

## Te Komiti Mātauranga | Academic Committee

### Terms of Reference

#### Definitions

Unless specified otherwise, the word “Committee” in this document refers to “Te Komiti Mātauranga | Academic Committee”.

#### 1. Hoaketanga | Purpose

- 1.1 To advise the Board of Directors on matters relating to Programmes of study or training, Qualifications, and other academic matters
- 1.2 To exercise the powers delegated by Council in Section 3 of this document.

#### 2. Kaupapa | Values

- 2.1. The work of the Committee is framed within all the values of Te Noho Kotahitanga.
- 2.2 The Committee performs as a high-performance team with advanced skills in collaborative problem solving and co-creation of academic priorities.
- 2.3 The Committee is accountable to the Board of Directors for ensuring appropriate mechanisms exist to facilitate, manage, monitor and evaluate all aspects of the Academic Quality Management System.
- 2.4 The Committee sets the priorities for all of its subcommittees.

#### 3. Rangatiratanga | Authority and Responsibilities

The authority and responsibilities of the Committee shall be:

- 3.1 to advise the Board of Directors on academic strategies and set Unitec academic direction;
- 3.2 to oversee and report to the Board of Directors 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 the Board of Directors changes to any relevant Unitec statute/s;
- 3.6 to advise the Board of Directors on matters relating to courses of study or training, awards, and other academic matters, including:
  1. to approve new courses of study or training and significant changes to existing Programmes, and,
  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 **the Committee** considers necessary for its efficient and effective operation;
- 3.10 to undertake any other business as delegated or authorised by **the Board of Directors**.

#### 4. Accountability and Reporting

- 4.1 **The Committee** is accountable to **the Board of Directors**, and shall report to **the Board of Directors** following each meeting.

#### 5. Membership and Appointments

- 5.1 **Membership** *ex officio* shall comprise:

1. **DCE Academic** → formerly Executive Dean, Academic
2. Chief Executive → SN: Please advise.
3. Director, Ako → SN: Please advise.
4. Director, Research and Enterprise
5. Director, Māori Success
6. Director, Pacific Success
7. Director, International Success
8. **Director, Under-25s Success**
9. Director, Student Success
10. Manager, Te Korowai Kahurangi
11. President, Student Council
12. Chairs of:
  - a. Ako Ahimura | Learning and Teaching Committee
  - b. Te Poari **Whai Kounga** | Quality Alignment Board
  - c. **Te Komiti Whakamana Hotaka Hou** | Academic Approvals Committee
  - d. **Te Komiti Whakahaere a ngā Pia** | Postgraduate Research & Scholarships Committee

- 5.2 Appointment via nomination shall comprise:

1. One member of the Executive Leadership Team, as nominated and appointed by the Chief Executive
2. One student representative, as nominated and appointed by the Student Council
3. Two Heads of School, as nominated by the collective Heads of School and appointed by the **DCE Academic. Executive Dean, Academic**
4. Two Programme Managers, as nominated by Te Poari **Whai Kounga** | Quality Alignment Board and appointed by the **DCE Academic.**
5. Two Senior Academics, as nominated by Ako Ahimura | Learning and Teaching Committee and appointed by the **DCE Academic.**

- 5.3 Additional members may be co-opted by **the Committee** as necessary for a defined period or specific purpose.

5.4 The Chair of the **Committee** shall be the **DCE Academic Executive Dean (Academic)** or a nominee, or such other person appointed by **the Board of Directors**, who will have the right to determine periods of membership and set procedures for the operation of **the Committee**.

5.5 The term of office of appointed members shall be two years. **This term limit does not apply to *ex officio* members.**

5.6 Members will be appointed with consideration for ensuring appropriate knowledge informs and adds value to decision-making.

## **6. Review Guidelines**

6.1 **The Committee** shall review its Terms of Reference annually.

## **7. Meeting Quorum and Conduct**

7.1 Quorum shall be defined as a majority of the members currently appointed to the committee.

7.2 **Members** may nominate a staff member proxy to represent them with full voting rights.

## **8. Subcommittees**

8.1 **The Committee** 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 **Committee**, extent of decision-making powers and period for which delegated authority is granted.

<b>Version Details</b>
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Version: 1.1

Notes:

- Change from “Te Poari Mātauranga | Academic Board” to “Te Komiti Mātauranga | Academic Committee”.
- Change from “the Council” to “the Board of Directors”.
- Change from “Te Poari Iho” to “Te Poari Whai Kouna”.
- Changes to Membership.
- Update formatting.

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Endorsed by: Chair, Te Komiti Mātauranga

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