

**VICTORIA UNIVERSITY OF WELLINGTON
TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI**

**FACULTY OF HUMANITIES AND SOCIAL SCIENCES
TE WĀHANGA ARONUI**

**FACULTY BOARD
TE TAUMATA ARONUI**

A committee of the Academic Board

TERMS OF REFERENCE

Person

Responsible: Pro Vice-Chancellor FHSS and FoE

Convener: Dean

Related

University

Committees: Toihuarewa
Board of the Faculty of Graduate Research
Academic Committee
Research Committee
Learning and Teaching Committee

Purpose:

To advise the Academic Board, 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 matters of concern to it or which may be referred to it.

Scope:

- (1) To consider and refer to Toihuarewa, Faculty of Graduate Research and Academic Committee proposals to initiate new programmes and courses and to delete or change existing programmes and courses referred to it by schools.
- (2) To monitor, review and propose changes to the degrees and qualifications for which the Faculty is responsible.
- (3) To monitor the implementation of the University's academic statutes and policies relating to individual students enrolled in the academic programmes for which it has responsibility, and in particular matters relating to:
 - the curriculum, teaching and assessment of courses, and
 - the admission of students to programmes and courses.
- (4) To undertake the following research responsibilities:
 - the development of Faculty-specific research policy, including policy on postgraduate student research.

- (5) To monitor and review the University Research Committee policies as they apply to the Faculty.
- (6) To monitor and review the academic support services of the University as they apply to the Faculty, including provision of accommodation and equipment to staff and postgraduate students in the Faculty.
- (7) To consider and report on any matters referred to it by the Vice-Chancellor, Academic Board or other committees of the Academic Board.
- (8) To meet at least three times per year and report to the Academic Board following each meeting.

Committees of the Board:

Te Pae Aronui (Faculty Academic Committee)
 Te Maruako Aronui (Learning, Teaching and Equity Committee)
 Faculty Postgraduate Committee
 Joint Research Committee

Constitution:

- (1) Dean (Convener)
- (2) Associate Deans
- (3) The Heads of Schools within which there are academic programmes for which the Faculty has responsibility
- (4) All other academic staff members (as defined in the Victoria University of Wellington Collective Agreement for Academic Staff) whose teaching and research contribute to the academic programmes for which the Faculty has responsibility
- (5) All Directors of research institutes and centres whose research contributes to the academic programmes for which the Faculty has responsibility and who are not members of the academic staff
- (6) A member of Toi huarewa
- (7) Up to eight students currently enrolled in an academic programme for which the Faculty is responsible, appointed by VUWSA, PGSA and Ngāi Taura (two of these students should be postgraduate students)
- (8) Student and Academic Services Manager
- (9) University Librarian or nominee
- (10) Other members as determined by the Faculty

In Attendance:

- (11) Director, Student Academic Services or nominee
- (12) Associate Director, Student Recruitment and Orientation
- (13) Digital Learning and Research Manager or nominee
- (14) Student Representation Coordinator, VUWSA

Executive Officer:

- (15) Academic Programmes Coordinator

Reference:

Academic Board [date to be determined]

Comments:

- (1) One member appointed under category 2 will be appointed as Deputy Convener by the Vice-Chancellor on the nomination of the Dean.
- (2) The Pro Vice-Chancellor FHSS and FoE, the Vice Provosts (Academic) and (Research), the Deputy Vice-Chancellors (Engagement) and (Māori), the Assistant Vice Chancellors (International Engagement), (International), (Mātauranga Māori) and (Pasifika) and the Directors of the Academic Office, Centre for Life Long Learning and the Centre for Academic Development receive papers and attend by invitation.
- (3) The quorum for the Faculty of Humanities and Social Sciences Board, as set out in the Board's Standing Orders, is 25.