

MEMORANDUM

TO	Academic Board
FROM	Professor Petra Butler, Acting Dean, Faculty of Law
DATE	July 13, 2022
PAGES	Seven (7) including attachments
SUBJECT	Changes to the membership of Law Faculty Board

Executive Summary

The Academic Board is asked to approve amendments to the Terms of Reference for the Faculty of Law at Te Herenga Waka–Victoria University of Wellington as attached. These changes, approved at the Law Faculty Board meeting on 2 June 2022, seek to:

- Change Convenor to Dean
- Change “Senior Management Team” to “Senior Leadership Team”
- Change “Research Committee” to “University Research Committee”
- Correct the paragraph numbering
- Change “Curriculum Committee” to “Learning and Teaching Committee”
- Change “Workloads Committee” to “Workloads Committee, and Workloads Standing Review Panel”
- 6.2.8 Change by deleting “Law Learning and Teaching Committee”
- 6.2.9 Change by deleting “Other Committees as determined by the Faculty from time to time”. This is now superseded by the new 6.1.
- Associate Dean (add “s”: AD (Research), AD (Learning and Teaching))
- Add and/or Faculty Operations Manager, if there is one
- Add “Student Success Manager”
- Change “General Staff” to “Professional Staff”
- Change “Maori and Pasifika Law Students’ Co-ordinators” to “Māori Engagement Adviser, Law; Pasifika Engagement Adviser, Law”
- Change “Quorum is 10 with a minimum of 8 permanent academic staff of attendance” to Quorum is 12 with a minimum of 10 permanent academic staff in attendance.

Recommendation that Academic Board:

Approve: The recommended changes to the Law Faculty Board Terms of Reference.

Faculty of Law

Te Kauhanganui Tatai Ture

A Committee of the Academic Board

1. Person Responsible

Vice-Chancellor.

2. Convenor

Dean of Law.

3. Related Committees

3.1 Toihuarewa.

3.2 Senior Leadership Team.

3.3 Academic Committee.

3.4 University Research Committee.

4. 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.

5. Scope

5.1 To consider and refer to Toihuarewa, Academic Development Committee and Academic Committee proposals to initiate new programmes and courses and to delete or change existing programmes and courses referred to it.

5.2 To advance and maintain the quality of academic programmes and to monitor school procedures for the review of programmes and courses.

5.3 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:

- a) the curriculum, teaching and assessment of courses.
- b) the admission of students to programmes and courses.

5.4 To undertake the following research responsibilities -

- a) the development of Faculty-specific research policy, including policy on student research.

5.5 To consider and report on any matters referred to it by the Vice-Chancellor, Academic Board or other committees of the Academic Board.

5.6 To meet at least three times per year and report to the Academic Board following each meeting.

6. Committees of the Faculty

- 6.1 Such committees, if any, as the Faculty from time to time shall determine.
- 6.2 At the date of the adoption of these Terms of reference (insert date), the following committees were in existence -
- 6.2.1 Learning and Teaching Committee.
 - 6.2.2 Leave Committee.
 - 6.2.3 Law Research and Postgraduate Committee.
 - 6.2.4 Law Management Group.
 - 6.2.5 Law Library Liaison Committee.
 - 6.2.6 Visitors and Events Committee.
 - 6.2.7 Workloads Committee and Workloads Standing Review Panel.

7 Constitution

- 7.1 Dean/Head of School (Convenor).
- 7.2 Deputy Dean/Deputy Head of School.
- 7.3 Associate Deans: AD(Research), AD(Learning and Teaching).
- 7.4 All other academic staff members¹ whose teaching and research contributes to the academic programmes for which the Faculty has responsibility.
- 7.5 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.
- 7.6 A member of Toi Huarewa.
- 7.7 Students currently enrolled in an academic programme for which the Faculty is responsible, appointed by the Convenor on the nomination of the VUWLSS²
- 7.8 Manager, Student and Academic Services³.

¹ For the purposes of membership of the Faculty, academic staff shall include all staff with appointments of at least six months regardless of fraction who undertake teaching, administration and research in the Faculty. This definition excludes tutors, research assistants, and Emeritus Professors.

² This shall consist of two representatives from the Law Students' Society, one representative from Nga Rangahautira, one representative from the Pasifika Law Students' Society, and one representative from the Postgraduate Law Students. Those organisations have one vote each (including the Law Students' Society, regardless of the number of representatives; ie not one vote per representative).

³ The Manager, Student and Academic Services, and the School Manager have one vote each. This will expire on **28 February 2023**, on which date the Terms of Reference will revert the prior rule (being that the School Manager and Manager, Academic Services will have one vote between them). The Dean may at any Faculty Meeting held between 1 January and **28 February 2023** bring the matter to the Faculty again for a vote on whether the Manager, Student and Academic Services, and the School Manager will continue to have one vote each.

- 7.9 School Manager (and/or Faculty Operations Manager, if there is one).⁴
- 7.10 A nominee of the University Librarian.
- 7.11 External members to be determined by the Faculty.
- 7.12 Adjuncts teaching two or more courses over the three trimesters or their equivalent.

8. In Attendance

- 8.1 Student Success Manager.
- 8.2 Professional Staff.
- 8.3 Māori Engagement Adviser, Law; Pasifika Engagement Adviser, Law.
- 8.4 Visitors teaching in the Faculty.

9. Executive Officer

Executive Assistant.

10. Comments

- 10.1 The Pro Vice-Chancellor (Māori), the Assistant Vice-Chancellors (Academic), (Research), and (Pasifika), the Director of the Centre for Academic Development, and the Manager of Student Recruitment, Admission and Orientation, receive papers and attend by invitation.
- 10.2 Quorum is 12 with a minimum of 10 permanent academic staff in attendance.

Approved by the Academic Board, [insert date] ref A/B [insert paper number]

⁴ Ibid.

Faculty of Law
Te Kauhanganui Tatai Ture
 A Committee of the Academic Board
 Terms of Reference

1. Person Responsible

Vice-Chancellor.

2. Convenor

Change The amendment suggested approximately two years ago – change “Dean” to “**Pro Vice-Chancellor and Dean of Law**” - no longer applies.

3. Related Committees

3.1 Toihuarewa.

3.2 Change “Senior Management Team” to “Senior **Leadership** Team”.

3.3 Academic Committee.

3.4 Change “Research Committee” to “**University** Research Committee” [see 6.2.3 below]

4. Purpose

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5. Scope

5.1 To consider and refer to Toihuarewa, Academic Development Committee and Academic Committee proposals to initiate new programmes and courses and to delete or change existing programmes and courses referred to it.

5.2 To advance and maintain the quality of academic programmes and to monitor school procedures for the review of programmes and courses.

5.3 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.

5.4 To undertake the following research responsibilities:

The development of Faculty-specific research policy, including policy on student research.

5.5 To consider and report on any matters referred to it by the Vice-Chancellor, Academic Board or other committees of the Academic Board.

5.6 To meet at least three times per year and report to the Academic Board following each meeting.

6. Committees of the Faculty

Change the existing wording and paragraph numbering to -

- 6.1 Such committees, if any, as the Faculty from time to time shall determine.
- 6.2 At the date of the adoption of these Terms of Reference (insert date), the following committees were in existence -
 - 6.2.1 Change "Curriculum Committee" to "Learning and Teaching Committee".
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 - 6.2.4 Law Management Group.
 - 6.2.5 Law Library Liaison Committee.
 - 6.2.6 Visitors and Events Committee.
 - 6.2.7 Change "Workloads Committee" to "Workloads Committee, and Workloads Standing Review Panel".
 - 6.2.8 Change by deleting "Law Learning and Teaching Committee".
 - [6.2.9 Change by deleting "Other Committees as determined by the Faculty from time to time". This is now superseded by the new 6.1 above.]

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8. In Attendance

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- 8.2 Change “General Staff” to “Professional Staff”.
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⁴ “Ibid.