

EXTERNAL ADVISORY BOARDS

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聖若瑟大學
UNIVERSITY OF
SAINT JOSEPH

INTRODUCTION

An External Advisory Board strengthens and extends the links between the University and its stakeholders in the community, to mutual benefit.

Links between universities and the local society are essential for a productive partnerships and an alignment between the university's work and local needs and developments.

An External Advisory Board serves for consultation.

Influential and respected leaders, experts, employers and members of the public share in the work of a Faculty, School or Institute of the University of Saint Joseph, and to contribute to its development.

An External Advisory Board is a forum for the exchange of ideas, advice, information and feedback.

It ensures programmes meet local and regional needs and provides a venue for sharing ongoing developments in the University, the industry and the community.

An External Advisory Board comprises members of the University's academic staff and external members.

External members are professional experts, leaders and representatives of the local community who are relevant to the work of the Faculty.

An External Advisory Board meets normally once per semester.

WHAT IS AN EXTERNAL ADVISORY BOARD?

- Each Faculty, School and Institute at the University of Saint Joseph has an External Advisory Board. This is a small, formal group of external members and internal academic staff who meet to share information, advice, ideas, feedback, and recommendations.
- Faculty members meet with external experts, leaders and representatives of the wider community to exchange ideas, voice suggestions and discuss the Faculty's ongoing work, how it sees this as serving Macao and its short and long-term development plans.
- Meeting with external members who understand Macao's needs and 'how Macao works' helps the Faculty to focus and provides access to a pool of wisdom, experience, support, energy and influence.
- The External Advisory Board can help identify current trends and opportunities, both for students (internships, traineeships, ...) and Faculty development (applied research, knowledge transfer, staff training, consultancy...).

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WHAT ARE THE PURPOSES OF AN EXTERNAL ADVISORY BOARD?

- To bring together senior professionals, members of Macao community and USJ's academic staff to better understand the Faculty's potential and local and regional needs and developments.
- To be a 'sounding board' for the Faculty, so that its work, planning and developments are professionally, socially and academically relevant and appropriate.
- To inform external members, and through them the community, of the Faculty's work and operations.
- To receive independent professional and expert advice, feedback and support for the work of the Faculty.
- To inform strategy and external relations, promote research and development collaborations, and enhance the profile of the Faculty while shaping its work.
- To share expert assistance and advice on developing research, programmes, curricula, courses, teaching, training, staff development and consultancy work, service agreements, knowledge transfer and other related activities.
- To advise the Faculty on current and emerging trends, needs and opportunities in Macau, so the Faculty can respond in its curricular and extra-curricular activities.
- To foster community outreach, programme development, applied research and fundraising initiatives.
- To provide feedback on the quality of graduates, and support students through mentoring, networking, projects, internships and employment.

WHO CAN BE A MEMBER OF AN EXTERNAL ADVISORY BOARD?

- Members can come from all relevant walks of life.
- The size of the Board depends on the size and scope of the Faculty. At its maximum, the Board has ten (10) external members and five (5) Faculty members.
- External members come from across all areas represented in the Faculty's programmes, and research and may be drawn from industry, NGOs, business, community organizations, non-profit agencies, charities, academia and other sectors of society.
- A balance is sought between members from the public and private sectors and academia.
- Members normally serve for three years, renewable by mutual agreement.
- In addition to elected members, the Board may invite further experts to specific meetings, to ensure that all areas of the Faculty's work are covered.
- External members must not be currently employed by the University, and must disclose any potential conflict of interest.

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HOW TO BECOME A MEMBER OF AN EXTERNAL ADVISORY BOARD?

- Members of an External Advisory Board, both external and internal, may be nominated by a member of the academic unit and are proposed to the Dean.
- External parties may also approach the Dean informally, and vice versa, to discuss possible membership.
- External nominated members submit their brief CVs/bios to the Dean for consideration for membership of the Board.
- The Dean brings the matter to the Faculty's Scientific Council.
- The Scientific Council verifies whether nominated Members have suitable and relevant expertise, qualifications, experience and contacts to fulfil the purposes of the Board.
- The Dean then proposes the nominees to the Executive Council of the University, which decides the membership of the Board.
- Members are appointed by the Rector.

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WHEN DOES THE EXTERNAL ADVISORY BOARD MEET?

- The External Advisory Board normally meets once each semester. Additional meetings may be convened at the discretion of the Dean.
- If matters arise which may concern the Board, then any member may submit to the Dean a request for an extraordinary meeting.
- Any member of the Board, and the Rector, may request items to be placed on the agenda for the meeting.
- The Dean prepares an agenda for each meeting and normally circulates this no less than two weeks before the meeting.
- Minutes are kept of each meeting and the Dean includes in the annual Faculty Report a review of the work of the Board in that year.

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