



FACULTY OF ENGINEERING

TE WĀHANGA AHUNUI PŪKAHA

Te Wāhanga – Faculty/Division

Ahunui – exceedingly industrious, having breadth/wide applicability

Pūkaha – depth, having a centre of expertise/competence

FACULTY BOARD –Terms of Reference

A committee of the Academic Board

Person

Responsible: Vice-Chancellor

Convener: Dean

Related

Committees: Toihuarewa
Academic Committee
Research Committee

Purpose: To advise the Academic Board, the Vice-Chancellor and the committees of 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 and Academic Committee proposals to initiate new programmes and courses and to delete or change existing programmes and courses.
- (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
 - 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 on appropriate matters.

**Committees
of the Board:**

Faculty Academic Committee
Faculty Research Committee

**Constitution
of the Board:**

- (1) Dean (Convener)
- (2) Deputy Dean
- (3) Associate Deans
- (4) The Heads of Schools whose teaching and research contributes to the academic programmes for which the Faculty has responsibility
- (5) The Pro Vice-Chancellors to whom the Heads of Schools listed in (4) report
- (6) All other academic staff members¹ whose teaching and research contributes to the academic programmes for which the Faculty has responsibility
- (7) 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
- (8) A member of Toihuarewa
- (9) Three students² currently enrolled in an academic programme for which the Faculty is responsible, appointed by the Convenor on the nomination of VUWSA

¹ For the purposes of membership of the faculty, academic staff shall include all advisory staff, 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. As student numbers grow in the Faculty of Engineering it would be appropriate to review the number of students on the Faculty Board.

- (10) Faculty Student Administration Manager
- (11) University Librarian or nominee
- (12) Other members as determined by the Faculty

- In Attendance:**
- (16) Education Coordinator, VUWSA
 - (17) Manager, Domestic Recruitment
 - (18) Recruitment Marketing Manager, Victoria International or nominee
 - (19) Director ITS or nominee
 - (20) Director, Student Services or nominee

- References:**
- (1) Business Case for Introduction of Bachelor of Engineering, 19 June 2006
 - (2) Victoria University Council Minutes, December 2005

- Comments:**
- (1) The Deputy Dean will be the Deputy Convener
 - (2) The Deputy Vice-Chancellor (Research), the Assistant Vice-Chancellor (Academic), the Pro Vice-Chancellor (Maori) and the Directors of the Centre for Continuing Education and Executive Development and the University Teaching Development Centre receive papers and attend by invitation.
 - (3) The quorum for the Faculty of Engineering Board is 12 voting members. At least 7 of those members must be Academic staff of the Faculty.