



WELLINGTON FACULTY OF ARCHITECTURE AND DESIGN INNOVATION

(A Committee of the Academic Board)

Person Responsible: Vice-Chancellor

Convener: Dean

Related Committees: Toihuarewa
SLT

Committees of the Board: Academic Committee
Research 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 which may be referred to it.

Scope:

- (1) To originate and consider proposals, initiate new programmes and courses, delete or change existing programmes and courses, and forward recommendations on those proposals to Toihuarewa, SLT and Academic Committee.
- (2) To advance and maintain the quality of academic programmes and to monitor school procedures for their review.
- (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, workloads and assessment of courses
 - the admission of students to programmes and courses
 - managed enrolment.
- (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, Academic Board or committees of the Academic Board.
- (6) To meet at least 5 (five) times per year and report to the Academic Board following each meeting.

Constitution:

- (1) Dean (Convener)
- (2) Associate Deans
- (3) The Heads of Schools
- (4) All other academic staff members whose teaching and research contribute to the academic programmes for which the Faculty has responsibility

- (5) Kaiakiaki/Māori Engagement Adviser
- (6) Pasifika Engagement Adviser
- (7) A member of Toihuarewa
- (8) Six (6) students currently enrolled in an academic programme for which the Faculty is responsible, appointed by the Convener on the nomination of the relevant student body and including at least one Māori or Pacific Nations student and one postgraduate student from each School.
- (9) Faculty Operation Manager
- (10) Manager – Technical Services
- (11) Two elected members of the professional staff
- (12) Other persons as determined by the Faculty
- (13) School Managers
- (14) Manager – Student Success
- (15) Faculty Subject Librarians or nominees
- (16) SHEADI HR Manager
- (17) Representative of the Centre for Academic Development
- (18) Associate Director, Future Students
- (19) Student Representation Coordinator, VUWSA
- (20) Senior Engagement Adviser SHEADI

In Attendance:

Executive Officer:

Comments:

- (21) Executive Assistant – Administrator
- (1) An Associate Dean will act as Deputy Convener
- (2) The Vice-Provosts (Academic & Equity) and (Research), the Pro-Vice-Chancellor (Science, Health, Engineering, Architecture & Design Innovation), the Deputy Vice-Chancellor (Māori), the Assistant Vice-Chancellor (Pasifika) receive papers and may attend by invitation or at their own request.
- (3) At every meeting of the Faculty, 12 members entitled to vote shall form a quorum; more than 50 per cent of those members present must be academic staff of the Schools of the Wellington Faculty of Architecture and Design Innovation. No business shall be transacted at any meeting unless a quorum is present.
- (4) The standing orders of the University's Academic Board shall form the standing orders of the Faculty Academic Board.

Approval / notification process

Approval / notification	Date	Recorded by
Faculty Board	13 April 2022	Yaqi Ou
Academic Board (AB17/37)	21 June 2022	Claire Williams