



National Academic Integrity Network (NAIN)

Steering Committee Terms of Reference

Introduction

The NAIN Steering Committee is responsible for the governance of the NAIN.

The committee is Chaired by the NAIN Chair (appointed by Quality and Qualifications Ireland (QQI)).

Objectives and scope

The NAIN Steering Committee is responsible for the leadership of the NAIN and the implementation of the NAIN Strategy. The committee provides oversight of the work of the NAIN which is carried out through working groups. The Steering Committee may suggest items for inclusion on the NAIN plenary meeting agenda and may suggest ideas for and participate in enhancement events run by NAIN relating to academic integrity.

Members of the Steering Committee will be invited to chair NAIN working groups. Where this is not practicable, a NAIN member may be invited to chair a working group.

The overall role of the NAIN Steering Committee will be to oversee the implementation of agreed NAIN strategic objectives, which normally involve:

- six to eight steering committee meetings per year
- four plenary meetings per year (two online and two in-person)
- chairing and membership of NAIN working groups
- overseeing the development and implementation of NAIN Strategy
- representing NAIN on various platforms such as conferences, webinars, podcasts, interviews etc.
- other NAIN activities

The list above is non-exhaustive but is a general reflection of the commitments of the steering committee.

Membership

The NAIN Steering Committee is led by the NAIN Chair, as appointed by QQI. Other steering committee members reflect the size and diversity of the network membership. Steering committee members must be members of the NAIN. The optimal composition of the steering committee is set out below:

Regularly appointed members:	Target number:
Academic integrity officer/lead	3
Educators	4
Professional staff	3
Student members:	2
Ex officio members:	
Chair (appointed by QQI)	1
Relevant QQI leads	2
NAIN administrator (QQI)	1
NAIN Manager (QQI)	1
Total	17

Appointment of steering committee members:

The NAIN Chair is appointed by QQI.

Members of the NAIN will be invited to express an interest in joining the NAIN steering committee as regularly appointed members, as vacancies arise. Where there are more candidates than vacancies, Ex officio members will decide on final membership to reflect the diversity of membership, and reflecting the range of providers represented in the network. Where a vacancy still remains after expressions of interest are sought, or in the case of student members of the steering committee, individuals may be co-opted.

A Deputy Chair of NAIN may be appointed from the regularly appointed members of the steering committee. The Deputy Chair may be called on to lead NAIN plenary and NAIN Steering Committee meetings in the Chair's absence. Regularly appointed members of the NAIN Steering Committee will be invited to express an interest in becoming deputy Chair of the NAIN. Where there is more than one expression of interest, Ex officio members of the NAIN steering committee will decide on the appointment. Further supporting information may be requested prior to a decision being made.

Terms of office:

Regularly appointed steering committee members are appointed for a term of three years, which may be succeeded by an additional term of one to three years to support continuity within the committee. Student members of the steering committee may sit for shorter terms of one academic year or up to four years. Steering committee members are expected to notify the NAIN

Chair in writing if they choose to withdraw from their role. Vacated positions on the steering committee will be opened up to the network at regular intervals.

The NAIN Chair is appointed for an initial term of three years which may be succeeded by an additional term of three years. Where a need arises to appoint a chair to complete the remainder of the term of their predecessor, this may be succeeded by an additional term of 3 years.

Governance and decision-making

The steering committee is led by a Chair and may be supported by a Deputy Chair, who steps in to facilitate meetings when necessary. Decision-making is primarily driven by consensus, ensuring all members contribute to discussions and align on key outcomes. When consensus cannot be reached, alternative decision-making mechanisms (e.g. voting, expert consultation, or escalation) are explored to maintain progress and to uphold the Steering Committee's objectives.

Meetings

The NAIN Steering Committee will generally meet 6 to 8 times per year. Meetings will usually take place online via MS Teams and hybrid meetings will be facilitated where required.

QQI provides the secretariat for NAIN steering committee meetings and NAIN plenary meetings. In collaboration with the NAIN Chair, QQI will schedule NAIN steering committee meetings and circulate relevant meeting documentation to members.

Resources and support

QQI provides logistical and administrative support to the NAIN Steering Committee, the NAIN and related enhancement activities.

Review and Amendment

The NAIN steering committee terms of reference will be reviewed periodically, in line with the NAIN Strategy. The NAIN steering committee members may propose changes which will be approved by ex officio members of the committee.

The NAIN steering committee members will be asked to agree the terms of reference following appointment.