



Faculty of Education
Te Whānau o Ako Pai
A committee of the 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 Toihuarewa 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
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 and Academic Services
 - (5) All other academic staff members¹ whose teaching and research contributes 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 students² 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) Manager, Teaching Experience Office
 - (14) Hautohu Matua (Principal Adviser)
 - (15) Student Representation Coordinator, VUWSA

- (16) Manager, Student Recruitment, Admission and Orientation or nominee
- (17) Manager, Victoria International or nominee
- (18) Director, ITS or nominee
- (19) Director, Student Academic Services or nominee
- (20) Faculty Finance Adviser

**Executive
Officer:**

- (21) Academic Programmes Coordinator

Comments:

- (1) The Associate Dean (Academic) will be the Deputy Convener
- (2) The Vice-Provosts (Academic) and (Research), the Deputy Vice-Chancellor (Māori), the Assistant Vice-Chancellor (Pasifika) and the Directors of the Centre for Lifelong Learning and the Centre for Academic Development receive papers and attend by invitation; and
- (3) The quorum for the Faculty of Education Board is 12 members.

¹ 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%.

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