

FACULTY OF ARCHITECTURE AND DESIGN

(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:	<ol style="list-style-type: none">(1) To originate and consider proposals, to initiate new programmes and courses and to delete or change existing programmes and courses, and to 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:<ul style="list-style-type: none">• 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:	<ol style="list-style-type: none">(1) Dean (Convener)(2) Associate Deans(3) The Heads of Schools whose teaching and research contributes to the academic programmes for which the Faculty has responsibility(4) All other academic staff members whose teaching and research contributes to the academic programmes for which the Faculty has responsibility

- (5) Director of Āwhina
- (6) A member of Toihuarewa
- (7) 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 Maori or Pacific Nations student and one postgraduate student from each School.
- (8) Manager - Faculty Student, Academic and Administrative Services
- (9) Manager – Technical Services
- (10) Two elected members of the professional staff
- (11) Other persons as determined by the Faculty
- (12) School Managers
- (13) Faculty Subject Librarians or nominees
- (14) SEAD HR Manager
- (15) Faculty Finance Adviser
- (16) Representative of the Centre for Academic Development
- (17) Associate Director Student Academic Services (Recruitment and Orientation) or representative
- (18) Student Representation Coordinator, VUWSA
- (19) Āwhina Coordinator, Architecture and Design

In Attendance:

Executive Officer:

- (20) Academic Administrator

Comments:

- (1) An Associate Dean will act as Deputy Convener
- (2) The Vice-Provosts (Academic & Equity) and (Research), the Pro Vice-Chancellor (Science, Engineering, Architecture & Design), 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 Faculty of Architecture and Design. 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	21 June 2017	Linda Roberts
Academic Board (AB17/37)	12 September 2017	Martin Boswell, Secretary to the Academic Board