



FACULTY OF COMMERCE BOARD

(a committee of the Academic Board)

Person Responsible: Vice-Chancellor

Convener: Dean

Related Committees: Toihuarewa
SLT
Academic 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, 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 the review of majors and programmes.
- (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 8 times per year and report to the Academic Board following each meeting.

Constitution:

- (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) All other academic staff members whose teaching and research contributes to the academic programmes for which the Faculty has responsibility
- (6) All directors of the Faculty's academic programmes who are not members of the academic staff
- (7) All directors of research institutes and centres which contribute to the Faculty's academic programmes who are not members of the academic staff
- (8) A member of Toi huarewa
- (9) Four (4) 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 (1) Ngai Taura representative and (1) PGSA representative
- (10) One (1) member of the VUW Commerce Students' Society Executive
- (11) Faculty Student and Academic Services Manager
- (12) Other persons as determined by the Faculty

In Attendance:

- (13) Academic Programmes and Administration Manager
- (14) Faculty School Managers
- (15) A Commerce Subject Librarian
- (16) Faculty HR Manager
- (17) Faculty Finance Adviser
- (18) Faculty Stakeholder Relationships Manager
- (19) Manager, Student Recruitment, Admission and Orientation
- (20) Education Organiser, VUWSA

Executive Officer: (21) Executive Assistant to the Dean

- Comments:**
- (1) One member appointed under categories 2 or 3 will be appointed as Deputy Convener by the Vice-Chancellor on the nomination of the Dean.
 - (2) The Vice-Provosts (Academic & Equity) and (Research), the Deputy Vice-Chancellor (Māori), the Assistant Vice-Chancellor (Pasifika) and the Director of the Centre for Academic Development receive papers and may attend by invitation or at their own request.
 - (3) At every meeting of the Faculty, 10 members entitled to vote shall form a quorum; no business shall be transacted at any meeting unless a quorum is present.

Approval process

Approval / notification	Date	Recorded by
Faculty Board	22 April 2015	Brenda Bongiovanni, Executive Officer
Academic Board (AB15/29a)	9 June 2015	Martin Boswell, Secretary