

Academic Alignment Working Party

Terms of Reference

Definition of Academic Alignment:

Academic alignment is the alignment and integration of employability and careers education with learning, teaching and assessment within curriculum design and implementation.

It enables effective collaboration between AGCAS member services, academic colleagues and other relevant professional services to achieve institutional strategic goals in relation to graduate outcomes.

1 Status

The Academic Alignment Working Party reports and is accountable to the AGCAS Board of Directors.

2 Purpose

The principal aims of the working party are to:

- 2.1 Review how Academic Alignment supports the AGCAS strategy, AGCAS members, Higher Education (HE) careers and employability professionals and the wider employability community within academia.
- 2.2 Consider member services' plans, structures, activities, measures and outcomes related to the Academic Alignment theme and understand how they support and align to institutional strategy in order to identify and share best practice within the HE sector
- 2.3 Support AGCAS member services to contribute to the integration of employability within their institutions, regardless of whether this is within the curriculum, co-curricular, or extra-curricular (or a combination of these) by promoting and communicating best practice within the AGCAS membership and HE sector
- 2.4 Engage with external bodies as appropriate and contribute to discussion, policy development and professional practice, working closely with relevant AGCAS committees
- 2.5 Generate appropriate responses to external reports and research

- 2.6 Ensure the working party's activities support the AGCAS strategic objectives
- 2.7 Ensure the working party's activities meet the charitable objects of the articles of association

3 Duration of the Working Party

The working party will exist from 1st June 2019 until 31st October 2020. During this time, it will report progress on delivery against its principal aims to the AGCAS Board of Directors, and seek their guidance on its work.

The working party will make a final report and recommendations to the Board on 31st August 2020. At this point, the working party will be reviewed by the Board.

4 Constitution and Membership

The Chair of the working party will be the AGCAS Academic Alignment Director.

Other members of the working party will be based on self-nominations from the AGCAS membership and can include nominees from other AGCAS Committees and groups.

Membership of the working party shall comprise:

- Academic Alignment Director (Chair)
- Up to 8 other members representing the range of AGCAS member services, the majority of whom will be Full Members of AGCAS, and one of whom will be a representative from the Curriculum Design Task Group
- Invited guests may include representatives from partner organisations or other AGCAS members co-opted by the Chair for particular activities.

These appointments will be subject to approval by the Board of Directors.

6 Approval and Review

These Terms of Reference shall be approved by the Board of Directors. They form part of Board of Directors' Regulations.

Last updated 18 October 2019