

## **Faculty of Education Board**

A committee of the VUW Academic Board

**Person**

**Responsible:** Pro Vice Chancellor

**Convener:** Dean

**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 originate and consider proposals, to initiate new programmes and courses and to delete or change existing programmes and courses referred to it by schools, and to forward recommendations on those proposals to Toi Huarere and University Academic Committee as appropriate.
- (2) To advance and maintain the quality of academic programmes and to monitor school procedures for the review of programmes and courses.
- (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
  - 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.
  - the monitoring and review the University Research Committee policies as they apply to the Faculty.
- (5) 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.
- (6) To consider and report on any matters referred to it by the Vice-Chancellor, Academic Board, or other committees of the Academic Board.

- (7) To meet at least three times per year and report to the Academic Board following each meeting.

#### **Related Boards and**

**Committees:** Toihuarewa  
Academic Programmes Committee  
Research Committee  
Boards of the Faculty of Graduate Research, the Faculty of Humanities and Social Sciences and the Faculty of Science

#### **Committees of the**

**Board:** Faculty Academic Committee  
Joint Research Committee  
Joint Leave Committee  
Faculty Learning and Teaching Committee

**Constitution:**

- (1) Dean (Convener)
- (2) Associate Deans
- (3) The Head of School
- (4) Manager, Student Success
- (5) All other academic staff members<sup>1</sup> whose teaching and research contribute to the academic programmes for which the Faculty has responsibility
- (6) 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
- (7) One elected Professional staff member
- (8) A member of Toihuarewa
- (9) Three students<sup>2</sup> currently enrolled in an academic programme for which the Faculty is responsible, appointed by VUWSA, at least one of these students to be a postgraduate student
- (10) University Librarian or nominee
- (11) Other members as determined by the Faculty

**In Attendance:**

- (12) Manager, School of Education
- (13) Office Manager, Education Professional Practice and Partnerships Office
- (14) Hautohu Matua (Principal Adviser)
- (15) Student Representation Coordinator, VUWSA
- (16) Director, Future Students or nominee
- (17) Director, Wellington University International or nominee
- (18) Chief Information Officer, Digital Solutions or nominee
- (19) Director, Student Experience and Wellbeing or nominee
- (20) Faculty Finance Business Partner

**Executive Officer:** (21) Vacant position

**Comments**

- (1) The Associate Dean (Academic) will be the Deputy Convenor
- (2) The Vice-Provosts (Academic) and (Research), the Deputy Vice-Chancellor (Māori), the Assistant Vice-Chancellor (Pasifika) and the

Chief Executive of Wellington Uni Professional and the Director of the Centre for Academic Development receive papers and attend by invitation; and

- (3) The quorum for the Faculty of Education Board is 12 members with a minimum of 10 permanent academic staff in attendance.
- (4) Faculty Board meetings may take place face-to-face, fully online or hybrid, with face- to-face the preferred option, but with the opportunity for individual staff to request an online option.

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<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%.

<sup>2</sup> Each faculty shall determine the number, to a maximum of eight, and composition of the students who shall be members of the faculty.