



FACULTY OF ARCHITECTURE AND DESIGN INNOVATION

(A Committee of the Academic Board)

- Person Responsible:** Vice-Chancellor
- Convener:** Dean
- Related Committees:** Toihuarewa
Te Hiwa
Academic Programmes Committee
University Research Committee
- Committees of the Board:** Faculty Academic Committee
Faculty Research Committee
Faculty Learning and Teaching Committee
Equity, Diversity and Inclusion Committee
Te Ohu o Te Tiriti 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 undertake the following research responsibilities:
 - the development of Faculty-specific research policy, including policy on postgraduate student research.
 - the monitoring and review of the University Research Committee policies as they apply to the Faculty
 - (5) To monitor and review the academic support services of the University as they apply to the Faculty, including provision of accommodation and equipment to staff and postgraduate students in the Faculty.

- (6) 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.
- (7) 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) Three elected Professional staff members
- (6) Kaiakiaki/Māori Engagement Adviser
- (7) Pasifika Engagement Adviser
- (8) A member of Toihuarewa
- (9) Six 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 Pasifika student and one postgraduate student from each School.
- (10) Faculty Operations Manager
- (11) Manager, Technical Services
- (12) Other persons as determined by the Faculty

In Attendance:

- (13) School Managers
- (14) Manager – Student Success or nominee
- (15) Faculty Subject Librarian or nominee
- (16) Faculty HR Manager or nominee
- (17) Academic Programmes Adviser
- (18) Representative of the Centre for Academic Development
- (19) Associate Director, Future Students or nominee
- (20) Student Representation Coordinator, VUWSA
- (21) Senior Engagement Adviser

Executive Officer:

- (22) Executive Assistant

Comments:

- (1) An Associate Dean will act as Deputy Convener
- (2) The Deputy Vice-Chancellor (Academic), Deputy Vice-Chancellor (Research), the Deputy Vice-Chancellor (Māori), and the Assistant Vice-Chancellor (Pasifika) receive papers and may attend by invitation or at their own request.

- (3) At every meeting of the Faculty, 20 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 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 Board.

Approval / notification process

Approval / notification	Date	Recorded by
Faculty Board	28 February 2024	Pam Berry
Academic Board	11 June 2024	Carol Morris