

Council Policy No: **09***Advisory Committees*

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**TERMS OF REFERENCE****1 POLICY**

It is the policy of the Auckland University of Technology (AUT) that major course groupings will have an Advisory Committee or equivalent relationship with industry, organisations and the professions to enrich and support educational programmes. The organisation of any Advisory Committee is the responsibility of the Dean of the Faculty concerned. The Dean will overview the Advisory Committees or equivalent relationships in their respective Faculties and ensure that the overall structures and overlaps are considered.

Advisory Committees will be kept informed of the University's policies.

**2 REASONS**

- 2.1 To maintain close relationships between AUT and relevant industry, community and professional groups.
- 2.2 To ensure the curricula of the University's programmes are appropriate to the needs of the work place or community, and developed in consultation with relevant industry, community and professional bodies.
- 2.3 To assist students gain practical experience and employment in clinical and co-operative placements and on completion of programmes.
- 2.4 To provide expert advice and assistance for University staff to develop appropriate and significant professional development programmes.
- 2.5 To advise the University from time to time in its selection of and acquisition of equipment and resources, and on attracting academic staff.

**3 FUNCTIONS**

The Advisory Committee:

- 3.1 Advises on industry and community demand for graduates, including future or potential areas for training.
- 3.2 Assists in the development of new course/programme submissions and programme reviews, making curriculum recommendations as appropriate.
- 3.3 Discusses and advises staff on suggestions for curriculum change.
- 3.4 Assists and advises staff in their development activities, and in their liaison and consultation with employers and practising members of the professions.
- 3.5 Where appropriate, may liaise with relevant industry and professional groups with respect to their requirements, and advise accordingly.
  - 3.5.1 Respects the mission, values, objectives and policies of the University.

**Note:** The advice of the committee will normally be recorded in the minutes and summarised in the annual report (see 11.1). Occasionally the committee may make a special report or special recommendation(s) to the Vice-Chancellor through the Dean of the Faculty.

#### **4 MEMBERSHIP**

- 4.1 Members of the Advisory Committee are appointed by the Dean.
- 4.2 Committees should normally comprise between ten and fifteen members of whom the clear majority must be external to AUT. Where appropriate, members should be nominated from relevant National Standards Bodies, ITO's, community or professional bodies, or other academic institutions.
- 4.3 Members are appointed for a period of three years and are eligible for reappointment.
- 4.4 The relevant HOD or academic leader and at least one staff member of the programme should be included in the membership. Members should be appointed for the contribution they can make because of their knowledge and expertise. Attention should be given to the membership in relation to:
  - Coverage of industry, community and professional sectors relevant to the programmes
  - Including a recent graduate or student representative where possible
  - Achieving a balance of gender, Maori, and other ethnic representationA membership review should be carried out annually to ensure composition balance.

#### **5 CHAIRPERSON**

- 5.1 The Chairperson should be an external member elected by the Committee.
- 5.2 An election for the position of Chairperson shall be held every three years.

#### **6 SECRETARY**

- 6.1 The Executive Secretary shall be the HOD or appropriate academic leader.
- 6.2 The Minute Secretary shall be appointed by the HOD or appropriate academic leader and shall not normally be a member of the Committee.
- 6.3 The Minute Secretary shall organise the meetings, arrange the venue and distribute agendas and minutes. An accurate membership list shall be attached and circulated with the minutes.

#### **7 QUORUM**

- 7.1 The attendance of one-third of the external members of the Committee will constitute a quorum.

#### **8 MEETINGS**

- 8.1 Committee meetings will be held at least once in each half year and more often as necessary.
- 8.2 Notice of the meeting shall be given at least three weeks in advance by the Minute Secretary, with an agenda and accompanying papers distributed to all committee members not later than 10 days prior to the meeting date. Special meetings may be held at shorter notice if authorised by the Chairperson.

#### **9 VOTING**

- 9.1 All members of the Committee shall have the power to vote.
- 9.2 A simple majority of members present will decide issues with the presiding Chairperson having the power to exercise a casting vote.

**10 MINUTES**

- 10.1 Meeting minutes shall be kept by the Minute Secretary and confirmed at the next meeting.
- 10.2 Copies of minutes should be sent to all committee members plus the following:
- The Vice-Chancellor
  - The Dean of the Faculty
  - The Library, where they will be retained for audit and archival purposes

**11 ANNUAL REPORT**

- 11.1 Each year the Executive Secretary of the Advisory Committee shall prepare an annual report on the activities of the Committee. This shall not normally exceed 1000 words in length but should record the frequency of meetings, the issues discussed by the Committee, and any recommendations to the Vice-Chancellor arising from the functions of the Committee. The report shall be signed by the Chair of the Committee and forwarded through the Dean to the Vice-Chancellor before 31 January of the succeeding year.
- 11.2 The pro forma for the annual report is as follows:

- 1 Name of the Advisory Committee
- 2 Chair of the Advisory Committee
- 3 Secretary
- 4 Members
- 5 Dates of meetings held during the year.
- 6 Changes in membership and any comments on the current balance of the committee membership
- 7 New programmes discussed and/or existing programmes reviewed
- 8 Comment on demand for graduates and the extent to which programmes are meeting stated aims and objectives
- 9 Comment on the adequacy of resources (including staff, equipment, specialist facilities, library) to support the programme(s)
- 10 Report on liaison activities between the University and the industry or profession during the preceding year
- 11 General comments regarding the strategic planning for the programme(s), their relevance, marketing, and areas for future development.

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CHANCELLOR

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PRO-CHANCELLOR