



FACULTY OF SCIENCE BOARD

(a committee of the Academic Board)

Terms of Reference and Constitution

Person Responsible:	Pro Vice-Chancellor for Science, Engineering, Architecture & Design
Convenor:	Dean of Faculty of Science
Purpose:	<p>(1) To provide a forum for the discussion of matters relating to academic and research matters relevant to staff and students in the Faculty of Science.</p> <p>(2) To advise the Academic Board, the Pro Vice-Chancellor of Science, Engineering, Architecture & Design (PVC SEAD), the Vice-Chancellor and the committees of the Academic Board on all aspects of the academic qualifications, academic programmes and research matters for which the Faculty has responsibility and on any other academic and research matters which may be referred to it.</p>
Scope:	<p>(1) To advance and maintain the quality of academic programmes. The Faculty Board will achieve this by providing a forum for the discussion of good practice, initiatives and reviews relevant to teaching, courses, programmes and majors to which Faculty staff contribute.</p> <p>(2) To originate and consider proposals, to initiate new programmes and courses and to delete or change existing programmes and courses, and to forward recommendations on those proposals to the Senior Leadership Team and the Academic Committee.</p>

- (3) To monitor the implementation of the University's academic statutes and policies in the academic programmes for which it has responsibility, and in particular matters relating to:
 - the curriculum, teaching, student workloads and assessment of courses
 - the admission of students to programmes and courses
 - scheduling and timetabling of courses
- (4) To oversee the development of Faculty-specific research policy.
- (5) To consider and report on any academic matter including those referred to it by the Vice-Chancellor, PVC SEAD, University Research Committee, Academic Board or committees of the Academic Board.
- (6) To meet at least 5 times per year.

Constitution:

- (1) Dean of Science (Convenor)
- (2) Associate Deans of the Faculty of Science
- (3) Manager, Student and Academic Services, Faculty of Science
- (4) All Faculty of Science Academic staff
- (5) All directors of the Faculty's academic programmes who are not members of the academic staff
- (6) All directors of the Faculty's research institutes who are not members of the academic staff
- (7) Director Āwhina
- (8) A member of Toihuarewa, nominated by Toihuarewa
- (9) Four (4) students currently enrolled in an academic programme for which the Faculty is responsible, appointed by the Convenor on the nomination of the relevant student body and including one (1) Ngai Taura representative and one (1) PGSA representative
- (10) A member nominated by the Science Society

	(11) Other persons as determined by the Convenor
In Attendance:	(1) Faculty of Science School Managers
	(2) Faculty HR Manager
	(3) Finance Advisor, SEAD
	(4) Senior Communications and Marketing Advisor, SEAD
	(5) Development Manager, SEAD
	(6) Associate Director, Student Recruitment and Orientation
	(7) A Subject Librarian, nominated by the Librarian
	(8) Education Organiser, VUWSA
Executive Officer:	Academic Programmes Manager
Comments:	<p>(1) <i>An Associate Dean, nominated by the Convenor, will deputise for the Convenor when required.</i></p> <p>(2) <i>The PVC SEAD, Provost, Vice-Provosts (Academic & Equity) and (Research), the Deputy Vice-Chancellor (Māori), the Assistant Vice-Chancellor (Pasifika) and the Director of the Centre for Academic Development receive papers and may attend by invitation or at their own request.</i></p> <p>(3) <i>Fifteen voting members shall constitute a quorum at any meeting of the faculty and more than fifty percent of those members must be academic staff of the Faculty (e.g. seven non-academic members and eight academic staff).</i></p>

Approval / notification process

Approval / notification	Date	Recorded by
Science Faculty Board	21 April 2016	Keith Willett
Academic Board (AB16/17)	31 May 2016	Martin Boswell