



## FACULTY EXTERNAL ADVISORY BOARDS

### TERMS OF REFERENCE AND PROCEDURES

#### 1. INTRODUCTION

- 1.1 The Faculty External Advisory Board (FEAB) exists to provide advice to the Faculty<sup>1</sup> on its academic work, on external links, marketing and promotion, and on external relations. It has a central role in ensuring that the work of the Faculty is professionally and academically relevant, of a high standard of excellence, and meets the demands of external stakeholders. It advises on curriculum and instructional matters, priorities in programmes and the Faculty, professional relevance and other matters, on request by the Faculty or the University. External members comprise experts and experienced professionals in the relevant fields of the Faculty's work.
- 1.2 'Students' here means registered undergraduate and postgraduate students of the Faculty. Academic staff here means registered full-time and part-time academic and staff of the Faculty.
- 1.3 The terms of reference are drawn up by the University's Executive Council, which has the power to devise, alter, add to, excise or make any other amendments the terms of reference.

#### 2. PURPOSES AND FUNCTIONS

- 2.1 To ensure that the Faculty's programmes are in the forefront of practice and the field and to support the Faculty in its pursuit of excellence and the highest standard of professionalism in its work and operations.
- 2.2 To provide advice and feedback on programme and curricula, programme structure and delivery. The members may also support students through mentoring and advising, networking, and by providing projects, internships and job opportunities.
- 2.3 To be a 'sounding board' for existing and proposed programmes, majors and courses, for discussion and feedback.
- 2.4 To ensure that the work of the Faculty and its strategic planning and long-range development are professionally and academically relevant and appropriate.
- 2.5 To promote positive public relations with partners and stakeholders in the wider community.
- 2.6 To identify opportunities for student and faculty development (e.g. internships, traineeships, applied research, etc.).
- 2.7 To assist the Faculty with external fund raising and broadening its financial base.
- 2.8 To assist the Faculty in bringing executives and senior professionals into closer contact with students and Faculty.

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<sup>1</sup> 'Faculty' is used throughout this document to act as a shorthand for any academic unit, including, but not limited to Faculty, School, Institute, Centre, Laboratory which provides programmes of study for registered students of the University.



- 2.9 To provide independent professional and expert advice and support to support the work of the Faculty.
- 2.10 To leverage professional networks, profiles and reputation, with external experts' wisdom, experience, energy and influence to advise the Faculty on strategy and external relations, to promote strategic research and development collaboration between the Faculty, and to enhance the profile of the Faculty and its shaping of policy and practice.
- 2.11 To advise the Faculty on emerging areas of need in business and industry in order to contribute at a strategic level to discussions on programmes, directions, curricula and research priorities.
- 2.12 To strengthen and further links between the faculty and its stakeholders.
- 2.13 To provide a communication channel between the Faculty and the professional, business and employment community, including practitioners and policy makers.
- 2.14 To be ambassadors and advocates for the Faculty and to support fundraising and income generation activities, and to take an active role in representing and promoting the Faculty locally, regionally and beyond.
- 2.15 To provide expert assistance and advice on developing research, programmes, teaching, training and other related activities and advise the Faculty on current trends and opportunities in research and the regulatory environment outside the University, enabling the Faculty to keep abreast of developments in business, industry, government and the related professions.
- 2.16 To ensure that the Faculty's programmes and services align with the experiences, priorities and needs of stakeholders, including policy makers, organisations, practitioners and communities.
- 2.17 To provide guidance for the Faculty and its programmes in respect of community outreach, programme development, and applied research initiatives.
- 2.18 To provide the Faculty with feedback on the quality of its graduates.

### **3. MEMBERSHIP AND NOMINATIONS**

- 3.1 The FEAB will have between five to fifteen members, including external members and internal representatives (faculty members), with no more than ten external members. The majority of the members should be external. Members can be nominated by any Faculty member and will be considered by the Faculty Dean and the Scientific Council. The Executive Council has the final decision on the membership of the FEAB. Members are appointed by the Rector.
- 3.2 The FEAB must normally include the Coordinators from the Faculty.
- 3.3 Members of the FEAB may be drawn from experts from industry, government, non-profit agencies and academia. An FEAB member may invite further experts to specific meetings, in addition to the elected ones, to ensure that all areas of the Faculty's work are covered.
- 3.4 Business, civic and academic leaders and experts who are keen to participate in the development of the Faculty and its programmes may be considered for membership.



- 3.5 Excepting the Dean, members of the FEAB will normally serve for a maximum of three years, commencing from the date of appointment. Members may be re-appointed at the discretion of the Rector at the request of the Dean.
- 3.6 Where appropriate, potential external members of the FEAB should submit their CVs/bios to the Dean before consideration for membership of the FEAB. Members must demonstrate that they are suitable, by virtue of their expertise, qualifications and/or experience, to fulfil the purposes of the FEAB.
- 3.7 External members must not be currently employed by the University.
- 3.8 Members must disclose any potential conflict of interest.
- 3.9 There should be a balance between the public, private sectors and academia. The external members should be drawn from across all areas represented in the Faculty's programmes and research.

#### **4. CHAIR AND SECRETARY**

- 4.1 There will be a Chair and a Secretary. The Dean or his/her delegate is the Chair. The Secretary is appointed by the Chair, and is additional to the minimum number.
- 4.2 As this is a discussion and advisory forum rather than a decision-making body, consideration of voting rights is redundant.

#### **5. MEETINGS**

- 5.1 The FEAB will normally meet at least once per semester. Additional meetings may be convened at the discretion of the Dean.
- 5.2 Member of the FEAB may request an extraordinary meeting of the FEAB through the Dean.
- 5.3 Any members of the FEAB (staff and students) and the Rector may request items to be placed on the agenda for the meeting. The Dean will prepare an agenda for each meeting and circulate this no less than two weeks in advance of the meeting.

#### **6 MINUTES, REPORTING and REVIEW**

- 6.1 The minutes of each meeting are posted on the Faculty's intranet website, for staff viewing and are available for staff viewing on request from the Dean.
- 6.2 The Executive Council alone has the power to amend and add to the Terms of Reference. Every five years the Terms of Reference will be formally reviewed by the Executive Council.
- 6.3 The Dean will include in his/her Annual Report a review of the work of the FEAB in that year.

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**Approved by:** Executive Council

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