

Terms of reference for ACADEMIC COMMITTEE

A committee of the Academic Board

- Convenor:** Vice-Provost (Academic and Equity), or his or her delegate.
- Related committees:** Faculty of Graduate Research Board, Learning and Teaching Strategy Committee.
- Purpose:** To advise the Academic Board, the Vice-Chancellor, the Senior Leadership Team and, as appropriate, faculties and schools on all matters concerning the maintenance of academic quality and on any other academic matters which may be referred to it.
- Responsibilities:**
1. To ensure the quality of academic programmes.
 2. To scrutinise and report to the Academic Board on all proposals; to initiate new programmes and courses and to delete or change existing programmes and courses.
 3. To be responsible for the Personal Courses of Study Statute, course of study statutes that are not the responsibility of a particular Faculty, and general statutes and policies affecting personal courses of study, and to recommend changes to the Academic Board.
 4. To monitor faculty procedures for the review of programmes and courses.
 5. To monitor the implementation of the University's academic statutes and policies.
 6. To advise the Convenor on the exercise of delegated authority.
- Membership:** The Committee has the following members:
1. Convenor
 2. One Māori academic staff member, appointed by Toihuarewa.
 3. The President or Education Vice-President of the Victoria University of Wellington Students' Association (VUWSA) and one other VUWSA member, appointed by the President.

4. One nominee of the Postgraduate Students' Association (PGSA), appointed by the PGSA.
5. One member from each of the Faculties of Architecture & Design, Commerce, Education, Engineering, Graduate Research, Humanities & Social Sciences, Law, and Science; and the New Zealand School of Music, each appointed by the relevant Dean.
6. One member of the Centre for Academic Development.
7. Director, Academic Office.
8. One nominee of Student Academic Services.

In attendance:

1. Education Organiser, VUWSA
2. Academic Policy Advisor(s)
3. Manager, Timetabling and Course Administration
4. Representative of the ITS Applications Group
5. Academic Programme Managers (or equivalents)

Secretary:

Academic Programmes Co-ordinator

Deputy Convenor:

A non-student member will be appointed as Deputy Convenor, by the Convenor, with the agreement of Academic Committee.

Procedures:

1. Papers are distributed to academic programme managers, faculty managers and any relevant associate deans who are not members of the Committee.
2. A list of members is prepared annually or whenever membership changes. The current list of members is published in an appropriate location on the University website.

References:

1. Council paper VUWC 14/138 (20 October 2014)
2. Academic Board 21 Nov 2013 minute relating to AB13/62
3. Academic Board paper AB 11/07(a) (10 March 2011)
4. Academic Board Minute 91.91 (May 1991)
5. Academic Board Minute 17.92 (March 1992)
6. Academic Board Minute 80.92 (October 1992)
7. Council Minute 43.93 (Terms of Reference)
8. Academic Board Minutes 33.93, 45.93 (Unitech), 69.93 (Convenor), 76.93 (Convenor)
9. Academic Board (14 November 1996)
10. Academic Board (25 May 2000)