

Poari Mātauranga | Academic Board

Terms of Reference

1. HOAKETANGA | PURPOSE

The purpose of Poari Mātauranga | Academic Board is to:

- 1.1 Advise Council on matters relating to Programmes of study or training, Qualifications, and other academic matters
- 1.2 Exercise the powers delegated by Council in Section 3 of this document

2. KAUPAPA | VALUES

- 2.1 Poari Mātauranga | Academic Board work is framed within the values of Rangatiratanga and Kaitiakitanga. The Committee employs the values of Mahi Kotahitanga and Ngākau Māhaki in its working processes.
- 2.2 Poari Mātauranga | Academic Board performs as a high-performance team with advanced skills in collaborative problem solving and co-creation of academic priorities.
- 2.3 Poari Mātauranga | Academic Board is accountable to Council for ensuring appropriate mechanisms exist to facilitate, manage, monitor and evaluate all aspects of the Academic Quality Management System.
- 2.4 Poari Mātauranga | Academic Board sets the priorities for all of its Sub-committees.

3. RANGATIRATANGA | AUTHORITY AND RESPONSIBILITIES

The authority and responsibilities of Poari Mātauranga | Academic Board shall be:

- 3.1 to advise Council on academic strategies and set Unitec academic direction;
- 3.2 to oversee and report to Council on educational performance and outcomes;
- 3.3 to ensure the effective operation and outcomes of Unitec's evaluative quality assurance framework;
- 3.4 to approve academic policies and the delegation of authority for their implementation;
- 3.5 to recommend to Council changes to any relevant Unitec statute/s;
- 3.6 to advise Council on matters relating to courses of study or training, awards, and other academic matters, including:
 - 3.6.1 to approve new courses of study or training and significant changes to existing Programmes, and,
 - 3.6.2 to submit these to the relevant external approval and accrediting body (e.g. NZQA);
- 3.7 to maintain the integrity of the Quality Management System;

- 3.8 to confer or award Qualifications to which Unitec's seal may be affixed;
- 3.9 to establish and oversee subcommittees and delegate responsibilities to such committees or members of the staff of Unitec as Poari Mātauranga | Academic Board considers necessary for its efficient and effective operation;
- 3.10 to undertake any other business as delegated or authorised by Council.

4. ACCOUNTABILITY AND REPORTING

- 4.1 Poari Mātauranga | Academic Board is accountable to Council, and shall report to the Council following each meeting.

5. MEMBERSHIP AND APPOINTMENTS

- 5.1 Appointment *ex officio* shall comprise:
 - Executive Dean, Academic – Chair
 - Chief Executive
 - Director, Ako
 - Director, Research and Enterprise
 - Director, Pacific Success
 - Director, Māori Success
 - Director, Student Success
 - Director, International Success
 - Manager, Te Korowai Kahurangi
 - President, Student Council
 - Chairs of:
 - Ako Ahimura | Learning and Teaching Committee
 - Te Poari Iho | Quality Alignment Board
 - Rōpū Whakaae Mātauranga | Academic Approvals Committee
 - Postgraduate Research & Scholarships Committee
- 5.2 Appointment via nomination shall comprise:
 - One member of the Executive Leadership Team, as nominated and appointed by the Chief Executive
 - One student representative, as nominated and appointed by the Student Council
 - Two Heads of School, as nominated by the collective Heads of School and appointed by the Executive Dean, Academic
 - Two Programme Managers, as nominated by Te Poari Iho | Quality Alignment Board and appointed by the Director, Ako
 - Two Senior Academics, as nominated by Ako Ahimura | Learning and Teaching Committee and appointed by the Director, Ako
- 5.3 Additional members may be co-opted by Poari Mātauranga | Academic Board as necessary for a defined period or specific purpose.

- 5.4 The Chairperson of the Board shall be the Executive Dean (Academic) or a nominee, or such other person appointed by Council, who will have the right to determine periods of membership and set procedures for the operation of Poari Mātauranga | Academic Board.
- 5.5 The term of office of appointed members shall be two years.
- 5.6 Members will be appointed with consideration for ensuring appropriate knowledge informs and adds value to decision-making.

6. REVIEW GUIDELINES

- 6.1 Poari Mātauranga | Academic Board shall review its Terms of Reference annually.

7. MEETING QUOROM AND CONDUCT

- 7.1 Quorum shall be defined as a majority of the members currently appointed to the committee.
- 7.2 Appointed members may nominate a staff member proxy to represent them with full voting rights.

8. SUBCOMMITTEES

- 8.1 Poari Mātauranga | Academic Board shall have the authority to establish subcommittees, and determine their memberships and terms of reference.
- 8.2 Establishment of subcommittees will include appointment of Chair, Terms of Reference, membership requirements, reporting responsibilities to the Board, extent of decision-making powers and period for which delegated authority is granted.

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Editor:

Daniel Weinholz
Specialist - Committee Support, Te Korowai Kahurangi

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