When sub-delegating, the Board must clearly stipulate the scope and expectations of the delegations
- the Board must oversee and periodically review the sub-delegations agreed

### **Parameters in the exercise of sub-delegations from the Board**

Sub-delegation authority operates within the following parameters:

- all authority to act in respect of academic matters is delegated by the Board
- those with sub-delegation authority
  - have no mandate to act in any way that is not aligned to the Board’s strategic direction and advice
  - must act in accordance with the stipulated scope and expectations outlined in the Terms of Reference
  - must report to the Board as scheduled
  - must be open to internal and external scrutiny
  - cannot sub-delegate their authority unless agreed by the Board
- working groups can be utilised to progress mahi | work effectively and efficiently when required but must report back to the committee holding the delegation. Working groups are not decision-making bodies.

**Kaupapa here | Policy Implementation**

The process of implementation of the policy is:

- communication of the policy and procedures to all kaimahi
- ensure all kaimahi feel competent to follow the policy
- ensure line management kaimahi have received adequate training to embed the policy into their operations
- assess kaimahi ability to follow policy and support them to advance their knowledge as required
- policy is included in the on-going Process Maturity Assessment cycle

Roles and Responsibilities	
<b>Everyone</b>	<ul style="list-style-type: none"> <li>• reading and understanding the policy, principles, and procedures outlined in this policy</li> <li>• implement the policy as business as usual</li> <li>• implementing policy in a manner that upholds Te Tiriti o Waitangi commitments</li> </ul>
<b>Te Poari Mātauranga   Academic Board (the Board)</b>	<ul style="list-style-type: none"> <li>• Aware of, and accountable for               <ul style="list-style-type: none"> <li>○ the functions and authority designated to the Board from the Executive</li> <li>○ acting within the parameters within which the Board operates</li> <li>○ evaluate the functioning of the Board, and its delegations and their implementation annually</li> </ul> </li> </ul>
<b>Chairs of Sub-committees</b>	<ul style="list-style-type: none"> <li>• Aware of, and accountable for               <ul style="list-style-type: none"> <li>○ the functions and authority delegated to the sub-committee from the Board</li> <li>○ being an active member of the Board in the capacity of their role as Chair and as a voting Board member</li> <li>○ adherence to policies, procedures, and Terms of Reference relevant to the sub-committee that they chair                   <ul style="list-style-type: none"> <li>○ reporting to the Board on the work of the committee as per reporting expectations</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ acting within the parameters within which the sub-committee operate</li> </ul>
<b>Ngā Tumu Whakahaere   Executive Leadership Team (Executive)</b>	<ul style="list-style-type: none"> <li>• Delegate academic responsibilities and accountabilities to the Academic Board</li> </ul>
<b>Working Groups</b>	<ul style="list-style-type: none"> <li>• A group of members of a committee charged with progressing the work of the committee and reporting back. This is not a decision-making body.</li> </ul>

**Definitions**

For all definitions please refer to the definitions [Glossary](#)

