



## MEMORANDUM

TO	Academic Board
FROM	Professor Gregor Coster, on behalf of Faculty of Health Faculty Board
DATE	19 October 2018
SUBJECT	Amendment to Faculty Board Terms of Reference, Faculty of Health

The Faculty of Health Faculty Board meeting of 25 September 2018 considered proposed amendments to its Terms of Reference and has recommended same to the University Academic Board for approval.

The amendments include, amongst others:

- The review of the 'Constitution' and 'In Attendance' categories to align with those of other faculties and revised terminology of role descriptions
- The reference to an official definition for 'academic staff'
- The incorporation of a rule (Comment 4) that requires heads of schools and research centres to nominate an alternate if unable to attend a meeting, and thereby ensure quorate meetings as much as possible.



## **FACULTY OF HEALTH BOARD**

### **Te Wāhanga Tātai Hauora**

(a committee of the Academic Board)

#### **Terms of Reference and Constitution**

**Person Responsible:** Provost

**Chairperson:** Dean of Faculty of Health

**Purpose:**

- (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 Health.
- (2) To advise the Academic Board, the Provost, the Dean, 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.

**Scope:**

- (1) To advance and maintain the quality of academic programmes.
- (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.
- (3) To monitor the implementation of the University's academic statutes, policies and regulations 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, including policy on postgraduate student research.

- (5) To consider and report on any academic matter including those referred to it by the Vice Chancellor, the Provost, the University Research Committee, the Academic Board or the committees of the Academic Board.

**Constitution:**

- (1) Dean of Health (Convenor)

~~(2)~~ Associate Deans of the Faculty of Health

~~Establishment Manager, Faculty of Health~~

~~(3)~~ The Heads of Schools within which there are academic programmes for which the Faculty has responsibility

~~(4)~~ All Faculty of Health academic staff members whose teaching and research contributes to the academic programmes for which the Faculty has responsibility<sup>1</sup>

~~(2)~~(5) All directors of the Faculty's academic programmes who are not members of the academic staff

~~(3)~~(6) All directors of the Faculty's research centres who are not members of the academic staff

~~(7)~~ A member of Toi huarewa, ~~nominated by Toi huarewa~~

~~(8)~~ Manager, Student and Academic Services

~~(4)~~(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

~~(5)~~(10) Other persons as determined by the Convenor.

**In Attendance:**

- (1) School and Research Centre Managers, Faculty of Health

(2) Senior Faculty HR Adviser

~~(3)~~ Director, Te Pūtahi Atawhai Representative/s of Māori and Pasifika Student Services

~~(4)~~(3) Finance Advisor, Health

~~(5)~~(4) Senior Communications and Marketing Advisor, Health

~~(6)~~ Programme Manager, Health

~~(7)~~(5) Associate Director, Student Academic Services, Recruitment and Orientation or Representative

~~(8)~~(6) A Subject Librarian, nominated by the Librarian

~~(9)~~(7) Student Representation Coordinator, VUWSA

~~(10)~~ Executive Officer: Senior Administrator, Faculty of Health.

**Comments:**

1. The Faculty Board will meet at least four times per year.

2. An Associate Dean, nominated by the Convenor, will deputise for the Convenor when required.
3. The Provost, the 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.
4. Faculty Board members as detailed in (3), (5) and (6) of the Constitution, and Heads of research centres who are part of the academic staff are required to attend meetings and to nominate an alternate if unable to attend.

4.5. Ten 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-.

<sup>1</sup> For the purposes of membership of the faculty, academic staff shall include all full-time teaching assistants, assistant lecturers, language tutors, research fellows and above, together with staff at lecturer level or above who are probationary appointees, holders of fixed term appointments of at least six months duration, and holders of fractional appointments of at least 50%

### Approval process

Approval / version	Date	Recorded by
Faculty of Health Board v1	26 July 2017	Professor Gregor Coster
Faculty of Health Board v4	21 September 2017	Professor Gregor Coster
<u>Faculty of Health Board v5</u>	<u>Faculty Board on 25 September 2018</u> <u>Academic Board on 13 November 2018</u>	<u>Professor Gregor Coster</u>
Terms of reference in effect from above date.		
Terms of reference to be reviewed no later than 01.12.20 <del>18</del>		