



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

University of Waikato Committee Directory

AS AT 21 AUGUST 2018

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Introduction

This Committee Directory contains the terms of reference, constitutions and current memberships of the University's formally constituted committees. The Directory is a living document and is updated regularly.

From time to time senior managers and committees may appoint informal sub-committees, working groups, project groups and teams for particular purposes and timeframes. These are not included in this Directory.

Further information about any particular committee may be obtained from the relevant committee secretary or from the Academic Committees Administrator.

Notes for Committee Secretaries:

1. The details in this Directory are updated as and when changes are approved by the relevant authority.
2. Questions about the processes and authorities for making changes to the terms of reference or constitution of any committee listed within this Directory should be directed in the first instance to the Academic Committees Manager.
3. Any changes that have been approved through the appropriate processes and by the appropriate authority should be notified immediately to the Academic Committees Manager.
4. Unless stated otherwise, annual memberships run from 1 January to 31 December.

**Ms Alison Beardsmore,
Academic Committees Manager
Academic Office**

Council

Rationale

The University Council is constituted under Part 15 of the Education Act. The following sections define the functions, duties and powers of Council:

1989 Education Act 1989 s180(1) – Functions of Councils

The functions of the council of an institution are-

- (a) to appoint a chief executive in accordance with the State Sector Act 1988, and to monitor and evaluate his or her performance:
- (b) to prepare and submit a proposed plan if the institution is seeking funding under a funding mechanism that provides for funding via plans:
- (c) if the institution has a plan,—
 - (i) to ensure that the institution is managed in accordance with that plan; and
 - (ii) to determine policies to implement that plan:
- (d) to determine, subject to the State Sector Act 1988, the policies of the institution in relation to the management of its affairs:
- (e) to undertake planning relating to the institution’s long-term strategic direction.

Education Act 1989 s181 – Duties of Councils

It is the duty of the council of an institution, in the performance of its functions and the exercise of its powers-

- (a) to strive to ensure that the institution attains the highest standards of excellence in education, training, and research:
- (b) to acknowledge the principles of the Treaty of Waitangi:
- (c) to encourage the greatest possible participation by the communities served by the institution so as to maximise the educational potential of all members of those communities with particular emphasis on those groups in those communities that are under-represented among the students of the institution:
- (d) to ensure that the institution does not discriminate unfairly against any person:
- (e) to ensure that the institution operates in a financially responsible manner that ensures the efficient use of resources and maintains the institution's long-term viability:
- (f) to ensure that the proper standards of integrity, conduct, and concern for-
 - (i) the public interest; and
 - (ii) the well-being of students attending the institution – are maintained.

Education Act 1989 s182(1) and (2) – Determination of Policy

1. In determining the policy of an institution with respect to any matter relating to the institution, the council of the institution shall consult with any board, committee, or other body established within the institution that has responsibility for giving advice in relation to, or for giving effect to, the policy of the institution with respect to that matter.
2. The council of an institution shall establish an academic board consisting of the institution’s chief executive, and members of the staff and students of the institution, to-
 - (a) advise the council on matters relating to courses of study or training, awards, and other academic matters; and
 - (b) exercise powers delegated to it by the council.

Education Act 1989 s193 – Powers of Councils

1. The council of an institution has all powers reasonably necessary to enable it to perform its functions efficiently and effectively.

2. Except where they are exercised by delegation under this Act, the following powers of an institution shall be exercised only by the institution's council:
 - (a) to provide courses of study or training, admit students (including provisionally and *ad eundem statum*) and grant awards:
 - (b) to grant fellowships, scholarships, bursaries, or prizes:
 - (c) to authorise the making of grants or loans out of the money of the institution to the chief executive, to members of the staff or students of the institution, or to any association of staff or students, on such terms and conditions as the council thinks fit and guarantee loans made by other persons to the chief executive or members of the staff of the institution for housing purposes:
 - (d) to accept gifts, devises, and bequests made to the institution, whether on trust or otherwise:
 - (e) to agree to the disestablishment of the institution and its incorporation in another institution of the same class or a different class (for example, the council of a polytechnic may agree to the disestablishment of the polytechnic and its incorporation in a university):
 - (ea) to agree to the incorporation in the institution of another institution or other institutions, whether of the same class as itself or a different class (for example, the council of a university may agree to the incorporation of a polytechnic in the university):
 - (f) to arrange for the manufacture of, and distribute (whether by way of sale or otherwise), any article or thing bearing a mark, symbol or writing that is associated with the institution:
 - (g) to arrange for the provision of (whether by sale or otherwise) goods and services to staff or students of the institution or other persons using, or otherwise attending at, facilities of the institution:
 - (h) to prescribe fees payable by students of the institution or any of them:
 - (i) to establish boards or other bodies within the institution to give advice to the council:
 - (j) to do anything incidental to the exercise of any of the preceding powers.

3. The council of an institution has power to appoint committees consisting of such persons, whether or not members of the council, as the council determines to exercise such powers as are delegated to them under section 222 and such powers as are conferred on them by statutes made by the council, and to alter, discharge, and reconstitute committees so appointed.

Education Act 1989 s194 - Statutes

1. The council of an institution may make statutes, not inconsistent with this Act or the State Sector Act 1988, with respect to any of the following matters:
 - (a) the good government and discipline of the institution:
 - (b) the imposition, by or on behalf of the council, of penalties upon staff or students of the institution for contravention of or failure to comply with a statute with respect to a matter referred to in paragraph (a):
 - (c) *REPEALED*
 - (d) *REPEALED*
 - (e) subject to Part 16, the enrolment of persons in courses of study or training of the institution or the admission of persons to examinations of the institution:
 - (f) subject to Part 16, the courses of study and training of the institution:
 - (g) subject to section 192(8), the awards that may be granted by the council and the requirements for those awards:
 - (h) the granting by the council of fellowships, scholarships, bursaries, and prizes:
 - (i) the provision of superannuation or retirement benefits for, or in respect of, the chief executive or members of the staff of the institution:
 - (ia) any of the matters stated in section 171c
 - (j) any other matter required or permitted by this Act to be provided for by statutes.

2. If the council of an institution makes a statute under subsection (1) (b) providing for the imposition of penalties upon staff or students of the institution, the statute shall provide for the council, if so requested by a member of the staff or a student upon whom a penalty is imposed, to review, or arrange for the review of, the amount of the penalty, the imposition of the penalty, or both.

Constitution

1. Four members appointed by the Minister responsible for Part 13 of the Education Act 1989
2. The Vice-Chancellor of the University of Waikato
3. One member appointed by the Council after consultation with Te Rōpū Manukura
4. One member appointed by the Council after consultation with Te Arikiniui
5. One member appointed by the Council on the nomination of the Academic Board in accordance with the Council Appointments Statute 2015
6. One member appointed by the Council following an election by the students in accordance with the Council Appointments Statute 2015
7. Three members appointed directly by the Council chosen by the Council

Maximum Term

A person may be appointed as a member of the Council for a term of up to four years. The maximum number of occasions on which a person may serve as a member of the Council is

- (a) the number that ensures that the total period for which that person is a member of the Council does not exceed 16 years (consecutive or otherwise); or
- (b) in the case of a person appointed by virtue of holding a stated office, any number of terms or years while he or she continues in that office.

If the term of a member expires before a successor is appointed, he or she continues as a member until his or her successor's appointment takes effect.

Membership

Chancellor: Rt Hon James Bolger ONZ

Pro-Chancellor: Ms Susan Hassall

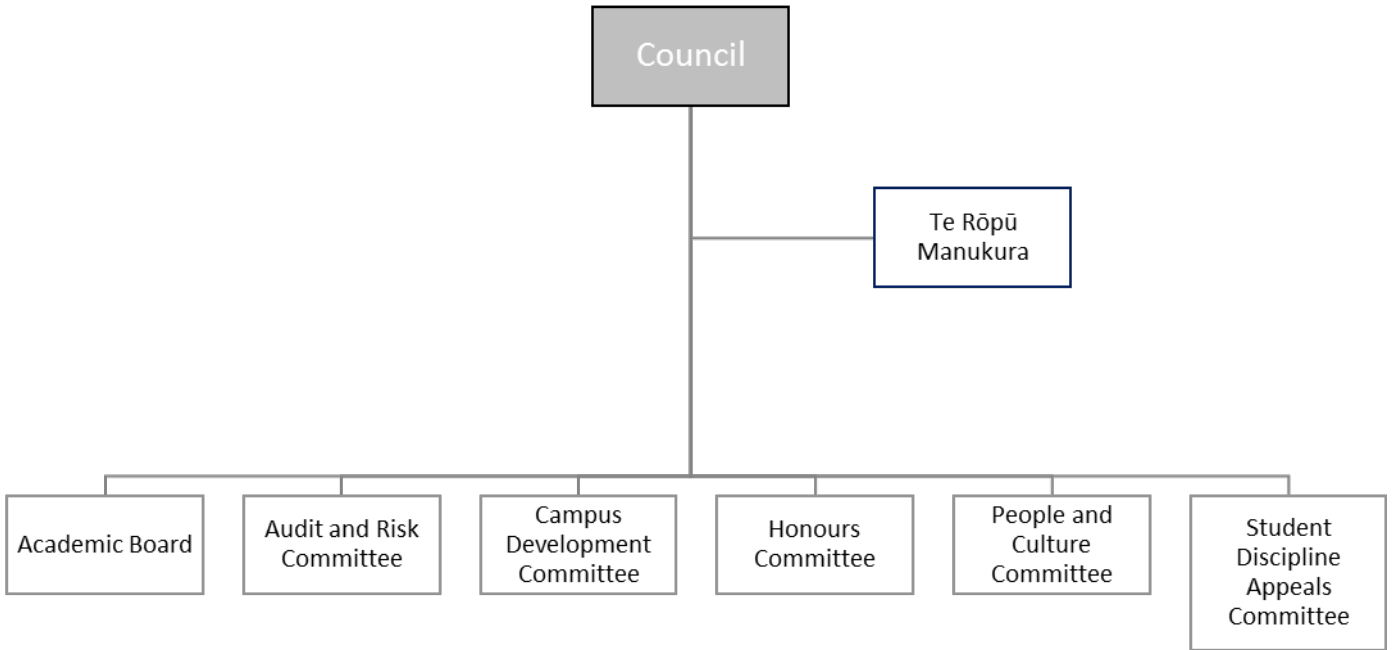
1. Mr Simon Graafhuis (to 09.12.2019)
Ms Margaret Devlin (to 30.04.2021)
Mr Graeme Milne (to 11.06.2021)
Dr Joan Forret (to 09.04.2022)
2. Prof Neil Quigley
3. Ms Ngareta Timutimu (to 31.12.2019)
4. Mr Richard Jefferies (to 31.12.2018)
5. Dr Alison Campbell (to 09.12.2019)
6. Ms Candra Pullon (to 31.12.2018)
7. ...
Rt Hon James Bolger ONZ (to 31.12.2018)
Ms Susan Hassall (to 15.3.2020)

Secretary

Mr Brandon McGibbon, Council Secretary

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Committees of Council



Academic Board

(A Committee of Council)

The Academic Board is established as a committee of the Council under the provisions of s.182(2) of the Education Act 1989 to advise the Council on matters relating to courses of study or training, awards and other academic matters, and to exercise powers delegated to it by the Council. These powers, defined in detailed terms of reference below, are delegated by the Council under the provisions of s.222(1) of the Education Act 1989.

Terms of Reference

1. To advance and coordinate the academic activities of the University.
2. Informed by participation and communication with the wider academic community through its membership, Faculty Boards and other committees, to serve as a forum within which to initiate and engage in discussion focussed on strategic and other academic matters of importance to the University, and, where required, to provide advice to external authorities on behalf of the University with respect to academic matters.
3. To foster across the University
 - (a) a constructive and collegial academic culture and effective academic leadership
 - (b) high standards in teaching, supervision and research.
4. To consider and make recommendations to Council, either at its own initiative, an initiative of its Faculty Boards or other committees, or by invitation, with respect to
 - (a) strategic objectives relating to teaching, learning, supervision and research in the University, and
 - (b) any other academic matter.
5. On the basis of consultation with the Faculty Boards and other relevant committees, to approve proposals for new qualifications and programmes of study, for changes to existing qualifications and programmes of study and for the discontinuation of existing qualifications and programmes of study.
6. Informed by the University's strategic planning framework and priorities, and on the basis of consultation with the Faculty Boards and other relevant committees, to approve new policies, regulations and standards, or changes to existing policies, regulations and standards, relating to
 - (a) admission, re-enrolment and credit
 - (b) the requirements for the award of qualifications, honorary degrees and other academic distinctions
 - (c) assessment
 - (d) the appointment of examiners, assessors and moderators
 - (e) the granting of scholarships, prizes and similar awards
 - (f) research
 - (g) agreements in support of academic cooperation and collaboration with other institutions and organisations
 - (h) student discipline
 - (i) any other academic matter.
7. To make recommendations to Council with respect to
 - (a) the Degrees, Diplomas and Certificates Statute
 - (b) the Delegation of Powers Statute.
8. To consider recommendations from the Honours Committee with respect to nominations for the award of the degree of Honorary Doctor of the University of Waikato, the Distinguished Alumni Award

and the University of Waikato Medal and make comment on them to Council with respect to the approval of those nominations.

9. To consider recommendations from the Vice-Chancellor with respect to nominations for the awards of Emeritus Professor and Honorary Fellow and make comment on them to the Vice-Chancellor with respect to the approval of those nominations.
10. On the basis of consultation with the Faculty Boards, the Animal Ethics Committee and the Human Research Ethics Committee, to make recommendations to the Vice-Chancellor with respect to policies, regulations and procedures for ethical conduct in research involving animals and humans.
11. To serve as a forum for discussion and formulation of advice to the Vice-Chancellor, either on its own initiative, an initiative of its Faculty Boards or other committees, or by invitation, with respect to the academic implications of alternative structural or organisational arrangements in the University.
12. To exercise any powers or functions delegated to it by any statute, policy or regulation or as prescribed from time to time by the Council.
13. To receive annual reports from relevant staff of the University on decisions taken by them under authorities delegated by the Academic Board under the Delegation of Powers Statute.
14. To report to its committees (Faculty Boards, Research Committee and Education Committee) and Council following every meeting with respect to its business under these terms of reference.

Constitution

Ex Officio Members

1. The Vice-Chancellor, who is chairperson
2. The Senior Deputy Vice-Chancellor
3. The Deputy Vice-Chancellor Academic
4. The Deputy Vice-Chancellor Research
5. The Deputy Vice-Chancellor (Māori)
6. The Pro Vice-Chancellor (Teaching and Learning)
7. The Deans
8. The Assistant Vice-Chancellor, Communication, Marketing and Engagement
9. The Academic Director, Tauranga
10. The Director of the Pathways College
11. The University Librarian
12. The staff member of Council (if not already a member under another provision of the constitution)
13. President of the Waikato Students' Union
14. The Waikato Student Union Vice-President Māori

Elected Members

15. Eight professors, elected by and from the academic staff of the University, for terms of three years from 1 January, such that the terms of the members provide for continuity. When an election has been held and fewer than eight professors have been elected to positions under this clause, the Vice-Chancellor may appoint professors to the remaining positions.
16. Two academic staff members elected by and from each of the Faculty Boards for terms of three years from 1 January, such that the terms of the members provide for continuity.
17. One student elected by and from the student members of each Faculty Board for a term of one year from 1 January. The student may not be a member of the academic staff.

Appointed Members

18. One staff member appointed by the Dean of each Faculty for a term of three years from 1 January. Unless otherwise a member of the Academic Board through one of the other provisions of the constitution, the appointee is normally the Faculty's representative on the Education Committee.
19. When an election has been held and fewer than eight professors have been elected to positions under clause [17], the Vice-Chancellor may appoint professors to the remaining positions, for terms of three years from 1 January, such that the terms of the members provide for continuity.
20. One postgraduate student, appointed by the Chair in consultation with the Dean of the School of Graduate Research, for a term of one year from 1 January. The student may not be a member of the academic staff.

Co-opted Members

21. Up to four members may be co-opted by the Academic Board on the advice of the Vice-Chancellor for particular purposes.

Membership**Ex Officio Members**

- | | |
|---|-------------------------------|
| 1. Prof Neil Quigley | |
| 2. Prof Alister Jones | |
| 3. Deputy Vice-Chancellor Academic | Prof Robyn Longhurst |
| 4. Deputy Vice-Chancellor Research | Prof Bruce Clarkson |
| 5. The Deputy Vice-Chancellor (Māori) | Dr Sarah-Jane Tiakiwai |
| 6. Pro Vice-Chancellor (Teaching and Learning): | Dr Tracy Howell |
| 7. Arts and Social Sciences: | Prof Allison Kirkman (Acting) |
| Computing and Mathematical Sciences: | Prof Geoff Holmes |
| Education: | Prof Don Klinger |
| Engineering: | Prof Mark Dyer |
| Law: | Assoc Prof Wayne Rumbles |
| Management: | Prof Tim Coltman |
| Māori and Indigenous Studies: | Prof Brendan Hokowhitu |
| Science: | Prof Janis Swan (Acting) |
| School of Graduate Research | Prof Kay Weaver |
| Health, Sport and Human Performance | Dr Kirsten Petrie (Acting) |
| 8. Mr David Craig | |
| 9. Assoc Prof Ken Perszyk | |
| 10. Dr Chelsea Blickem | |
| 11. Mr Ross Hallett | |
| 12. Dr Alison Campbell | |
| 13. Ms Candra Pullon (to 31.12.2018) | |
| 14. Mr Nathan Rahui (to 31.12.2018) | |

Elected Members

15. Prof Vic Arcus (to 31.12.2019)
 Prof Barry Barton (2017 to 31.12.2019)
 Prof Brendan Hicks (to 31.12.2019)
 Prof Anne McKim (to 31.12.2019)
 Prof Juliet Roper (to 31.12.2019)
 Prof Frank Scrimgeour (to 31.12.2019)
 Prof Lynda Johnston (to 31.12.2020)
 Prof Steve Reeves (to 31.12.2020)
16. Arts and Social Sciences: Dr Diane Johnson (to 31.12.2018)
 Prof Priya Kurian (to 31.12.2018)
 Computing and Mathematical Sciences: Dr Daniel Delbourgo (to 30.2018)

Education:

Health, Sport and Human Performance
Law:

Management:

Māori and Indigenous Studies:

Science and Engineering:

17. Arts and Social Sciences:
Computing and Mathematical Sciences:
Education:
Health, Sport and Human Performance
Law:
Management:
Māori and Indigenous Studies:
Science and Engineering:

Assoc Prof Annika Hinze (to 31.12.2018)
Ms Beverly Cooper (to 31.12.2018)
Prof Martin Thrupp (to 31.12.2018)
Assoc Prof Clive Pope (to 31.12.2019)
Prof Margaret Wilson (to 31.12.2019)
Assoc Prof Claire Breen (to 31.12.2020)
Assoc Prof Michael Cameron (to 31.12.2018)
Prof John Oetzel (to 31.12.2018)
Assoc Prof Te Kāhautu Maxwell (to 31.12.2020)
Mr Jackie Tuaupiki (to 31.12.2020)
Assoc Prof Johan Verbeek (to 31.12.2018)
Dr Joseph Lane (to 31.12.2019)
Mr Tasman Higgins (to 31.12.2018)
Mr Tamahau Brown (to 31.12.2018)
Ms Kylee Nobilo (to 31.12.2018)
Mr Damien Puddle (to 31.12.2018)
Mr Stephen Drysdale (to 31.12.2018)
Mr Soumyadeb Chakrabarti (to 31.12.2018)
Ms Casey-Anne Jacobs (to 31.12.2019)
Ms Nidhita Gosai (to 31.12.2018)

Appointed Members

18. Arts and Social Sciences:
Computing and Mathematical Sciences:
Education:
Health, Sport and Human Performance
Law:
Management:
Māori and Indigenous Studies:
Science and Engineering:
19. ...
20. Ms Dee Holmes

Prof Lynda Johnston (to 31.12.2018)
Dr Judy Bowen (to 31.12.2020)
Assoc Prof Brenda Bicknell (to 31.12.2019)
Assoc Prof Clive Pope (to 31.12.2020)
Assoc Prof Anna Kingsbury (to 31.12.2020)
Ms Michelle Jordan-Tong (31.12.2020)
Dr Sophie Nock (to 31.12.2020)
Dr Alison Campbell (to 31.12.2020)

Co-opted Member

21. Ms Jennifer Campion (to 31.12.2019)

Approved by

Council, 18 May 2016

Secretary

Mr Tim O'Brien, Academic Office



Audit and Risk Committee

(A Committee of Council)

The Audit and Risk Committee is authorised by the Council to do all things necessary to carry out its duties within the scope of these terms of reference including, but without limitation, the right to:

- unrestricted access to members of management, employees and information;
- conduct or authorise investigations into any matters within the ARC's scope of responsibilities; and
- retain independent counsel, accountants, or others as it deems necessary to carry out its duties (such appointments to be reported subsequently to the Council).

The Audit and Risk Committee's primary function is to provide Council with assurance that:

- all material risks as identified are appropriately managed
- an appropriate system of internal controls operates throughout the university
- all financial statements released to the public, stakeholders, or any regulatory body comply with accounting standards, are true and fair and are not misleading.

Terms of Reference

Risk Management

1. To ensure that an effective risk management process is operating for the University, focusing on key business risks including strategic, individual plan, project and 'business as usual' risks. To do this the Audit and Risk Committee will
 - monitor the management of all material business risks and ensuring that appropriate policies and procedures are in place to manage those risks.
 - consider the protection of the university's assets.
 - review the adequacy of the University's Business Continuity Plans and Disaster Recovery policy and procedures
2. To monitor and regularly review the University's Health and Safety Infrastructure and Policy Framework and make any relevant recommendations to Council as appropriate.
3. To consider and review the University's insurance covers, cover levels and self-insurance programme to ensure an appropriate insurance risk profile and policy for recommendation to Council of the annual insurance programme.
4. To review and consider all aspects of the University's global operating structures and assist management to develop the most appropriate offshore business and taxation risk profile and ensure that it is clearly understood by Council.
5. To oversee compliance with legislation and policies relating to legislative compliance
6. To monitor any legal proceedings involving potential liability or contingent liability.

Audit and Annual Report

7. To monitor all aspects of the external audit of the University's affairs including:
 - liaising with the Auditor General in relation to the appointment of the auditors, the audit fee and any issues on their independence, resignation or dismissal;
 - discussing with the auditors, before the commencement of each audit, the nature and scope of their audit;
 - reviewing any changes to accounting policies and financial reporting changes
 - reviewing the University's letter of representation to the auditors; and
 - discussing with the auditors any problems, reservations, or issues arising from the audit and referring matters of a material or serious nature to Council.
8. To make a recommendation to Council regarding the adoption of the University's Annual Report, Statement of Service Performance and Financial Statements, having satisfied itself as to their truth and fairness, based on the reports from the auditors and management.

9. To monitor the performance of the Internal Audit function ensuring a robust internal control framework is in place and the integrity of financial systems by:
 - being responsible for appointment of the Internal Auditors
 - reviewing and approving the Internal Audit Programme
 - considering Internal Audit reports and monitoring follow up actions.
10. To consider the findings of any internal investigations and management’s response to those findings.

Financial Management and Policy

11. To ensure that adequate processes are in place for monitoring the financial performance of the University and for reviewing policy related to financial matters. To do this the committee will
 - consider the annual budget and forecasts and make recommendations to the Council
 - consider university financial policy including financial authorities/delegations and make recommendations to the Council
 - consider student tuition fees and other charges and make recommendations to the Council
 - undertake a quarterly review of the financial statements and reports and provide advice to the Council.

Reporting

12. To report to Council at least twice a year on the significant activities of the Committee.
13. To ensure that issues of a financial nature, raised by the external auditor in the interim and final reports to Council are addressed in a timely manner.

Constitution

Ex Officio Members

1. The Vice-Chancellor

Appointed Members

2. At least four, but up to five, other members appointed by Council, at least three of whom must be Council members, chosen on the basis of their financial and risk management competencies.

Chairperson

The chairperson is appointed by Council from among the Council members of the committee.

Terms

Members are appointed for an initial period of up to four years and may be reappointed for subsequent terms.

Membership

Ex officio

1. Professor Neil Quigley

Appointed Members

2. Mr Simon Graafhuis (to 09.12.2018) (Chairperson)
 Ms Margaret Devlin (to 30.04.2021)
 Mr Graeme Milne (to 11.06.2021)
 Mr Andrew Johnson (to 26.03.2022)
 Mr Simon Lockwood (to 26.03.2022)

Secretary

Mr Brandon McGibbon, Council Secretary

Approved by Council

5 December 2017



Campus Development Committee

(A committee of Council)

In these terms of reference **campus** means the physical grounds, landscape, buildings and built infrastructure owned or leased by the University of Waikato.

Terms of Reference

1. To advise and make recommendations to Council on matters of a strategic nature concerned with campus development planning, prioritisation and expenditure.
2. To ensure that the University's campus developments are aligned with the University's Strategy and the Hillcrest Campus Strategic Master Plan 2017-2037.
3. To develop, oversee and monitor a deferred maintenance programme⁴ that includes improvement of current spaces and the refurbishment, redevelopment and repurposing of current spaces with a view to transforming the University campus and staff student experiences.
4. To solicit and consider proposals for campus development projects, to consult with and advise the proposers and relevant stakeholders as appropriate, and to make recommendations to Council about the approval and funding of proposals.
5. To advise and make recommendations to Council on the acquisition or disposal of any property.
6. To monitor the progress of the University's campus developments and provide regular progress reports on approved projects to Council.

Constitution

Ex officio members

1. The Vice-Chancellor
2. The Senior Deputy Vice-Chancellor
3. The Chief Financial Officer
4. The student member of Council

Appointed members

5. Three members appointed by Council, two of whom must be from the membership of Council.

Appointment of Chair

The Chair of the committee is appointed by Council from among the three members appointed by Council.

Membership

Ex officio members

1. Prof Neil Quigley
2. Prof Alister Jones
3. Mr Andrew McKinnon
4. Ms Candra Pullon (to 31.12.2018)

Appointed members

5. Mr Paul Adams, chairperson
Ms Susan Hassall
Dr Alison Campbell

Approved by

Council, 5 December 2017

Secretary

Mr Brandon McGibbon, Council Secretary



Honours Committee

(A Committee of Council)

The honorary awards referred to in relation to the Honours Committee and its terms of reference are:

- the degree of Honorary Doctor of the University of Waikato
- the Distinguished Alumni Award
- the University of Waikato Medal.

Authority for processes and decisions in relation to Emeritus Professorships and Honorary Fellowships rests with the Vice-Chancellor.

Terms of Reference

1. In accordance with the criteria and procedures approved by the Council, to consider and make recommendations in the first instance to the Academic Board for comment and then to the Council with respect to the award of:
 - **the degree of Honorary Doctor of the University of Waikato**
 - **the Distinguished Alumni Award**
 - **the University of Waikato Medal.**
2. To review from time to time the criteria and procedures for honorary awards listed in 1 above, and to recommend any changes to the Council as appropriate.
3. To consider and report back on any matters pertaining to honorary awards which are referred to it by the Council.
4. To present an annual report on its activities to the Council.

Constitution

Ex Officio Members

1. The Chancellor, who is chairperson
2. The Vice-Chancellor

Appointed Members

3. Five further members, at least two of whom are Council members, appointed by the Council for terms of up to four years

Membership

Ex Officio Members

1. Rt Hon James Bolger ONZ
2. Prof Neil Quigley

Appointed Members

3. Professor Bruce Clarkson (to 31.12.18)
Associate Professor Sandy Morrison (to 31.12.2019)
Professor Margaret Wilson (to 31.12.2019)
Ms Susan Hassall (to 15.03.2020)

...

Approved by

Council, 9 December 2015

Secretary

Ms Tracy Pilet, Secretary



People and Culture Committee

(A Committee of Council)

Terms of Reference

1. To provide support, advice and recommendations to the Vice-Chancellor and/or Council, as appropriate, with respect to organisational capacity and capability, including performance management of staff, remuneration and succession planning.
2. To make recommendations to Council in relation to the Vice-Chancellor's performance objectives for each year.
3. To conduct an annual review of the Vice-Chancellor's performance and remuneration and report any recommendations accordingly to Council.
4. To report and make recommendations to Council with respect to Council's own succession planning, performance management and self-review processes.

Constitution

Ex Officio Members

1. The Chancellor, who is chairperson

Appointed Members

2. Three members appointed by and from Council

Membership

Ex Officio Members

1. Rt Hon James Bolger ONZ

Appointed Members

2. Ms Susan Hassall
Ms Ngareta Timutimu
Mr Graeme Milne

Approved by

Council, 10 October 2017

Secretary

Mr Brandon McGibbon, Council Secretary



Student Discipline Appeals Committee

(A Committee of Council)

Terms of Reference

1. To exercise powers and responsibilities as set out in the Student Discipline Regulations.
2. To provide a report to Council after each meeting on its business under these terms of reference.

Constitution

Appointed Members

1. Two members of Council appointed by Council
2. One person who is either a member of Council, or a staff member, Emeritus Professor or Honorary Fellow of the University, appointed by Council on the basis of his or her knowledge of legal processes, who is chairperson

Co-opted Members

3. The Chairperson of the Student Discipline Appeals Committee may appoint an adviser to assist at a hearing in relation to particular aspects of a case; the Chairperson may also co-opt that adviser as a member of the Student Discipline Appeals Committee for that hearing

Membership

Appointed Members

1. Dr Alison Campbell
Mr Richard Jefferies
2. Prof Barry Barton

Approved by

Council, 7 May 2012

Secretary

Ms Tracy Pilet, Secretary



Te Rōpū Manukura

(A Committee of Council)

Rationale

Te Rōpū Manukura, in partnership with the University Council, is the Kaitiaki (guardian) of the Treaty of Waitangi for the University of Waikato.

Terms of Reference

1. To be the body responsible with Council to give effect to the Treaty of Waitangi in the University.
2. To provide a forum for the discussion of matters of University policy which affect Māori and/or relate to the Treaty of Waitangi, and to communicate advice about such matters to iwi and to the University, as appropriate.
3. To facilitate the educational and research advancement of iwi through partnership with the University.
4. To make recommendations for Māori representatives on University bodies.
5. To receive and request reports from the University regarding the performance of Māori students in the University, and other matters that may relate to the University, the Treaty of Waitangi, and Māori development.
6. To consult with iwi and to promote tertiary development throughout the region.
7. To offer advice concerning the resourcing and direction of the work of the School of Māori and Pacific Development.
8. To discharge such other duties and obligations as are from time to time determined by the Council and Te Rōpū Manukura.

Constitution

Ex Officio Members

1. The Chancellor
2. The Vice-Chancellor
3. The Deputy Vice-Chancellor (Māori)
4. The Director of the Waikato-Tainui College for Research and Development
5. The Dean of the Faculty of Māori and Indigenous Studies
6. The Māori members of Council (by invitation)
7. The President of the Waikato Students' Union
8. The student member of Council
9. The University Kaumātua

Appointed Members

10. One member appointed by each of the eighteen iwi authorities within the broad University catchment area as representatives of their respective iwi authorities (Mandated Iwi Organisations):
 - (1) Hauraki Māori Trust Board
 - (2) Maniapoto Māori Trust Board
 - (3) Ngāti Kahungunu Iwi Incorporated
 - (4) Ngāti Pukenga
 - (5) Ngāti Ranginui Iwi Society Incorporated
 - (6) Te Arawa Lakes Trust
 - (7) Te Rūnanga o Ngāi Te Rangi Iwi Trust

- (8) Te Rūnanga o Ngāti Awa
- (9) Te Rūnanga o Te Whānau-ā-Apanui
- (10) Te Rūnanga-o-Turanganui-ā-Kiwa
- (11) Te Rūnanganui o Ngāti Porou
- (12) The Raukawa Trust Board
- (13) Te Uru Taumatua o Tūhoe
- (14) Tūwharetoa Māori Trust Board
- (15) Te Whakakitenga o Waikato Incorporated
- (16) Wairoa-Waikaremoana Māori Trust Board
- (17) Whakatōhea Māori Trust Board
- (18) Whānganui River Māori Trust Board

Chairperson

The Chairperson is appointed every three years by the committee from among its members or from within the iwi constituencies that make up its membership.

Deputy Chairperson

A Deputy Chairperson is appointed every three years by the committee from among its members.

Membership

Ex Officio Members

1. Rt Hon James Bolger ONZ
2. Prof Neil Quigley
3. Dr Sarah-Jane Tiakiwai
4. Dr Cheryl Stephens
5. Prof Brendan Hokowhitu
6. Richard (Tauēhe) Jefferies
7. Ms Candra Pullon (to 31.12.2018)
8. Ms Candra Pullon (to 31.12.2018)
9. Mr Taki Turner

Appointed Members

10. (1) Ms Honey Renata
- (2) Ms Haylee Putaranui
- (3) Mr Owen Purcell
- (4) ...
- (5) Mr Patrick Nicholas
- (6) Mr Heddell Raerino
- (7) Ms Ngareta Timutimu
- (8) Prof Linda Smith
- (9) Ms Moengaroa Edmonds
- (10) Mr Albie Gibson
- (11) Mr Jock Walker
- (12) Mr Charles Tepana
- (13) ...
- (14) Mr Colin Rangi
- (15) Glenda Taituha
- (16) Mr Richard Niania
- (17) Mr Te Kahautu Maxwell
- (18) Mr Graham Bell

Chairperson

Ms Ngareta Timutimu

Deputy Chairperson

...

Approved by

Council, 20 August 2014

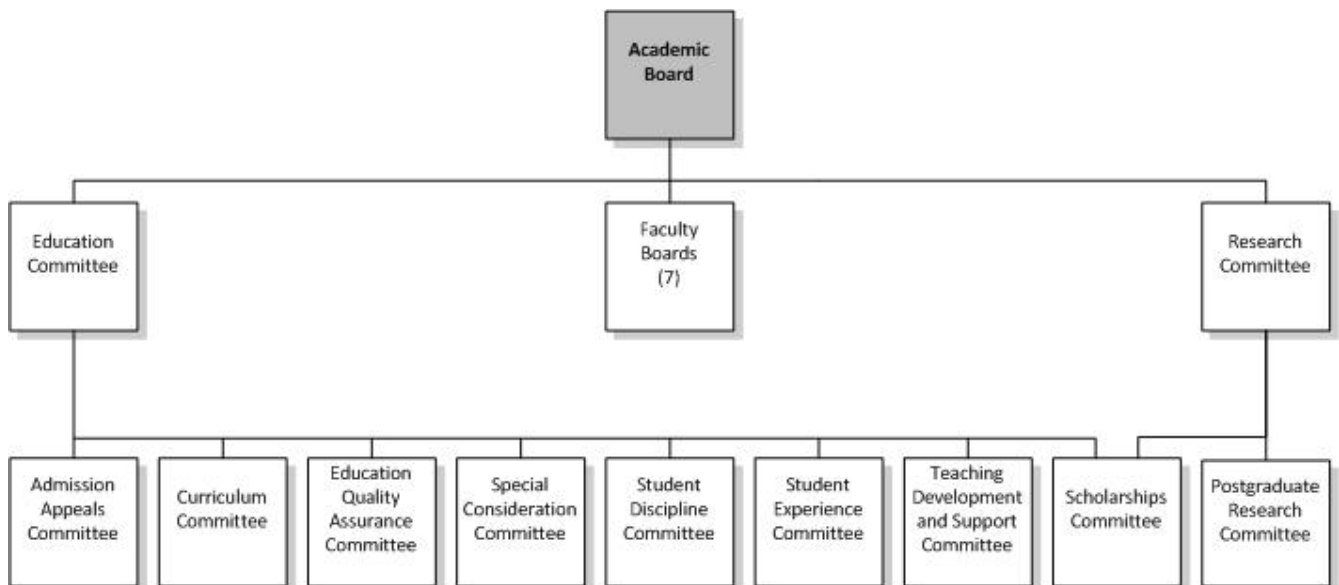
Secretary

Mr Whetu Taukamo, Deputy Vice-Chancellor (Māori) Office



Committees of the Academic Board

NB: A revised diagram will be inserted once the committee framework has been approved.



Education Committee

(A Committee of the Academic Board)

Terms of Reference

1. To provide a forum for the discussion, monitoring and review of strategic planning objectives relating to teaching and learning, and in particular the range, nature and quality of the University's teaching and learning activities, with a view to ensuring that they
 - (a) meet the needs and expectations of stakeholders
 - (b) can be supported by excellent infrastructure and
 - (c) take account of the University's expectations of staff with respect to both teaching and research performance.

2. Informed by the University's strategic planning framework and priorities, to make recommendations to the Academic Board with respect to
 - (a) the University's plans, policies, regulations and standards associated with teaching and learning
 - (b) the introduction, amendment or discontinuation of qualifications
 - (c) education quality assurance processes and policies
 - (d) policies and criteria for admission, re-enrolment, credit, and assessment
 - (e) academic arrangements with other institutions, agencies or organisations.

3. To approve the University's Graduating Year Reviews (GYRs) for submission to the Universities New Zealand Committee on University Academic Programmes (CUAP).

4. To advise and collaborate with the Research Committee with respect to the development and enhancement of the University's teaching portfolio in a manner that is closely linked to its research capability, capacity and performance.

5. To consult with and report to other committees as appropriate with respect to teaching and learning matters relevant to their terms of reference.

6. To report to the Academic Board following every meeting with respect to its business under these terms of reference.

Constitution

Ex Officio Members

1. The Senior Deputy Vice-Chancellor
2. The Deputy Vice-Chancellor Academic, who is chairperson
3. The Dean of the School of Graduate Research
4. The Pro Vice-Chancellor (Teaching and Learning)
5. The Director of the Pathways College
6. The Director of the Centre for Tertiary Teaching and Learning

Appointed Members

7. The Associate Dean (Academic), or equivalent, of each Faculty, appointed by the relevant Dean.
8. One student appointed by the chairperson of the Education Committee from the student members of the Academic Board

Co-opted Members

9. The committee may co-opt additional members for particular purposes

Membership

Ex Officio Members

1. Prof Alister Jones
2. Prof Robyn Longhurst
3. Prof C Kay Weaver
4. Dr Tracy Howell
5. Dr Chelsea Blickem
6. Dr Marcia Johnson

Appointed Members

- | | | |
|----|--|----------------------------|
| 7. | Arts and Social Sciences: | Professor Lynda Johnston |
| | Computing and Mathematical Sciences: | Dr Judy Bowen |
| | Education: | Assoc Prof Brenda Bicknell |
| | Health, Sport and Human Performance | Assoc Prof Clive Pope |
| | Law: | Assoc Prof Anna Kingsbury |
| | Management: | Ms Michelle Jordan-Tong |
| | Māori and Indigenous Studies: | Dr Sophie Nock |
| | Science and Engineering: | Dr Alison Campbell |
| 8. | Mr Soumyadeb Chakrabarti (to 31.12.2018) | |

Approved by

Academic Board, 6 December 2017

Secretary

Ms Alison Beardsmore, Academic Office



Faculty Boards

(Committees of the Academic Board)

Terms of Reference

1. To provide a forum for the discussion of matters of interest common to the academic Schools, Departments, Programmes, Units and Centres within the Faculties.
2. Subject to the provisions of the University's Act, Statutes and Regulations, and to the overall direction of the Academic Board, to exercise a general responsibility for and supervision over the teaching, programmes of study, examinations and conditions qualifying for the granting of the degrees and other academic awards of the Faculties.
3. To consider proposals for new programmes of study and for amendments to existing programmes of study in the Faculties and to make recommendations on these proposals to the Academic Board or an appropriate committee of the Academic Board.
4. To appoint examiners for programmes of study (except for MPhil and doctoral programmes) in the Faculties.
5. To make recommendations for the conferment of degrees and the award of other academic qualifications of the Faculties in accordance with such arrangements as may from time to time be promulgated by the Council.
6. To serve as a forum for discussion and formulation of advice to the Vice-Chancellor, either on its own initiative or by invitation, with respect to the Deanship of the Faculty.
7. To make recommendations to the Academic Board for the institution of joint committees (with the other Faculties) and of any such other organisations or bodies as the Faculties may deem necessary for the better discharging of these terms of reference.
8. To consider and report to the Academic Board on all matters that may be referred to it by the Academic Board.
9. To discuss and declare to the Council, through the Academic Board, an opinion on any matter of major academic principle.
10. To exercise such other powers and duties as may be conferred upon it by any statute or regulation or as may be prescribed from time to time by the Academic Board.
11. To provide a forum for discussion and formulation of advice to the Dean regarding the establishment, disestablishment or restructuring of academic units within the Faculties.



Constitution of the Faculty of Arts and Social Sciences Board

1. The Dean of the Faculty, who is chairperson
2. Academic staff of the Faculty, namely Professors, Associate Professors, Senior Research Fellows, Senior Lecturers, Research Fellows, Lecturers, Assistant Lecturers, Senior Research Officers, Research Officers, Teaching Fellows, Senior Tutors, Tutors, Doctoral Assistants and Graduate Assistants, provided that:
 - they have been appointed for a minimum of 12 months, or have served as a member of staff of the University for a minimum of 12 consecutive months, and
 - they have been appointed on a minimum of a half-time basis
3. Any general staff of the Faculty closely involved in academic matters, appointed by the Dean
4. Students elected annually as follows:
 - (a) one student enrolled in the Faculty elected by and from the Subject Committee of each subject taught as a major towards an undergraduate degree in the Faculty
 - (b) one student elected by and from the Tauranga-based students enrolled in the Faculty
 - (c) one student elected by and from the Māori students enrolled in undergraduate qualifications in the Faculty
 - (d) one student elected by and from the Māori students enrolled in postgraduate qualifications in the Faculty

A person who is eligible for membership as a staff member under provisions 1 to 3 of this constitution is not eligible for election as a student member under this provision

5. Up to three members who may be co-opted by the Faculty Board for particular purposes and terms

Note

A quorum is 20 members

Secretary

Ms Jeanie Richards

Constitution of the Faculty of Computing and Mathematical Sciences Board

1. The Dean of the Faculty, who is chairperson
2. Academic staff of the Faculty, namely Professors, Associate Professors, Senior Research Fellows, Senior Lecturers, Research Fellows, Lecturers, Assistant Lecturers, Senior Research Officers, Research Officers, Teaching Fellows, Senior Tutors, Tutors, Doctoral Assistants and Graduate Assistants, provided that:
 - they have been appointed for a minimum of 12 months, or have served as a member of staff of the University for a minimum of 12 consecutive months, and
 - they have been appointed on a minimum of a half-time basis
3. Any general staff of the Faculty closely involved in academic matters, appointed by the Dean
4. Students elected annually as follows:
 - (a) one student enrolled in the Faculty elected by and from the Subject Committee of each subject taught as a major towards an undergraduate degree in the Faculty
 - (b) one student elected by and from the students enrolled in postgraduate qualifications in the Faculty
 - (c) one student elected by and from the Māori students enrolled in undergraduate qualifications in the Faculty
 - (d) one student elected by and from the Māori students enrolled in postgraduate qualifications in the Faculty

A person who is eligible for membership as a staff member under provisions 1 to 3 of this constitution is not eligible for election as a student member under this provision

5. Up to three members who may be co-opted by the Faculty Board for particular purposes and terms

Note

A quorum is 19 members

Secretary

Mr Jo Henderson

Constitution of the Faculty of Education Board

1. The Dean of the Faculty, who is chairperson
2. Academic staff of the Faculty, namely Professors, Associate Professors, Senior Research Fellows, Senior Lecturers, Research Fellows, Lecturers, Assistant Lecturers, Senior Research Officers, Research Officers, Teaching Fellows, Advanced Teachers, Senior Teachers, Teachers, Senior Tutors, Tutors, Doctoral Assistants and Graduate Assistants, provided that:
 - they have been appointed for a minimum of 12 months, or have served as a member of staff of the University for a minimum of 12 consecutive months, and
 - they have been appointed on a minimum of a half-time basis
3. The Faculty Manager
4. The Director of the Institute of Professional Learning
5. The Director of the Waikato Pathways College
6. The Director of the Centre for Tertiary Teaching and Learning
7. Three members elected by and from the general staff of the Faculty for terms of up to two years; to be eligible to either elect or be elected under this provision, members of the general staff must:
 - have been appointed for a minimum of 12 months, or have served as a member of staff of the University for a minimum of 12 consecutive months, and
 - have been appointed on a minimum of a half-time basis
8. Five students elected annually as follows:
 - (a) two students elected by and from the students enrolled in undergraduate qualifications in the Faculty
 - (b) one student elected by and from the students enrolled in postgraduate qualifications in the Faculty
 - (c) one student elected by and from the Māori students enrolled in undergraduate qualifications in the Faculty
 - (d) one student elected by and from the Māori students enrolled in postgraduate qualifications in the Faculty

A person who is eligible for membership as a staff member under provisions 1 to 7 of this constitution is not eligible for election as a student member under this provision
9. Up to three members who may be co-opted by the Faculty Board for particular purposes and terms

Note

A quorum is 35 members

Secretary

Ms Sarah Cowley

Constitution of the Faculty of Law Board

1. The Dean of the Faculty, who is chairperson
2. Academic staff of the Faculty, namely Professors, Associate Professors, Senior Research Fellows, Senior Lecturers, Research Fellows, Lecturers, Assistant Lecturers, Senior Research Officers, Research Officers, Teaching Fellows, Senior Tutors, Tutors, Doctoral Assistants and Graduate Assistants, provided that:
 - they have been appointed for a minimum of 12 months, or have served as a member of staff of the University for a minimum of 12 consecutive months, and
 - they have been appointed on a minimum of a half-time basis
3. The Pou Tikanga of the Faculty
4. The Law Librarian
5. Any general staff of the Faculty closely involved in academic matters, appointed by the Dean
6. Eight students elected annually as follows:
 - (a) one student elected by and from the students enrolled in the Faculty in a minimum of 60 points in each of Law 1, Law 2, Law 3 and Law 4. Students opting to participate in this election may not also participate in the elections under clauses 6b and c
 - (b) two students elected by and from the Māori students enrolled in a minimum of 60 points in the Bachelor of Laws (LLB) degree. Students opting to participate in this election may not also participate in the elections under clauses and 6a and c

- (c) one student elected by and from the Pacific Island students enrolled in a minimum of 60 points in the Bachelor of Laws (LLB) degree. Students opting to participate in this election may not also participate in the elections under clauses 6a and b
- (d) one student elected by and from the students enrolled in a minimum of 60 points in postgraduate qualifications in the Faculty

A person who is eligible for membership as a staff member under provisions 1 to 5 of this constitution is not eligible for election as a student member under this provision

7. One member appointed annually by and from the Waikato Bay of Plenty Law Society
8. One member of the High Court appointed annually by the Chief Justice
9. One member of the District Court appointed annually by the Senior District Court Judge
10. Up to three members who may be co-opted by the Faculty Board for particular purposes and terms

Note

A quorum is 20 members, excluding members appointed under provisions 7, 8 and 9 of this constitution

Secretary

Ms Fleur Mullen

Constitution of the Faculty of Management Board

Constitution

1. The Dean of the Faculty, who is chairperson
2. The Heads of Schools
3. The Associate Deans
4. The Director of Executive Education
5. The Director of Marketing & External Engagement
6. Academic staff, namely Professors, Associate Professors, Senior Research Fellows, Senior Lecturers, Research Fellows, Lecturers, Assistant Lecturers, Senior Research Officers, Research Officers, Teaching Fellows, Senior Tutors, Tutors, Doctoral Assistants and Graduate Assistants, provided that:
 - they have been appointed for a term of longer than 12 months, or have served as a member of staff of the University for longer than 12 consecutive months, and
 - they have been appointed on a minimum of a half-time basis
7. The Manager of the Management Student Centre
8. The Academic & Accreditation Manager
9. Students elected annually as follows:
 - a. one student enrolled in the Faculty elected by and from the Subject Committee of each subject taught as a major towards an undergraduate degree in the Faculty
 - b. one student elected by and from the Māori students enrolled in undergraduate qualifications in the Faculty
 - c. one student elected by and from the Māori students enrolled in postgraduate qualifications in the Faculty
 - d. one student elected by and from the international students enrolled in the Faculty
 - e. one student elected by and from the students enrolled in postgraduate qualifications in the Faculty

A person who is eligible for membership as a staff member under provisions 10 or 11 of this constitution is not eligible for election as a student member under this provision

10. The Faculty student representative on Academic Board
11. Up to three members who may be co-opted by the Faculty Board for particular purposes and terms



Note

A quorum is 20 members

Secretary

Ms Dianne Donald

Constitution of the Faculty of Science and Engineering Board

1. The Dean of the Faculty, who is chairperson

2. Academic staff of the Faculty, namely Professors, Associate Professors, Senior Research Fellows, Senior Lecturers, Research Fellows, Lecturers, Assistant Lecturers, Senior Research Officers, Research Officers, Teaching Fellows, Senior Tutors, Tutors, Doctoral Assistants and Graduate Assistants, provided that:
 - they have been appointed for a minimum of 12 months, or have served as a member of staff of the University for a minimum of 12 consecutive months, and
 - they have been appointed on a minimum of a half-time basis
3. Any general staff of the Faculty closely involved in academic matters, appointed by the Dean
4. Students elected annually as follows:
 - (a) one student enrolled in the Faculty elected by and from the Subject Committee of each subject taught as a major towards an undergraduate degree in the Faculty
 - (b) one student elected by and from the Māori students enrolled in undergraduate qualifications in the Faculty
 - (c) one student elected by and from the Māori students enrolled in postgraduate qualifications in the Faculty

A person who is eligible for membership as a staff member under provisions 1 to 3 of this constitution is not eligible for election as a student member under this provision
5. Up to three members who may be co-opted by the Faculty Board for particular purposes and terms

Note

A quorum is 40 members

Secretary

Ms Hannah Te Puia

Constitution of the Faculty of Māori and Indigenous Studies Board

For the purpose of this constitution, the Faculty of Māori and Indigenous Studies includes the Te Kotahi Research Institute.

1. The Dean of the Faculty, who is chairperson
2. Academic staff of the Faculty, namely Professors, Associate Professors, Senior Research Fellows, Senior Lecturers, Research Fellows, Lecturers, Assistant Lecturers, Senior Research Officers, Research Officers, Teaching Fellows, Senior Tutors, Tutors, Doctoral Assistants and Graduate Assistants, provided that:
 - they have been appointed for a minimum of 12 months, or have served as a member of staff of the University for a minimum of 12 consecutive months, and
 - they have been appointed on a minimum of a half-time basis
3. Any general staff of the Faculty closely involved in academic matters, appointed by the Dean
4. Students elected annually as follows:
 - (a) one student enrolled in the Faculty elected by and from the Subject Committee of each subject taught as a major towards an undergraduate degree in the Faculty
 - (b) one student elected by and from the students enrolled in undergraduate qualifications in the Faculty
 - (c) one student elected by and from the students enrolled in postgraduate qualifications in the Faculty
 - (d) one student elected by and from the Māori students enrolled in undergraduate qualifications in the Faculty
 - (e) one student elected by and from the Māori students enrolled in postgraduate qualifications in the Faculty

A person who is eligible for membership as a staff member under provisions 1 to 3 of this constitution is not eligible for election as a student member under this provision
5. Up to three members who may be co-opted by the Faculty Board for particular purposes and terms

Note

A quorum is 10 members

Secretary

Ms Louise Tainui

Approved by

Academic Board, 26 June 2015



Research Committee

(A Committee of the Academic Board)

Terms of Reference

1. To provide a forum for the discussion of strategic planning objectives relating to research, and in particular the range, nature and quality of the University's research activities, with a view to ensuring that they
 - (a) meet the needs and expectations of stakeholders
 - (b) can be supported by excellent infrastructure and
 - (c) take account of the University's expectations of staff with respect to both teaching and research performance.
2. Informed by the University's strategic planning framework and priorities, to make recommendations to the Academic Board with respect to the University's policies, regulations, plans and standards governing research.
3. Informed by the University's strategic planning framework and priorities, to actively promote and develop the University's research culture by
 - (a) nurturing and enhancing research capability, capacity and performance
 - (b) ensuring a supportive and appropriate research environment and infrastructure
 - (c) encouraging and supporting staff in their pursuit of research excellence goals and in their execution of contracts won
 - (d) actively building, developing and maintaining relationships with external providers, both commercial and non-commercial
 - (e) maximising opportunities for commercialisation of Intellectual Property, whilst minimising undesirable side effects for staff.
4. To engage with the Faculties, primarily through Faculty representatives, in order to foster strong information flows and support the effective delivery of strong research performance and outcomes in the faculties.
5. To advise and collaborate with the Education Committee with respect to the development and enhancement of the University's teaching portfolio in a manner that is closely linked to its research capability, capacity and performance.
6. To make recommendations to the Vice-Chancellor with respect to the University's programme of awards and incentives for excellence in research.
7. To exercise the powers and responsibilities as set out in the regulations governing the Doctor of Laws (LLD), Doctor of Literature (DLit) and Doctor of Science (DSc) degrees.
8. To hear and decide appeals against decisions of the Postgraduate Research Committee in terms of the relevant regulations.
9. To hear and decide appeals against decisions of the Scholarships Committee and/or the Scholarship Executive in terms of the relevant regulations, with respect to postgraduate scholarships.
10. To consult with and report to other committees as appropriate with respect to research matters relevant to their terms of reference.
11. To report to every meeting of the Academic Board with respect to its business under these terms of reference.

NOTE: In the interest of natural justice, in exercising its powers under provision 9 of these terms of reference, members of the Research Committee who were a party to a decision by the Scholarships Executive with respect to a particular scholarship and/or a member of a panel that provided a recommendation to the Scholarships Committee with respect to the scholarship will be excluded from hearing any appeal of that decision.

Constitution

Ex Officio Members

1. The Senior Deputy Vice-Chancellor
2. The Deputy Vice-Chancellor (Research), who is chairperson
3. The Dean of the School of Graduate Research
4. The Director, Research and Enterprise
5. The Director, School of Graduate Research and Research Evaluation

Appointed Members

6. The Associate Dean (Research), or equivalent, of each Faculty, appointed by the relevant Dean (each Dean will also be asked to appoint an alternate member to ensure that Faculty is represented in the work of the committee)
7. A member of staff from the University Library, appointed by the University Librarian

Co-opted Members

8. The committee may co-opt additional members for particular purposes

Membership

Ex Officio Members

1. Prof Alister Jones
2. Prof Bruce Clarkson
3. Prof C Kay Weaver
4. Dr Simon Lovatt
5. Dr Theresa Sawicka

Appointed Members

- | | |
|--|---|
| 6. Arts and Social Sciences: | Dr Nicola Starkey (alternate) Prof Anne McKim |
| Computing and Mathematical Sciences: | Assoc Prof Yuri Litvinenko (alternate) Dr Michael Mayo |
| Education: | Prof Bronwen Cowie (alternate) Prof Rich Masters |
| Health, Sport and Human Performance; Law: | Assoc Prof Brett Langley Ms Juliet Chevalier-Watts (alternate) Assoc Prof Valmaine Toki |
| Management: | Assoc Prof Eva Collins (alternate) Prof John Gibson |
| Māori and Indigenous Studies: | Assoc Prof Hemi Whaanga (alternate) Assoc Prof Rangi Matamua |
| Science and Engineering: | Prof Craig Cary (alternate) Prof Kim Pickering, |
| Library | Dr Sarah-Jane Saravani |

Approved by

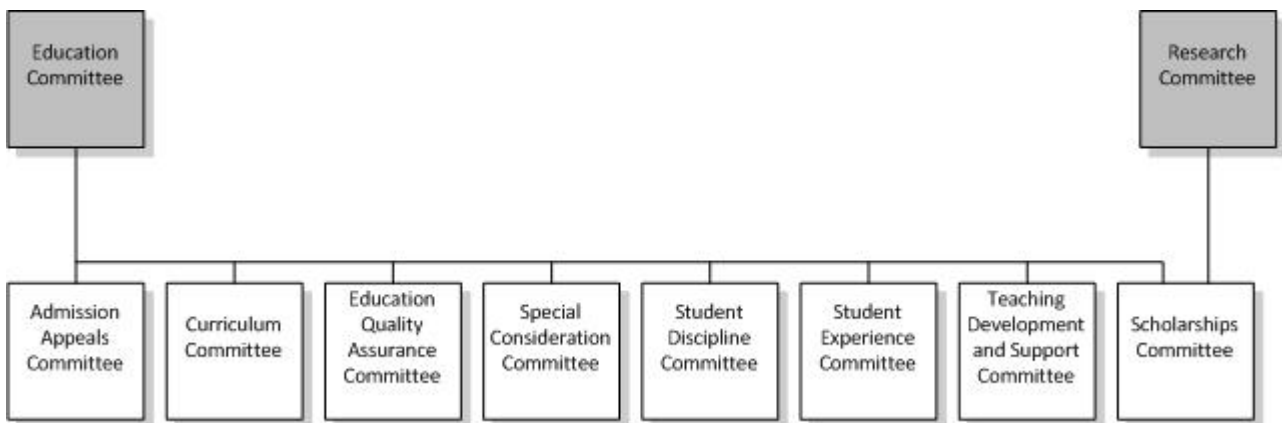
Academic Board, 1 June 2018

Secretary

Ms Alison Beardsmore, Academic Office



Committees of the Education Committee and/or the Research Committee



Academic Quality Committee

(A Committee of the Education Committee)

Terms of Reference

1. Informed by the University's strategic planning framework and priorities, to provide a forum for the development, monitoring and review of the University's framework of plans, policies and processes to assure and in support of high quality teaching and learning.
2. To make recommendations to the Academic Board, through the Education Committee, with respect to the development of the University's framework of plans, policies and processes associated with quality assurance in teaching and learning.
3. To make recommendations to the Academic Board, through the Education Committee, on a range of research-informed professional development activities to enhance teaching and support optimal learning outcomes for students, and on appraisal and evaluation methodologies for papers and teaching.
4. To make recommendations to the ICT Advisory Committee with respect to ICT resources and to the Pro Vice-Chancellor (Teaching and Learning) with respect to other capital resources that would support high quality teaching and learning.
5. To consider and make recommendations to the Education Committee with respect to the approval of the University's Graduating Year Reviews (GYRs) for submission to the Universities New Zealand Committee on University Academic Programmes (CUAP), and with respect to the Programme Review Guidelines.
6. To make recommendations to the Vice-Chancellor with respect to the University's programme of awards and incentives for excellence in teaching.
7. To consult with and report to other committees as appropriate with respect to teaching development and support and quality assurance matters relevant to their terms of reference.
8. To provide an annual report to the Academic Board, through the Education Committee, on its business under these terms of reference.

Constitution

Ex Officio Members

1. The Deputy Vice-Chancellor Academic, who is chairperson
2. The Pro Vice-Chancellor (Teaching and Learning), who is deputy chairperson
3. The Director of the Academic Office
4. The Director of the Centre for Tertiary Teaching and Learning
5. The University Librarian, or nominee

Appointed Members

6. One academic staff member from each Faculty appointed by the relevant Dean
7. One student appointed by the chairperson of the Academic Quality Committee from the student members of the Academic Board

Co-opted Members

4. The committee may co-opt additional members for particular purposes

Membership

Ex Officio Members

1. Prof Robyn Longhurst
2. Dr Tracy Howell
3. Mr Tim O'Brien
4. Dr Marcia Johnson
5. Mr Ross Hallett

Appointed Members

- | | | |
|----|--------------------------------------|----------------------------|
| 6. | Arts and Social Sciences: | Dr Diane Johnson |
| | Computing and Mathematical Sciences: | Dr Tony Smith |
| | Education: | Ms Frances Edwards |
| | Health, Sport and Human Performance | Prof Lisette Burrows |
| | Law: | Mr Michael Dizon |
| | Management: | Assoc Prof Michael Cameron |
| | Māori and Indigenous Studies: | Ms Donna Campbell |
| | Science and Engineering: | Dr Marcus Wilson |
| 7. | Mr Stephen Drysdale (to 31.12.2018) | |

Approved by

Education Committee, 28 September 2016

Secretary

Ms Hannah Morgan, Academic Office



Boards of Examiners

(Committees of the Education Committee)

UNDER REVIEW

Rationale

Boards of Examiners have responsibilities with regard to all qualifications of the University except the MPhil and PhD degrees and higher doctorates, which are administered by the Postgraduate Studies Committee under authority delegated by the Academic Board.

The Boards of Examiners are responsible, through their respective Boards of Studies to the Academic Board, for the consideration of the overall academic performance of candidates for undergraduate and graduate degrees, diplomas and certificates of the University. In particular, they are responsible for determining the final grades which should be awarded to individual students in courses offered by the University and for confirming that individual students have fulfilled the requirements for the award of particular qualifications of the University.

Boards of Examiners may delegate to the respective Deans or their nominees authority to determine particular matters, especially in respect of the award of final grades for graduate courses, the confirmation of the completion of graduate degrees, and the class of honours for those degrees, especially where such matters arise other than at the end of the academic year.

Terms of Reference

1. To consider recommendations of grades for courses taken by students in the respective Faculty and Schools of Studies, and to make formal decisions in respect of those recommendations.
2. To consider and determine the award of Further Examinations and Conceded Credits to those students enrolled for courses in the respective Faculty and Schools of Studies, as provided for in terms of the Regulations Governing Examinations and Other Means of Assessment.
3. To confirm the assessments made regarding the completion by particular candidates of the requirements for the award of qualifications offered in the respective Faculty and Schools of Studies in terms of the regulations governing those qualifications.
4. To confirm the award and level of honours and the award of distinction as provided for in terms of the relevant regulations.
5. To confirm the endorsement of qualifications where appropriate in terms of the relevant regulations.
6. To consider recommendations by the respective Deans and to advise accordingly in respect of academic matters such as the waiver of degree regulations where the Deans have power to act by authority of the Academic Board.
7. To make recommendations for the award and conferment of degrees, diplomas and certificates of the University in accordance with such arrangements as may be promulgated by the Council from time to time.

Constitution**Faculties of Computing and Mathematical Sciences, Law, Māori and Indigenous Studies and Science and Engineering****Ex Officio Members**

1. The Dean (or nominee), who is chairperson
2. All academic staff members of the respective Boards of Studies

Appointed Members

3. Any person who, while not a full member of the Board of Studies, is formally recognised by the respective Dean as having contributed to a significant extent to the teaching and/or examination of students in that School of Studies

Faculties of Education, Management and Arts and Social Sciences**Ex Officio Members**

1. The Dean (or nominee) who is chairperson
2. Chairpersons of departments and one nominee of each subject offered as a major in the Faculty

Notes

1. Other members of the respective Boards of Studies may attend and speak at Boards of Examiners meetings, but do not have voting rights.
2. An initial round of meetings is held at the departmental level. The role of the Boards of Examiners is to make decisions on those matters referred by the departments, and to take decisions on the recommendations from the departmental meetings.

Approved by

Council, 25 November 1992

Secretaries

| | |
|--------------------------------------|-----|
| Arts and Social Sciences : | ... |
| Computing and Mathematical Sciences: | ... |
| Education: | ... |
| Health, Sport and Human Performance | ... |
| Law: | ... |
| Management: | ... |
| Māori and Indigenous Studies: | ... |
| Science and Engineering: | ... |



Curriculum Committee

(A Committee of the Education Committee)

Terms of Reference

1. Informed by the University's strategic planning framework and priorities, to consider and make recommendations to the Academic Board, through the Education Committee, with respect to the introduction, amendment and discontinuation of qualifications.
2. To consider and make decisions with respect to the introduction, amendment or deletion of paper prescriptions.
3. To consider and make decisions with respect to the approval of non-formal, ACE funded and other short courses.
4. Informed by the University's strategic planning framework and priorities as well as Government policy associated with criteria for university entrance, to make recommendations to the Education Committee with respect to policy and criteria for admission, re-enrolment, credit, and assessment.
5. To make recommendations to the Academic Board, through the Education Committee, on changes to the Admission Statute (including the Criteria for Admission to Particular Qualifications), the Limitations Statute, the Personal Programmes of Study Regulations and other related regulations and policies.
6. To consult with and report to other committees as appropriate with respect to curriculum matters relevant to their terms of reference.
7. To report to the Education Committee following every meeting on its business under these terms of reference.

Constitution

Ex Officio Members

1. The University representative on the Universities New Zealand Subcommittee on University Entrance
2. The Deputy Vice-Chancellor Academic
3. The Pro Vice-Chancellor Teaching and Learning, who is chairperson

Appointed Members

4. One staff member from each Faculty appointed by the relevant Dean
5. One staff member from the Pathways College appointed by the Director of the Pathways College
6. One student appointed by the chairperson of the Curriculum Committee from the student members of the Academic Board

Membership

Ex Officio Members

1. Assoc Prof Stephen Joe
2. Prof Robyn Longhurst
3. Dr Tracy Howell

Appointed Members

- | | |
|--------------------------------------|--|
| 4. Arts and Social Sciences: | Dr Nick Munn |
| Computing and Mathematical Sciences: | Dr Tim Stokes |
| Education: | Assoc Professor Sally Peters |
| Health, Sport and Human Performance | Assoc Professor Clive Pope (to 31.12.2018) |
| Law: | Dr Keaka Hemi |
| Management: | Ms Michelle Jordan-Tong |

Māori and Indigenous Studies:
Science and Engineering:

5. Mr Anthony Billington
6. Mr Stephen Drysdale (to 31.12.2018)

Assoc Prof Alice Te Punga Somerville
Dr Alison Campbell

Approved by
Academic Board, 6 December 2017

Secretary
Ms Hannah Morgan, Academic Office



Postgraduate Research Committee

(A Committee of the Research Committee)

'Postgraduate research' in these terms of reference means research undertaken towards theses of at least 90 points.

Terms of Reference

1. To contribute to the development of the University's strategic goals and objectives related to excellence in postgraduate research, and report to the Research Committee on the implementation of relevant goals and objectives.
2. To develop, recommend to the Research Committee and regularly review policies and regulations that support the University's strategic objectives in relation to postgraduate research activities and outcomes.
3. To exercise the powers and responsibilities as set out in the regulations governing the MPhil and doctoral qualifications.
4. To oversee and monitor the effective implementation of policies and regulations governing postgraduate research.
5. To make recommendations to the Education Committee, either at its own initiative or by invitation, about proposals to introduce, amend or discontinue qualifications that contain postgraduate research.
6. To make recommendations to the Research Committee in accordance with the relevant regulations for the award of the Doctor of Laws (LLD), Doctor of Literature (DLit) and Doctor of Science (DSc) degrees.
7. To foster a strong and dynamic postgraduate research culture, both within the Faculties and across the University more generally.
8. To consult with and report to other committees as appropriate with respect to postgraduate research matters relevant to their terms of reference.
9. To provide a report to each meeting of the Research Committee on its business under these terms of reference.

Note

The Postgraduate Research Committee has delegated to the Chair of the Postgraduate Research Committee, in association with the staff of the School of Graduate Research, responsibility for verifying that candidates for the MPhil and doctoral qualifications have met University requirements for admission and examination.

Constitution

Ex Officio Members

1. The Dean of the School Graduate Research, who is chairperson
2. The Director of the School Graduate Research

Appointed Members

3. One academic staff member who is qualified to be a Chief Supervisor of doctoral candidates from each Faculty appointed for a term of two to four years by the relevant Dean (each Dean will also be asked to appoint an alternate member to ensure that Faculty is represented in the work of the Committee). Appointees under this provision are normally the Associate Dean Postgraduate in the relevant Faculty who, chairs the committee within that Faculty responsible for postgraduate research.
4. One postgraduate student appointed annually by the Dean of the School of Graduate Research in consultation with the members of the Committee.
5. One representative from the Library appointed for a term of two years by the University Library.
6. One representative from the Centre for Tertiary Teaching and Learning appointed for a term of two years by the Pro Vice-Chancellor Teaching and Learning.

Membership

Ex Officio Members

1. Prof C Kay Weaver
2. Dr Theresa Sawicka

Appointed Members

- | | | |
|----|--------------------------------------|--|
| 3. | Arts and Social Sciences: | Dr Justine Kingsbury (to 02.07.2020) (alternate) Dr Ann Hardy (to 02.07.2020) |
| | Computing and Mathematical Sciences: | Assoc Prof Daniel Delbourgo (to 31.12.2019) (alternate) Dr Te Taka Keegan (to 31.12.2019) |
| | Education: | Assoc Prof Kathie Crocket (to 31.12.2019) (alternate) Dr Chris Eames (to 31.12.2019) |
| | Health, Sport and Human Performance: | Assoc Prof Holly Thorpe (to 31.12.2019) (alternate) Dr Matt Driller (to 31.12.2019) |
| | Law: | Dr Trevor Daya-Winterbottom (to 30.11.2019) |
| | Management: | Prof Mark Holmes (to 31.07.2019) (alternate) Assoc Prof Eva Collins (to 31.12.2019) |
| | Māori and Indigenous Studies: | Prof Rangi Matamua (to 31.12.2019) (alternate) Assoc Prof Hemi Whaanga (to 31.12.2019) |
| | Science and Engineering: | Assoc Prof Michael Mucalo (to 31.12.2019) (alternate) Dr James Carson (to 31.12.2019) |
4. Ms Dee Holmes
 5. Dr Sarah-Jane Saravani (to 05.07.2020)
 6. Dr Marcia Johnson (to 05.07.2020)

Approved by

Council, 7 May 2012

Secretary

School of Graduate Research



Scholarships Committee

(A Committee of the Research Committee)

Terms of Reference

1. Informed by the University's strategic planning framework and priorities, to make recommendations, to the Scholarships Executive, and as appropriate to the Academic Board, through the Research Committee with regard to the University's portfolio of scholarships, prizes and similar awards, and associated policies and regulations.
2. To approve the introduction, deletion, or significant changes to centrally funded, faculty and external scholarships.
3. To approve new regulations and changes to existing regulations for the granting of scholarships, prizes and similar awards.
4. To exercise the powers and responsibilities as set out in the relevant regulations governing scholarships, prizes and similar awards.
5. To consult with, and report to, other committees as appropriate with respect to scholarships matters relevant to their terms of reference.
6. To provide a report to the Scholarship Executive on business of the Scholarships Committee including: scholarship awards and new, deleted and amended scholarships after each meeting of the Scholarships Committee.
7. To provide an annual report to the Research Committee, through the Scholarships Executive, on its business under these terms of reference.

Constitution

Ex Officio Members

1. The Dean of the School of Graduate Research (who is also the person appointed by the Vice-Chancellor as the University's representative on the Universities New Zealand Scholarships Committee), who is chairperson
2. The Pro Vice-Chancellor (Teaching and Learning)
3. Scholarships Manager

Appointed Members

4. One academic staff member from each Faculty appointed annually by the relevant Dean
5. One student appointed by the chairperson of the Scholarships Committee

Membership

Ex Officio Members

1. Prof C Kay Weaver
2. Dr T Howell
3. Dr K Hare

Appointed Members

- | | |
|--------------------------------------|---|
| 4. Arts and Social Sciences: | Dr Justine Kingsbury (to 31.01.2019) |
| Computing and Mathematical Sciences: | Dr Chaitanya Joshi (to 31.01.2019) |
| Education: | Assoc Prof Kathie Crocket (to 31.01.2019) |

Health, Sport and Human Performance

Law:

Management:

Māori and Indigenous Studies:

Science and Engineering:

5. Mr Tamahau Brown

Assoc Prof Holly Thorpe (to 31.01.2019)

Dr Trevor Daya-Winterbottom (to 31.01.2019)

Ms Michelle Jordan-Tong (to 31.01.2019)

Assoc Prof Rangi Matamua (to 31.01.2019)

Assoc Prof Michael Mucalo (to 31.01.2019)

Approved by

Academic Board, 17 April 2018

Secretary

Ms Hannah Henderson, School of Graduate Research



Scholarships Executive

(A Committee of the Research Committee)

Terms of reference

1. Informed by the University's strategic planning framework and priorities, to make recommendations to the Academic Board through the Research Committee, with regard to the University's portfolio of centrally-funded scholarships, prizes and similar awards.
2. To ensure that the University's investment in the suite of scholarships are aligned with and support the objectives of the University Strategic Plan.
3. To advise the University Research Committee on the development of scholarship policy and rules.
4. To advise Faculty Scholarship Committee Representatives on the criteria for ranking doctoral applications.
5. To award University of Waikato taught postgraduate, research masters and doctoral scholarships.
6. To exercise the powers and responsibilities as set out in the regulations governing scholarships, prizes and similar awards.
7. To hear and decide appeals against decisions of the Scholarships Committee with respect to undergraduate scholarships in terms of the relevant regulations.
8. To receive reports from the Scholarships Committee on scholarship awards, new, deleted and amended scholarships, changes to regulations and other items of relevance under their terms of reference.
9. To provide an annual report to the Academic Board, through the Research Committee, on its business under these terms of reference.

NOTE: In the interest of natural justice, in exercising its powers under provision 7 of these terms of reference, members of the Scholarships Executive who were a party to a decision by the Scholarships Committee with respect to a particular scholarship and/or a member of a panel that provided a recommendation to the Scholarships Committee with respect to the scholarship will be excluded from hearing any appeal of that decision.

Constitution

Ex Officio Members

1. The Deputy Vice-Chancellor Research, who is chairperson
2. The Deputy Vice-Chancellor Academic
3. The Deputy Vice-Chancellor Māori
4. The Dean of the School of Graduate Research
5. Scholarships Manager

Membership

Ex Officio Members

1. Prof Bruce Clarkson
2. Prof Robyn Longhurst
3. Dr Sarah-Jane Tiakiwai
4. Prof Kay Weaver

5. Dr K Hare

Approved by

Academic Board, 17 April 2018

Secretary

Mrs Janey McLean, School of Graduate Research

Special Consideration Committee

(A Committee of the Education Committee)

Terms of Reference

1. To exercise the powers and responsibilities for special consideration and special arrangements in respect to examinations as set out in the Assessment Regulations.
2. In light of issues identified in the course of its activities, to make recommendations to the Curriculum Committee with respect to assessment criteria, policies and processes.
3. To provide guidance to the Faculties in matters concerning special consideration in respect of assessment.
4. To provide an annual report to the Education Committee on its business under these terms of reference.

Constitution

Ex Officio Members

1. The Associate Director, Student Success
2. The Manager, Assessment and Graduation
3. The Disabilities Coordinator
4. The Medical Officer in Charge

Appointed Members

5. One academic staff member, appointed by the Academic Board on the nomination of the Vice-Chancellor, who is chairperson
6. Three academic staff members appointed by the chairperson of the Special Consideration Committee from a pool of four academic staff members nominated by the Academic Board for terms of up to three years such that the terms of the members provide for continuity.
7. One student appointed by the chairperson of the Special Consideration Committee from the student members of the Academic Board, after consultation with the student members of the Academic Board

Membership

Ex Officio Members

1. Ms Sonya Saunders
2. Ms Grere Coutie
3. Mrs Cara Tate
4. Dr Fiona Campbell

Appointed Members

5. Assoc Prof Anna Kingsbury
6. Ms Bev Cooper (to 31.12.2016)
Dr Jo Thakker (to 31.12.2017)
Dr Johan Verbeek (to 31.12.2017)
Dr Jenny Gibb (to 31.12.2018)
7. Mr Tiriana Anderson

Approved by

Council, 7 May 2012

Secretary

Ms Anna-Marie Cook, Assessment and Graduation Coordinator 

Student Discipline Committee

(A Committee of the Education Committee)

Terms of Reference

1. To exercise powers and responsibilities as set out in the Student Discipline Regulations.
2. To provide an annual report to the Academic Board, through the Education Committee, on its business under these terms of reference.

Constitution

Appointed Members

1. A staff member with appropriate expertise, appointed for a designated term by the Vice-Chancellor, who is chairperson
2. Two people appointed by the chairperson of the Student Discipline Committee from a panel of eight academic staff nominated by the Academic Board for terms of up to three years such that the terms of the members provide for continuity
3. Two students, one of whom is enrolled at the undergraduate level and one of whom is enrolled at the postgraduate level, appointed by the chairperson of the Student Discipline Committee from a pool of six students; the pool of six students, four of whom are enrolled at the undergraduate level and two of whom are enrolled at the postgraduate level, is appointed by the chairperson of the Student Discipline Committee after consultation with the student members of the Academic Board

Membership

Appointed Members

1. Prof Roger Moltzen (to 31.12.2019)
2. Assoc Prof Umesh Sharma (to 31.12.2018)
Mr Les Arthur (to 31.12.2019)
Dr Annika Hinze (to 31.12.2019)
Assoc Prof Rachel McNae (31.12.2019)
Dr Tom Roa (to 31.12.2019)
Dr Rob Torrens (to 31.12.2019)
Assoc Prof Robert Rinehart (to 31.12.2020)
Prof Daniel Zirker (to 31.08.2021)
3. Ms Sarah Ather (Undergraduate)
Mr David Trye (Undergraduate)
Ms Nidhita Gosai (Undergraduate)
Mr Chris Swanson (Undergraduate)
Ms Elizabeth Campbell (Postgraduate)
Ms Jessica Turner (Postgraduate)

Note

1. One member of the panel of eight academic staff nominated by the Academic Board may be appointed by the Chairperson of the Student Discipline Committee as Deputy Chairperson; the Chairperson of the Student Discipline Committee may from time to time delegate their powers and responsibilities, as set out in the Student Discipline Regulations, to the Deputy Chairperson.
2. No meeting of the Student Discipline Committee may be held unless the Chairperson or Deputy Chairperson, at least one academic staff member and at least one student member are present.

Approved by

Council, 7 May 2012

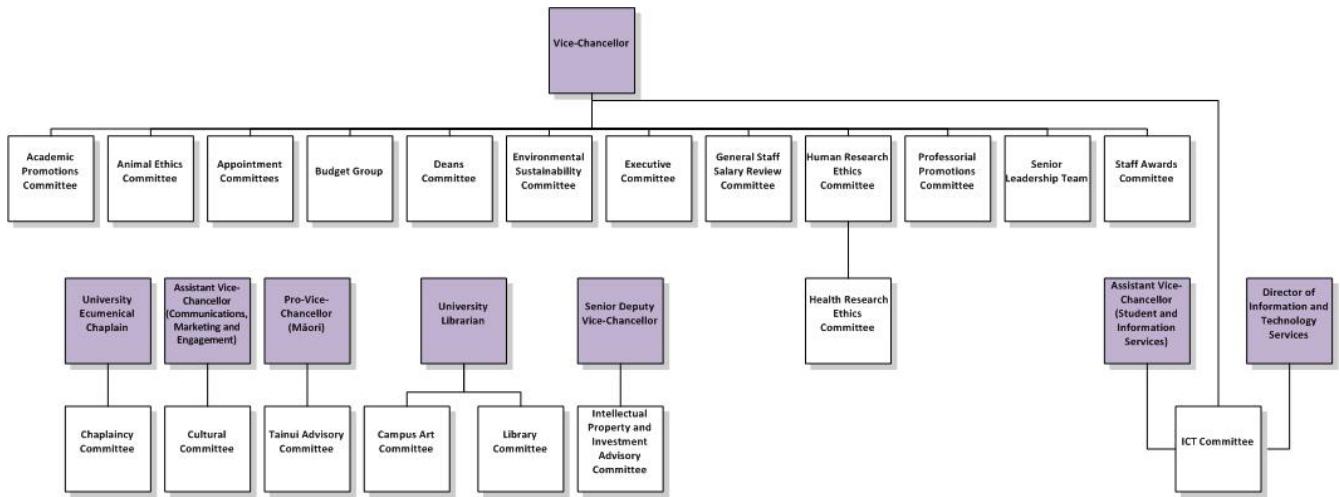
Secretary

Mrs Cherie Cartwright, Academic Office



Advisory Committees

NB: A revised diagram will be inserted once the committee framework has been approved.



Academic Promotions Committee

(An Advisory Committee to the Vice-Chancellor)

Terms of Reference

Taking account of the priorities recommended for each Faculty by the respective Dean, to consider annually applications by academic staff for promotion/advancement (except to Associate Professor or Professor) and make recommendations accordingly to the Vice-Chancellor.

Constitution

Ex Officio Members

1. The Senior Deputy Vice-Chancellor, who is chairperson
2. The Deans
3. The Deputy Vice-Chancellor Academic
4. The Deputy Vice-Chancellor Māori
5. The Deputy Vice-Chancellor Research

Appointed Member

6. One academic staff member appointed annually by the Vice-Chancellor from nominations made by the TEU

Co-opted Members

7. The Vice-Chancellor may co-opt additional members for particular purposes

Membership

Ex Officio Members

- | | |
|--------------------------------------|-------------------------------|
| 1. Prof Alister Jones | |
| 2. Arts and Social Sciences: | Prof Allison Kirkman (Acting) |
| Computing and Mathematical Sciences: | Prof Geoff Holmes |
| Education: | Professor Don Klinger |
| Engineering: | Prof Mark Dyer |
| Health, Sport and Human Performance: | Dr Kirsten Petrie (Acting) |
| Law: | Assoc Prof Wayne Rumbles |
| Management: | Prof Tim Coltman |
| Māori and Indigenous Studies: | Prof Brendan Hokowhitu |
| Science: | Prof Janis Swan (Acting) |
| 3. Prof Robyn Longhurst | |
| 4. Dr Sarah-Jane Tiakiwai | |
| 5. Prof Bruce Clarkson | |

Appointed Member

6. to be announced

Approved by

The Vice-Chancellor

Secretary

Ms Liz Smyth, Human Resource Management



Animal Ethics Committee

(An Advisory Committee to the Vice-Chancellor)

The Animal Ethics Committee is established in accordance with the Animal Welfare Act 1999.

Terms of Reference

1. To ensure that any experimental procedure conducted by staff and/or students of the University involving live animals complies with the Animal Welfare Act 1999 and the University's Code of Ethical Conduct for the Use of Animals for Research, Testing and Teaching.
2. To consider all proposals involving experimentation on animals conducted by staff and/or students of the University, prior to commencement, to ensure that they comply with the University's Code of Ethical Conduct for the Use of Animals for Research, Testing and Teaching.
3. To exercise the powers and responsibilities as set out in the University's Code of Ethical Conduct for the Use of Animals for Research, Testing and Teaching.
4. To make recommendations to the Vice-Chancellor (who is the code holder under the Animal Welfare Act 1999) through the Academic Board, with regard to any amendments to the University's Code of Ethical Conduct for the Use of Animals for Research, Testing and Teaching.
5. To consider and respond to any relevant matters referred to it by the Vice-Chancellor or the Academic Board.
6. To provide an annual report to the Vice-Chancellor, through the Academic Board, on its business under these terms of reference.

Constitution

Appointed Members

At least six people appointed annually by the Vice-Chancellor as follows:

1. One senior member of staff of the University who is capable of evaluating each proposal involving manipulation of animals in terms of the qualifications and skills of the proposer and others involved and the scientific or teaching value of the proposal, who is chairperson
2. One senior member of staff who is appropriately qualified and experienced in the manipulation and use of animals for research and teaching
3. An Animal House technician
4. A veterinarian, who is not a member of staff or otherwise associated with the University, nominated by the New Zealand Veterinary Association
5. One person who is not a member of staff or otherwise associated with the University, nominated by an approved animal welfare organisation
6. A lay person, who is not a member of staff or otherwise associated with the scientific community or an animal welfare agency, nominated by a territorial authority or regional council

Co-opted Members

7. Such additional members as may be requested by the Committee and appointed by the Vice-Chancellor in consultation with the chairperson of the Committee

Note

No meeting of this Committee may be held unless four members are present. This quorum must include at least two members appointed under 1, 2 and 3, and at least two members appointed under 4, 5 and 6.

Membership**Appointed Members**

1. Assoc Prof Nicholas Ling (to 31.12.2018)
2. Dr Pawel Olszewski (to 31.12.2017)
3. Dr Pawel Olszewski (to 31.12.2017)
4. Dr David Baumberg (to 31.12.2017) (New Zealand Veterinary Association)
5. Ms Tracy Wilde (to 31.12.2019) (SPCA)
6. Councillor Leo Tooman (to 31.12.2018) (Hamilton City Council)

Co-opted Members

7. Dr Rebecca Sargisson (to 30.09.2018)

Approved by

The Vice-Chancellor, 27 July 2012

Secretary

Ms Lois Vuursteen, Research Office



Appointment Committees

(Advisory Committees to the Vice-Chancellor)

Terms of Reference

To consider applications for appointment to University vacancies (other than casual appointments), and in particular

- to shortlist candidates for interview
- to interview shortlisted candidates, consider referees' reports, and (where appropriate) receive submissions
- to select the most suitable candidate in terms of the relevant criteria, and make an appointment recommendation to the Vice-Chancellor or his or her delegate.

Constitution

The constitutions of appointment committees are set out in the attached Appendix.

Note

Only the Director of Human Resource Management has delegated authority to make appointments on behalf of the Vice-Chancellor.

Approved by

The Vice-Chancellor, 1 June 2015

Secretary

Human Resource Management



Appendix**APPOINTMENT COMMITTEE CONSTITUTIONS
GENERAL**

1. All staff must be selected by the committees constituted as set out below unless specific delegations have been made by the Director of Human Resource Management to appoint short term appointments without advertising or interviews.
2. A minimum of two interviewers is an overriding requirement for any University appointment except where specific delegations have been made under (1.) above.
3. Appointment committees must include at least one woman.
4. At least one Māori member should be included whenever a position has a Māori focus or an interviewee has indicated an intention to bring whanau support, and at other times if possible.
5. Memberships may not be delegated or added to, nor is attendance a matter of personal discretion. The Vice-Chancellor alone has authority to nominate extra members to appointment committees for special purposes.
6. Members of appointment committees may not also act as referees for candidates for the vacancy concerned.
7. No staff member who is leaving a position may be involved in the selection of a successor.
8. Appointment committees should be kept as small and relevant as possible.

ACADEMIC STAFF BELOW LECTURER LEVEL**Ex Officio Members**

1. The Dean or nominee, who is chairperson of the committee
2. The Chairperson or equivalent, or nominee

Appointed Members

3. One other member of the Department/School appointed by the Dean in consultation with the Chairperson

Optional

4. One other person appointed by the Dean

ACADEMIC STAFF AT LECTURER LEVEL AND ABOVE (EXCEPT PROFESSORS)**Ex Officio Members**

1. The Dean or nominee, who is chairperson of the committee
2. The Vice-Chancellor or nominee
3. The Chairperson or equivalent

Appointed Members

4. One other member of the Department/School appointed by the Dean in consultation with the Chairperson

Optional

5. One other person appointed by the Dean

PROFESSORS**Ex Officio Members**

1. The Senior Deputy Vice-Chancellor or Deputy Vice-Chancellor Academic or Deputy Vice-Chancellor Research, who is chairperson of the committee
2. The Dean
3. The Dean of any Faculty to which the professorship will be important, or nominee
4. The Head of School/Chairperson (or another member appointed by the Vice-Chancellor if the Head of School/Chairperson is an applicant)

Appointed Members

5. One member of the Department/School appointed by the Vice-Chancellor on the nomination of the Dean in consultation with the Head of School/Chairperson (unless the latter is an applicant)

Optional

6. One other person appointed by the Vice-Chancellor, to meet the needs of the particular appointment
7. Where there is a need for specialist expertise, one outside expert appointed by the Vice-Chancellor from nominations by the Dean in consultation with the Head of School/Chairperson (unless the latter is an applicant)

Note

All staff have the opportunity to see CVs of shortlisted candidates before interviews.

CHAIRPERSONS AND EQUIVALENT**Notes**

1. The procedures for selecting a Chairperson do not normally require an appointment committee. The Dean normally initiates procedures about three months before the end of the incumbent Chairperson's current term and consults all staff in the Department/School about the range of suitable staff available.
2. If a reasonable consensus emerges and the recommended appointment or reappointment is acceptable to the Dean and Vice-Chancellor, the appointment is confirmed in writing by the Director of Human Resource Management.
3. In other circumstances, the Vice-Chancellor will seek the advice of an appointment committee, constituted at his or her discretion.
4. The term of the appointment is determined by the Vice-Chancellor.

DEANSHIPS**Ex Officio Members**

1. The Vice-Chancellor
2. The Senior Deputy Vice-Chancellor

Appointed Members

3. Other members appointed by the Vice-Chancellor for particular purposes, typically
 - One Dean
 - Three members of the Faculty, including at least one Professor and one Chairperson
 - A senior general staff manager

Optional

4. Where there is a need for specialist expertise, one Professor from another University appointed by the Vice-Chancellor

DIRECTORS OF DIVISIONS OR EQUIVALENT**Ex Officio Members**

1. The Vice-Chancellor or nominee, who is chairperson of the committee
2. The line manager (if not the Vice-Chancellor)
3. The Director of Human Resource Management (unless the appointment is to that role)

Appointed Members

4. A Dean appointed by the Vice-Chancellor
5. A member of staff from the relevant Division appointed by the Vice-Chancellor on the nomination of the Director of Human Resource Management

Optional

6. Up to three other people appointed by the Vice-Chancellor to meet the needs of the particular appointment.

**GENERAL STAFF MANAGERS OR OTHER GENERAL STAFF POSITIONS
WITH HIGH LEVELS OF RESPONSIBILITY****Ex Officio Members**

1. The relevant Dean, Director or equivalent, or nominee
2. The line manager (if not included above)
3. The Director of Human Resource Management or nominee

Appointed Members

4. A member of staff from the relevant area appointed by the Director of Human Resource Management in consultation with the relevant Dean or Director

Optional

5. One other person appointed by the Director of Human Resource Management in consultation with the relevant Dean or Director

ALL OTHER GENERAL STAFF POSITIONS**Ex Officio Members**

1. The relevant senior manager or nominee
2. The line manager (if not included above)
3. The supervisor (if not included above)

Optional

4. The Director of Human Resource Management or nominee



Budget Group

(An Advisory Committee to the Vice-Chancellor)

The Budget Group is constituted and convened each year by the Chief Financial Officer to provide assistance and advice to the Vice-Chancellor regarding the development of the University's annual budget overall as well as the allocation of annual budgets to individual cost centres. It makes recommendations to the Vice-Chancellor in accordance with the University's agreed budget model and the overall University Budget approved by Council for that year. The budget allocation process involves a detailed submission for each cost centre, as well as associated discussions with the respective cost centre managers as and when appropriate in order to clarify and address any particular issues.

Constitution

1. The Chief Financial Officer, who is chairperson
2. The Senior Deputy Vice-Chancellor
3. A Dean appointed collectively by the Deans

Membership

1. Mr Andrew McKinnon
2. Prof Alister Jones
3. Prof Geoff Holmes

Serviced by

...



Chaplaincy Committee

(An Advisory Committee to the University Ecumenical Chaplain)

Terms of Reference

1. To promote the value of the spiritual dimension in the educational process.
2. To promote the links between tertiary institutions within the Waikato region, and local and national Christian church communities.
3. To make recommendations to the Lady Irene Goodfellow Trust Board of Management regarding the appointment of ecumenical chaplain(s) and to support the ecumenical chaplain(s).
4. To maintain the financial and physical resources required to support ecumenical chaplaincy on the University campus.
5. To consider and report to the Lady Irene Goodfellow Trust Board of Management and the Vice-Chancellor on any matters that may be referred to it by the Trust Board and/or the Vice-Chancellor.

Constitution

Ex Officio Members

1. The Ecumenical Campus Chaplain(s)
2. The Roman Catholic Tertiary Chaplain(s)

Appointed Members

3. The student representatives on the Lady Irene Goodfellow Chapel Trust Board of Management
4. One staff member appointed by the Vice-Chancellor
5. One staff member appointed by the Director of Student Services
6. One clergy representative appointed by the appropriate governing body within the Waikato region of each of the Anglican Church, the Presbyterian Church and the Methodist Church
7. One lay representative appointed by the appropriate governing body within the Waikato region of each of the Anglican Church, Baptist Church, Methodist Church, Presbyterian Church and the Roman Catholic Church

Note

The chairperson is appointed annually by the committee from among its members

Membership

Ex Officio Members

1. Reverend Andrew McKean
2. Father Andrew Paris

Appointed Members

- | | | |
|----|-------------------|----------------------|
| 3. | Ms Monica Helbano | |
| 4. | Dr Annika Hinze | |
| 5. | Ms Sonya Saunders | |
| 6. | Anglican: | Rev Stephen Bright |
| | Presbyterian: | Ms Margerat Gault |
| | Methodist: | Rev Metuisela Tafuna |
| 7. | Anglican: | Dr Nicola Daly |
| | Baptist: | Pastor Mike Wallker |
| | Methodist: | Rev Bob Short |
| | Presbyterian: | Mr Douglas Taylor |

Roman Catholic:

Prof Peter Kamp (chairperson)

Approved by

The Vice-Chancellor, 27 July 2012

Secretary

Ms Joan Joyce



Environmental Sustainability Committee

(An Advisory Committee to the Vice-Chancellor)

Terms of Reference

1. Taking account of consultation with staff, students and external stakeholders, to provide advice to the Vice-Chancellor with regard to principles and processes to underpin the University's commitment to, and demonstration of, environmental sustainability in relation to its activities, operations, buildings and campuses.
2. To regularly review the University's policies, plans and activities in support of environmental sustainability and, when revisions are considered appropriate, to make recommendations to the Vice-Chancellor accordingly.
3. To recommend for the approval of the Vice-Chancellor an annual programme of activities that advance the University's commitment to environmental sustainability, and measures against which the University's delivery of its commitments can be monitored and reported.
4. To consider avenues of research, teaching and learning and community engagement that might be pursued in support of the University's commitment to environmental sustainability, and to make recommendations accordingly, through the Vice-Chancellor, to the relevant staff and/or committees for approval.
4. Either on its own initiative or in response to requests, to consider and report back on any environmental sustainability issues or concerns that are referred to it by the Vice-Chancellor or senior managers.
6. To provide an annual report to the Vice-Chancellor on its business under these terms of reference.

Constitution

Ex Officio Members

1. The Director of Facilities Management
2. The Grounds Manager
3. The Environmental and Sustainability Manager

Appointed Members

4. One staff member with expertise in environmental issues, appointed by the Vice-Chancellor as chairperson for a term of three years
5. Four staff members appointed by the Vice-Chancellor for terms three years so that the term of each member expires in a different year; one of these members may be appointed by the Vice-Chancellor as co-chair for a term that is different from the other co-chair's term in order to provide for continuity
6. One staff member appointed by the Vice-Chancellor in consultation with the Deputy Vice-Chancellor (Māori) for a term of three years
7. One student appointed annually by the Environmental Sustainability Committee, in consultation with the student members of the Academic Board

Co-opted Members

8. The committee may co-opt additional members for particular purposes

Membership

Ex Officio Members

1. Mr Eion Hall (Acting)
2. Mr Mark Thompson
3. Ms Rachael Goddard

Appointed Members

4. Assoc Prof Eva Collins - chairperson (to 31.12.2018)
5. Dr David Campbell (to 31.12.2017)
Prof Priya Kurian (31.12.18)
Professor Barry Barton (to 31.12.2019)
Professor Iain White (to 31.12.2019)
6. Ms Hine-iti-moana Greensill (to 31.12.2018)
7. Ms Emily Reid

Co-opted Members

8. Ms Karen Harper
Dr Chris Eames

Approved by

The Vice-Chancellor

Secretary

Ms Alison Beardsmore, Academic Office



General Staff Salary Review Committee

(An Advisory Committee to the Vice-Chancellor)

Terms of Reference

1. To review annually the salaries of relevant general staff and in particular
 - to consider personal applications from individual staff
 - to consider reports and recommendations from line managers
 - to consider recommendations from relevant senior managers.
2. To make recommendations to the Vice-Chancellor on salary advancement for those relevant staff, having regard to budget provision and the criteria for review, namely
 - individual level of achievement, skills and value to the organisation, including on-the-job experience
 - recruitment and retention factors
 - job content including scope and complexity.

Constitution

Ex Officio Members

1. The Senior Deputy Vice-Chancellor, who is chairperson
2. The Deans
3. The Assistant Vice-Chancellor Communications, Marketing and Engagement
4. The Director of Human Resource Management
5. The Chief Financial Officer
6. The Deputy Vice-Chancellor Academic
7. The Deputy Vice-Chancellor Māori
8. The Deputy Vice-Chancellor Research
9. The Director Facilities Management

Appointed Members

10. Two general staff members appointed annually by the Vice-Chancellor, one on the nomination of the PSA and the other on the nomination of the TEU

Membership

Ex Officio Members

- | | |
|--------------------------------------|-------------------------------|
| 1. Prof Alister Jones | |
| 2. Arts and Social Sciences: | Prof Allison Kirkman (Acting) |
| Computing and Mathematical Sciences: | Prof Geoff Holmes |
| Education: | Professor Don Klinger |
| Engineering: | Prof Mark Dyer |
| Law: | Assoc Prof Wayne Rumbles |
| Management: | Prof Tim Coltman |
| Māori and Indigenous Studies: | Prof Brendan Hokowhitu |
| Science: | Prof Janis Swan (Acting) |
| 3. Mr David Craig | |
| 4. Ms Carole Gunn | |
| 5. Mr Andrew McKinnon | |
| 6. Prof Robyn Longhurst | |
| 7. Dr Sarah-Jane Tiakiwai | |
| 8. Prof Bruce Clarkson | |
| 9. Mr James Crawford | |

Appointed Members

10. To be appointed

Approved by

The Vice-Chancellor

Secretary

Ms Hanlie du Plessis, Human Resource Management



Health and Safety Advisory Committee

(An Advisory Committee to the Vice-Chancellor)

Terms of Reference

1. To serve as a forum for discussion and to advise to the Vice-Chancellor on health and safety matters.
2. To recommend for the approval of the Vice-Chancellor a Health and Safety Framework that advances the University's commitment to health and safety, and includes measures against which the University's delivery of its commitments can be monitored and reported.
3. To regularly review the University's policies, plans, guidelines, actions and activities in support of health and safety and to make recommendations to the Vice-Chancellor accordingly on strategies to achieve the agreed health and safety objectives and targets.
4. Either on its own initiative or in response to requests, to consider and report on any health and safety matters that are referred to it by the Vice-Chancellor, Audit and Risk Committee or Council.
5. To report to the Audit and Risk Committee following every meeting with respect to its business under these terms of reference.

Constitution

Ex Officio Members

1. The Vice-Chancellor, who is chairperson

Appointed Members

2. One Dean appointed by the Vice-Chancellor
3. One Divisional Director appointed by the Vice-Chancellor
4. One representative of the staff unions, appointed by the Combined Unions Committee and representing the major campus unions (AWUNZ, NZEI, PSA, SFWU and TEU)

Elected Members

5. Two members elected by and from the Health and Safety Representatives of the University (as designated in Appendix 1 of the Employee Participation and Health and Safety Policy) for a term of one year

Co-opted Members

6. The Vice-Chancellor may co-opt additional members for particular purposes

Membership

Ex Officio Members

1. Professor Neil Quigley

Appointed Members

2. Prof Mark Dyer
3. Mr Mike Calvert
4. Ms Megan Morris (TEU)

Elected Members

5. Ms Tracey Morgan
Ms Jane Goodbehere

Secretary: Nan Austin

Human Research Ethics Committee

(An Advisory Committee to the Vice-Chancellor)

Terms of Reference

1. To make recommendations to the Vice-Chancellor, through the Academic Board, on policies, regulations and procedures for human research and related activities which serve to
 - (a) encourage good practice in human research and related activities
 - (b) safeguard sound academic research from the negative effects of unacceptable research practice
 - (c) safeguard the public from unethical research and related practices
 - (d) safeguard sound academic research and related activities from capricious public actions
 - (e) promote the reputation of the University as a responsible research and teaching institution.
2. To arrange for the consideration of all proposals involving human research conducted by staff and/or students of the University, prior to commencement, to ensure that they comply with the Ethical Conduct in Human Research and Related Activities Regulations together with any other relevant regulations and guidelines, and are defensible in terms of current debate within the relevant discipline or paradigms.
3. To exercise the powers and responsibilities as set out in the Ethical Conduct in Human Research and Related Activities Regulations.
4. To assist in the establishment and monitoring of policies and procedures employed in the Faculties to implement University policies, regulations and procedures for human research and related activities.
5. As required, to review the ethical implications of research proposals being submitted to external agencies, in consultation with the applicant's Faculty.
6. To consider and respond to any relevant matters referred to it by the Vice-Chancellor or the Academic Board.
7. To provide an annual report to the Vice-Chancellor, through the Academic Board, on its business under these terms of reference.

Constitution

Appointed Members

1. One person appointed for a term of three years by the Vice-Chancellor in consultation with the Academic Board, who is chairperson
2. One academic staff member from each Faculty who is experienced in the conduct of human research, appointed annually by the relevant Dean
3. One person who is not a University of Waikato staff member, appointed annually by the Vice-Chancellor
4. One postgraduate student who is involved in human research, appointed annually by the Vice-Chancellor in consultation with the chairperson of the Human Research Ethics Committee

Co-opted Members

5. The committee may co-opt additional members for particular purposes

To meet the requirements of the Health Research Council of New Zealand Ethics Committee (HRCEC), for meetings where health and disability research applications are being considered, the Human Research Ethics Committee will co-opt, as appropriate:

1. One Māori community member
2. One wider community member
3. One registered health/disability service practitioner in active practice

Membership**Appointed Members**

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Dr Julie Barbour (to 31.12.2019) 2. Arts and Social Sciences: Computing and Mathematical Sciences: Education: Law: Management: Māori and Indigenous Studies: Science and Engineering: 3. Dr Mike Loten (to 31.12.2018) 4. Mary Silcock (to 31.12.2018) | <p>Dr Colin McLeay (to 31.12.2018) Prof Mark Apperley (to 31.12.2018) Ms Sonja Arndt (to 31.12.2018) Dr Joel Manyam (to 31.12.2018) Dr Mary Simpson (to 31.12.2018) Assoc Prof Maui Hudson (to 31.12.2018) Dr Karsten Zegwaard (acting chair to 31.12.2018)</p> |
|--|---|

Co-opted Members

5. Dr Rebecca Sargisson
Dr Ruth Walker
Dr Matt Driller
Assoc Professor Brett Langley
Dr Armon Tamatea
Dr Suzette Dyer

Approved by

The Vice-Chancellor, 4 May 2016

Secretary

Ms Lois Vuursteen, Research Office



ICT Committee

(An Advisory Committee to the Vice-Chancellor, the Assistant Vice-Chancellor (Student and Information Services) and the Director of Information and Technology Services)

Terms of Reference

1. To take a pan-University approach to the delivery of ICT infrastructure, services and support within the federated structure.
2. To develop, approve, oversee and monitor a rolling three-year ICT Plan that guides ICT decisions and business process change within the University.
3. To identify and consider ICT capital development and expenditure proposals, prioritise ICT investments and make recommendations to the Vice-Chancellor, through the Capital Asset Committee, on the capital expenditure budget to support the rolling three-year ICT Plan, and provide monthly reports to the Capital Asset Committee as required against the approved ICT capital expenditure budget and KPIs.
4. To make recommendations to the Vice-Chancellor, through the Capital Asset Committee, about ICT capital planning matters of a long-term strategic nature or ICT initiatives involving major organisational change, especially with a view to ensuring that ICT capital planning is closely aligned with the University's wider strategic and policy framework.
5. To advise and make recommendations to the Assistant Vice-Chancellor (Student and Information Services) and/or the Director of Information and Technology Services, as appropriate, on plans, policies, guidelines, standards, risks (and associated mitigations) and other matters of both a strategic and operational nature concerned with ICT.
6. To serve as a pan-University forum for discussion and advice to the Assistant Vice-Chancellor (Student and Information Services) and/or the Director of Information and Technology Services, as appropriate on
 - (a) Priorities for ICT investment
 - (b) Integrated delivery of ICT support services
 - (c) Business process improvement
 - (d) Information security and risk mitigation
 - (e) The effective and sustainable use of ICT resources
 - (f) Innovation, creativity and ICT best practice
 - (g) ICT business continuity and disaster recovery
7. To consult with and report to senior managers and other committees as appropriate with respect to ICT matters relevant to their terms of reference.

Constitution

Ex Officio Members

1. The Assistant Vice-Chancellor (Student and Information Services), who is chairperson
2. The Deputy Vice-Chancellor Academic
3. The Chief Financial Officer
4. The Director of Information and Technology Services
5. The Director of Student Services
6. The Director of the Centre for Tertiary Teaching and Learning
7. The University Librarian

Appointed Members

8. Two Deans appointed by the Vice-Chancellor in consultation with the Assistant Vice-Chancellor (Student and Information Services)
9. One Chairperson of Department or equivalent appointed collectively by the Deans

Co-opted Members

10. The committee may co-opt additional members for particular purposes

Membership**Ex Officio Members**

1. Ms Michelle Jordan-Tong
2. Prof Robyn Longhurst
3. Mr Andrew McKinnon
4. Mr Eion Hall
5. Mr Mike Calvert
6. Dr Marcia Johnson
7. Mr Ross Hallett

Appointed Members

8. Prof Geoff Holmes
- ...
9. Assoc Prof Stuart Dillon

Notes**Quorum**

The quorum for meetings is a majority of members.

Sub-Committees

Ad hoc sub-committees will be appointed from time to time to provide advice on specific matters and will comprise staff of the University with relevant expertise or involvement. ICT Committee members are expected to take leadership roles on these ad hoc sub-committees.

Meetings and Tasks

The committee normally meets monthly. Much of the work of the committee is to review reports from specifically mandated ad hoc sub-committees and consider recommendations arising from these reports.

Approved by

The Vice-Chancellor, 20 June 2014

Secretary

Ms Rachel Prasad, Information Technology Services



Intellectual Property and Investment Advisory Committee

(An Advisory Committee to the Senior Deputy Vice-Chancellor)

Terms of Reference

1. To advise the Senior Deputy Vice-Chancellor with respect to the development, implementation and regular review of the University's Intellectual Property Policy
2. Within the provisions and terms of the University's Intellectual Property Policy, to identify the range of possible benefits that may arise from individual pieces or portfolios of intellectual property (IP) generated by staff and students of the University.
3. To advise the Senior Deputy Vice-Chancellor on the most appropriate strategy for the management and assignment of ownership of individual pieces or portfolios of IP generated within the University, with the objective of maximising the benefits to the University with due consideration of the staff and students involved.
4. To advise the Senior Deputy Vice-Chancellor with respect to the embargo and/or release of confidential information associated with individual pieces or portfolios of IP.
5. To advise the Senior Deputy Vice-Chancellor with regard to the evaluation of contributions to IP as a basis for sharing revenue under the University's Intellectual Property Policy.
6. To advise of any investment decisions that need to be made to maximize benefit and return to the University.

Constitution

Ex Officio Members

1. The Senior Deputy Vice Chancellor, who is chairperson
2. The Chief Financial Officer
3. The Deputy Vice-Chancellor Research
4. The Director of Research and Enterprise
5. The Intellectual Property Manager, WaikatoLink

Appointed Members

6. A Dean appointed by the Senior Deputy Vice-Chancellor for a term determined by the Deputy Vice-Chancellor

Co-opted Members

7. The Senior Deputy Vice-Chancellor may co-opt people with relevant expertise for particular projects or purposes

Membership

Ex Officio Members

1. Professor Alister Jones
2. Mr Andrew McKinnon
3. Professor Bruce Clarkson
4. Dr Simon Lovatt
5. Dr Roslyn Murray

Appointed Members

6. Professor Geoff Holmes

Co-opted Members

7. Prof Mark Dyer
Mr Tenby Powell
Mr James McGillivray
Mr Grant Waring

Approved by

The Senior Deputy Vice-Chancellor, 5 February 2015 (updated 4 April 2017)

Secretary

Jane Nicklin, WaikatoLink



Pacific Advisory Group

(An Advisory Forum to the Deputy Vice-Chancellor Academic)

Terms of Reference

1. To advise the Deputy Vice-Chancellor Academic on strategic issues, including the development of any plans and initiatives regarding the Pacific staff and students at the University.
2. To provide a network for the operationalising and ongoing monitoring of the Pacific Plan.
3. To provide a network of support for the University Pacific community.
4. To provide a forum for which to engage with the wider Pacific community.
5. Through the Deputy Vice-Chancellor Academic, to convey advice to the Vice-Chancellor and senior managers with respect to Pacific matters as appropriate.
6. To support University-wide events where appropriate.

Constitution

1. The DVCA as initial chairperson
2. The Pro Vice-Chancellor Teaching and Learning
3. At least one Dean
4. Director Student Services (or representative)
5. Pacific Faculty Representatives
6. Pacific Student Success Coordinator
7. Pacific students representative – WSU Pacific Director
8. Pacific students representative – postgraduate student
9. Pacific academic staff and post-doctorate researchers (x3)
10. Representative for the discipline of Pacific Studies (x2)
11. Representative for Pacific general staff (x3)
12. Representative from Communications Marketing and Engagement Division – Future Students team
13. Representative from the Centre for Tertiary Teaching and Learning
14. Representative from the International Office
15. Representative from the International Student Services Office
16. Representative from the School of Graduate Research

Membership

1. Professor Robyn Longhurst (chairperson)
2. Dr Tracy Howell
3. Professor Allison Kirkman
Professor Brendan Hokowhitu
Associate Professor Wayne Rumbles
4. Mr Mike Calvert (or representative)
5. FASS - Ms Annis Huang
FCMS - ...
FEDU - ...
FHSHP - ...
FLAW - Dr Keaka Hemi
FMAN - Mrs Pauline Gray
FMIS - Professor Sandy Morrison
FSEN - ...
6. Ms Janet Vaiusu
7. Ms Sianiti Bulisala

8. Ms Elisapesi Hepi Havea
9. Dr Apo Aporosa
10. Dr Byron Seiuli
11. Dr Keaka Hemi
12. Associate Professor Alice Te Punga Somerville
13. Mr Fui Te'evale
14. Ms Wanda Ieremia-Allan
15. Ms Marie-Christine Wells
16. Mr Leni Lolohea
17. Ms Mere Taito
18. Ms Margaret Anderson
19. Mr Thomas McDonald
20. Ms Gwenda Pennington

Secretary

Ms Cassandra Jutsum
Ms Sarah Hagggar
Academic Office



Professorial Promotions Committee

(An Advisory Committee to the Vice-Chancellor)

Terms of Reference

Taking account of the priorities recommended for each Faculty by the respective Dean, to consider annually applications by academic staff for promotion to and within Associate Professor and Professor and make recommendations accordingly to the Vice-Chancellor.

Constitution

Ex Officio Members

1. The Vice-Chancellor, who is chairperson
2. The Senior Deputy Vice-Chancellor and Deputy Vice-Chancellors
3. The Deans

Appointed Members

4. One senior professor with excellent research standing appointed annually by the Vice-Chancellor from nominations made by the TEU

Co-opted Members

5. The Vice-Chancellor may co-opt additional members for particular purposes

Membership

Ex Officio Members

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Prof Neil Quigley 2. Senior Deputy Vice-Chancellor Deputy Vice-Chancellor Academic Deputy Vice-Chancellor Māori Deputy Vice-Chancellor Research 3. Arts and Social Sciences: Computing and Mathematical Sciences: Education: Engineering: Health, Sport and Human Performance Law: Māori and Indigenous Studies: Management: Science: | <p>Professor Alister Jones Prof Robyn Longhurst Dr Sarah-Jane Tiakiwai Prof Bruce Clarkson Prof Allison Kirkman (Acting) Prof Geoff Holmes Professor Don Klinger Prof Mark Dyer Dr Kirsten Petrie (Acting) Assoc Prof Wayne Rumbles Prof Brendan Hokowhitu Prof Tim Coltman Prof Janis Swan (Acting)</p> |
|--|--|

Appointed Members

4. to be appointed

Co-opted Members

5. to be appointed

Approved by

The Vice-Chancellor, 20 March 2017

Secretary

Ms Carole Gunn, Director of Human Resource Management



Senior Leadership Team

(An Advisory Committee to the Vice-Chancellor)

Constitution

1. The Vice-Chancellor, who is chairperson
2. The Senior Deputy Vice-Chancellor
3. The Deputy Vice-Chancellor Academic
4. The Deputy Vice-Chancellor Māori
5. The Deputy Vice-Chancellor Research
6. The Assistant Vice-Chancellor, Communications, Marketing and Engagement
7. Chief Advisor, Student Systems
8. The Chief Financial Officer
9. The Deans
10. The Pro Vice-Chancellor Teaching and Learning
11. The Academic Director, Tauranga Campus
12. The University Librarian
13. The Director, Communications and External Relations
14. The Director of Facilities Management
15. The Director of Human Resource Management
16. The Director of Information and Technology Services
17. The Director, International
18. The Director, Marketing and Recruitment
19. The Director, Regional Engagement
20. The Director of Student Services
21. The Director, Vice-Chancellor's Office
22. The President, Waikato Student's Association

Membership

1. Prof Neil Quigley
2. Prof Alister Jones
3. Prof Robyn Longhurst
4. Dr Sarah-Jane Tiakiwai
5. Prof Bruce Clarkson
6. Mr David Craig
7. Ms Michelle Jordan-Tong
8. Mr Andrew McKinnon
9. Arts and Social Sciences: Prof Allison Kirkman (Acting)
- Computing and Mathematical Sciences: Prof Geoff Holmes
- Education: Professor Don Klinger
- Engineering: Prof Mark Dyer
- Graduate Studies: Prof C Kay Weaver
- Health, Sport and Human Performance: Dr Kirsten Petrie (Acting)
- Law: Assoc Prof Wayne Rumbles
- Management: Prof Tim Coltman
- Māori and Indigenous Studies: Prof Brendan Hokowhitu
- Science: Prof Janis Swan (Acting)
10. Dr Tracy Howell
11. Assoc Prof Ken Perszyk
12. Mr Ross Hallett
13. Ms Alice Clements
14. Mr Eion Hall (Acting)
15. Ms Carole Gunn
16. Mr Eion Hall

17. Ms Sharon Calvert
18. Mr Simon Bush
19. Mr Joseph Macfarlane
20. Mr Mike Calvert
21. Ms Duanna Fowler
22. Mr William Lewis

Serviced by

Ms Tracy Pilet, Office of the Vice-Chancellor



Staff Awards Committee

(An Advisory Committee to the Vice-Chancellor)

Terms of Reference

1. To regularly review the criteria and procedures for staff awards so they are clear and appropriate for the purposes of each award, and to make recommendations to the Vice-Chancellor with respect to any changes.
2. To consider nominations for staff awards or, where appropriate, to appoint subcommittees for this purpose, and to make recommendations to the Vice-Chancellor with respect to awards.
3. At intervals not exceeding four years, to fully review staff awards to evaluate whether there is an appropriate balance of awards, whether each is meeting its aims and whether staff perceive the awards to be a positive activity.

Constitution

Ex Officio Members

1. The Senior Deputy Vice-Chancellor, who is chairperson
2. The Pro Vice-Chancellor Teaching and Learning
3. The Deputy Vice-Chancellor Research
4. The Dean of Graduate Studies
5. The Director of Human Resource Management
6. An Assistant Vice-Chancellor
7. The staff representative in Council
8. The student representative on Council

Membership

Ex-officio Members

1. Prof Alister Jones
2. Dr Tracy Howell
3. Prof Bruce Clarkson
4. Prof Kay Weaver
5. Ms Carole Gunn
6. Ms Michelle Jordan-Tong
7. Dr Alison Campbell
8. Mr William Lewis (to 31.12.2017)

Approved/Revised

The Vice-Chancellor, April 2016

Secretary

Mr Mike Bell, Professional and Organisational Development



Tainui Advisory Committee

(An Advisory Committee to the Deputy Vice-Chancellor (Māori))

Terms of Reference

1. To advise the Deputy Vice-Chancellor (Māori) on strategic issues, including the development of policy and protocols regarding the University marae, University events and the University kaumātua.
2. To provide a network of support for the University kaumātua.
3. To provide a network of support for the University marae manager.
4. Through the Deputy Vice-Chancellor (Māori), to convey advice to the Vice-Chancellor and senior managers with respect to tikanga, kawa and other matters as appropriate.
5. To support University-wide events where appropriate.

Constitution

Ex Officio Members

1. The Deputy Vice-Chancellor (Māori)
2. The University kaumātua
3. The Professor of Reo and Tikanga, Te Pua Wānanga ki te Ao
4. The University marae manager
5. Ngā kaimahi o Te Whare Wānanga o Waikato nō Tainui Waka, me ōna taura here katoa (staff of the University who have an affiliation with Tainui waka)

Appointed Member

6. One person appointed by the Deputy Vice-Chancellor (Māori), who is chairperson

Note

This committee meets every two months or otherwise as considered appropriate.

Membership

Ex Officio Members

1. Dr Sarah-Jane Tiakiwai
2. Mr Taki Turner
3. Prof Pou Temara
4. Mr Ray Gage
5. Ngā kaimahi o Te Whare Wānanga o Waikato nō Tainui Waka, me ōna taura here katoa (staff of the University who have an affiliation with Tainui waka)

Appointed Member

6. Ms Ngarewa Hawera

Approved by

The Vice-Chancellor, 27 July 2012

Secretary

Deputy Vice-Chancellor (Māori) Office



Vice-Chancellor's Executive Leadership Committee

(An Advisory Committee to the Vice-Chancellor)

A group of senior staff appointed by the Vice-Chancellor to meet fortnightly to provide advice to the Vice-Chancellor on all aspects of strategy and performance.

Constitution

1. The Vice-Chancellor, who is chairperson
2. The Senior Deputy Vice-Chancellor
3. The Deputy Vice-Chancellor Academic
4. The Deputy Vice-Chancellor Research
5. The Chief Financial Officer
6. The Assistant Vice-Chancellor Communications, Marketing and Engagement
7. The Deputy Vice-Chancellor Māori
8. The Director, Vice-Chancellor's Office
9. The Director, Regional Engagement

Membership

1. Prof Neil Quigley
2. Prof Alister Jones
3. Prof Robyn Longhurst
4. Prof Bruce Clarkson
5. Mr Andrew McKinnon
6. Mr David Craig
7. Dr Sarah-Jane Tiakiwai
8. Ms Duanna Fowler
9. Mr Joseph Macfarlane

Serviced by

Ms Tracy Pilet, Office of the Vice-Chancellor



Other Committees, Groups and Forums

| | | | | | | |
|--|--|---|--|--|--|--|
| Lady Goodfellow Chapel Trust Board of Management | Students' Campus Building Fund Trust Board | University of Waikato Alumni Association Incorporated Committee | University of Waikato Foundation Board of Trustees | University of Waikato Research Trust Board | University/ Staff Joint Consultative Forum | WaikatoLink Limited Board of Directors |
|--|--|---|--|--|--|--|

Lady Goodfellow Chapel Trust Board of Management

(A Charitable Trust)

Rationale

In 1971 the University of Waikato entered into an agreement whereby a chapel was to be erected on the campus. Money for building the chapel was placed in trust by the late Lady Irene Goodfellow. The Board of Management was established to administer this trust.

Terms of Reference

To administer the Lady Goodfellow Chapel Trust in terms of the Trust Deed.

Constitution

1. One Minister and one communicant member of each of the following churches or denominations, namely: Anglican, Presbyterian, Methodist; and one communicant member representing each of the Baptist and the Church of Christ denominations, all such persons to be appointed by the governing bodies controlling such churches or denominations respectively in the Waikato district
2. The Vice-Chancellor of the University of Waikato (or nominee)
3. Two students or representatives of students to be appointed each year by the governing body of the University. Each of the students will be a communicant member of one of the churches or denominations referred to in clause 5 of the Trust Deed (or of churches or a church into which they may combine)

Note

Terms of appointment to this committee comply with the provisions set out in clause 5 of the Trust Deed.

Membership

- | | | | |
|----|---------------------|---------|--------------------|
| 1. | Anglican: | Clergy: | Rev Stephen Bright |
| | | Lay: | Dr Nicola Daly |
| | Presbyterian: | Clergy: | Ms Margaret Gault |
| | | Lay: | Mr Douglas Taylor |
| | Methodist: | Clergy: | Rev Bob Short |
| | | Lay: | Rev Metui Tafuna |
| | Baptist: | Lay: | Pastor Mike Walker |
| | Church of Christ: | Lay: | ... |
| 2. | Dr Annika Hinze | | |
| 3. | Miss Monica Helbano | | |

Approved by

Council, 20 November 1969
(Revised by Council, 27 November 1991)

Serviced by



Students' Campus Building Fund Trust Board

(A Charitable Trust)

Rationale

Incorporated as a Board in accordance with the provisions of the Charitable Trusts Act 1957, the Students' Campus Building Fund Trust was established in 1971 to raise funds and establish facilities for the benefit of students on the campus.

Terms of Reference

The powers of the Board and the functions of the Trust are defined in a Trust Deed (1971) and subsequent revisions.

Constitution

Ex Officio Members

1. The Vice-Chancellor
2. The President of the Waikato Students' Union
3. The Vice-President of the Waikato Students' Union

Appointed Members

4. Three persons appointed by the Vice-Chancellor of the University of Waikato for terms not exceeding three years in each case, and in such a way that the term of each of the appointees concludes at successive yearly intervals
5. One person nominated for a term of one year by the Executive of the Waikato Students' Union
6. One person nominated for a term of two years by the Executive of the Waikato Students' Union

Chairperson

The chairperson is appointed at the first meeting in each year

Note

A quorum is six members including

- three of: the Vice-Chancellor and those members appointed by the Vice-Chancellor;
- and three of: the President of the Waikato Students' Union, the Vice-President of the Waikato Students' Union, and those members nominated by the Executive of the Waikato Students' Union.

Membership

Ex Officio Members

1. Prof Neil Quigley
2. Ms Candra Pullon (to 31.12.2018)
3. Mr Elliot Wilks (to 31.12.2018)

Appointed Members

4. Mr Andrew McKinnon (to 31.12.2018)
Mr Eion Hall (to 31.12.2019)
Prof Alister Jones (to 31.12.2020)
5. Mr Nathan Rahui (to 31.12.2018)
6. Mr David West (to 31.12.2019)

Approved by

Registrar of Incorporated Societies, 18 December 1984

(Revised by the Students' Campus Building Fund Trust Board, 16 May 2008)

Serviced by

Mr Grove Watkins, Financial Management Services



Te Rauika Pukenga/University of Waikato Alumni Association Incorporated Committee

(An Incorporated Society)

The following terms of reference conform with the Constitution of Te Rauika Pukenga, the University of Waikato Alumni Association (Incorporated).

Terms of Reference

To carry forward the objectives of the Association which are:

- To further the objectives generally of the University of Waikato.
- To keep alive friendships made at the University and to provide facilities for social intercourse among graduates.
- To supply a link between former students of the University and the University itself.
- To promote interest in the University of Waikato among its graduates and others.
- To provide an avenue by which graduates of the University might influence policy on academic and other matters.
- To carry on other activities of a similar or incidental nature, including, from time to time (in consultation with the University of Waikato Foundation), fundraising.

Constitution

The following constitution conforms with that set out in the Constitution of Te Rauika Pukenga, the University of Waikato Alumni Association (Incorporated).

Ex Officio Member

1. The President of the Alumni Association

Elected Members

2. Seven other members of the Alumni Association elected at the Annual General Meeting of the Alumni Association

Co-opted Members

3. The committee may co-opt up to two further members

Membership

Ex Officio Member

1. Mr Glen Hughes

Elected Members

2. Dr Jan Pilditch (Vice-President/Secretary/Treasurer)
Mr Emmanuel Guzman
Ms Rowena McCoy
Ms Leen Al-Hadban
Ms Dellie Dellow
Ms Nyree Sherlock
...

Notes

1. The President of the Alumni Association is appointed at the Annual General Meeting from the members of the Association
2. The committee elects one of its members as Vice-President of the Alumni Association and also elects a Secretary/Treasurer
3. The quorum at meetings of the committee is five members
4. The following persons, by virtue of the positions held by them, are entitled to attend (but not vote at) meetings of the committee:
 1. The Chancellor
 2. The Vice-Chancellor
 3. The Director of Development
 4. The Fundraising Manager
 5. The President of the Waikato Students' Union
 6. The Presidents of Alumni Association branches
 7. The immediate past President of the Alumni Association (for the first year after relinquishing the position of President)

Approved by

Registrar of Incorporated Societies, 6 December 1990

(Revised by Te Rauika Pukenga/The University of Waikato Alumni Association Incorporated Committee, 13 July 2011)

Serviced by

Dr Jan Pilditch



University of Waikato Foundation Board of Trustees

(A Charitable Trust)

Rationale

The University of Waikato Foundation exists to raise funding for the benefit of the University of Waikato from charitable and other sources as well as through appropriate forms of entrepreneurial activity. The Foundation is a charitable trust with a Board of Trustees.

Terms of Reference

1. To raise funding for the benefit of the University of Waikato from charitable and other sources as well as through appropriate forms of entrepreneurial activity.
2. To provide the mechanism by which the University and its constituent parts may receive gifts, bequests, donations and the like from benefactors.

Patron

Dr John Gallagher

Constitution

Ex Officio Members

1. The Chancellor
2. The Vice-Chancellor

Appointed Member

3. The President of Te Rauika Pukenga, the University of Waikato Alumni Association Incorporated (or nominee)

Co-opted Members

4. Up to nine persons who may be co-opted by the Board of Trustees for such a period as the Board specifies

Membership

Ex Officio Members

1. Rt Hon James Bolger ONZ
2. Prof Neil Quigley

Appointed Member

3. Mr Glen Hughes (President Alumni Association)

Co-opted Members

4. Mr Michael Crawford (Chairperson)
Mr Michael Jackson (Deputy Chairperson - Hamilton)
Dr John Gallagher (Patron)
Ms Susan Hassell
Mr John Matheson
Mr Pat Peoples
Ms Jen Scoular (Deputy Chairperson, Bay of Plenty)
Dr Kerst Stelwagen
Mr Ken Williamson

Approved by

Trust Deed, 23 June 1992 / The University of Waikato Foundation, 7 December 2009

University of Waikato Research Trust Board

(A Charitable Trust)

Rationale

The objects and purposes of the Trust are to provide for the advancement of education and academic research at the University in pursuance of the University's role as a University pursuant of the Education Act 1989 and in furtherance of the foregoing, the more detailed objects and purposes being:

- (a) to enable members of staff at the University to carry out academic research on behalf of the University;
- (b) to hold, manage and administer funds in pursuance of the purposes of the Trust;
- (c) to establish means by which funds may be generated to further the purposes of the Trust;
- (d) to raise funds and to receive grants and donations from any source to further the purposes of the Trust;
- (e) to do such further acts and things as may facilitate the achievement of the objects and purposes of the Trust; and
- (f) to include such other charitable object(s) and purpose(s) or such modification of all or any of the above charitable objects and purposes set out above as the Council may determine from time to time.

Constitution

As outlined in 5.5 of the Trust Deed, the membership of the Trust Board will consist of at least three (3) but no more than five (5) of the following, appointed by the Council of the University of Waikato:

1. The Vice-Chancellor of the University of Waikato
2. One person external to the University and experienced in academic research
3. One person internal to the University and active in academic research
4. One person holding the position of Dean of a School or Faculty at the University, who is active in academic research
5. One person (internal or external to the University) experienced in business and/or commercial matters

Note

Under the terms of the Trust Deed:

- appointment is for a term of 3 years
- no Trustee (aside from the Vice-Chancellor of the University of Waikato) shall be eligible to hold the office of Trustee for more than 12 years.
- the Board will elect a chairperson annually from among its members.

Membership

1. Prof Neil Quigley (to 31.12.2018)
2. Dr David McCall (to 13.05.2020)
3. Prof Mark Apperley (to 31.12.2018) (chairperson)
4. Prof Allison Kirkman (to 31.12.2018)
5. Dr Simon Lovatt (to 31.12.2018)

Approved by

Registrar of Incorporated Societies, 29 May 2008

Serviced by

Ms Lois Vuursteen, Research Office



University/Staff Joint Consultative Forum

Terms of Reference

1. To provide a forum for the exchange of information between the Vice-Chancellor and the staff unions on potentially or actually significant matters affecting staff.
2. To promote consultation on such issues before any decisions are made by management.
3. To promote participation in the implementation of any changes that arise from decisions relating to such issues.
4. To provide a mechanism for advising the Vice-Chancellor of consensus on any potentially or actually significant matters affecting staff.
5. Generally to promote industrial democracy at the University.

Constitution

Ex Officio Members

1. The Vice-Chancellor
2. The Director of Human Resource Management

Appointed Members

3. Five representatives of the staff associations, appointed by the Combined Unions Committee and representing the major campus unions (AWUNZ, NZEI, PSA, SFWU and TEU)

Membership

Ex Officio Members

1. Prof Neil Quigley
2. Ms Carole Gunn

Appointed Members

3. ...

Approved by

The Vice-Chancellor, 27 July 2012

Serviced by

Ms Carole Gunn, Director of Human Resource Management



WaikatoLink Limited Board of Directors

WaikatoLink is a wholly-owned subsidiary of the University of Waikato. WaikatoLink partners with the University's Research and Enterprise Office to provide an integrated approach to research and development including, in particular, collaborations with industry through contract research and consultancy, and the commercialisation and licensing of IP.

Membership

Directors

1. Mr Tenby Powell (chairperson)
2. Mr James MacGillivray
3. Prof Alister Jones
4. Prof Bruce Clarkson

Secretary

TBC, WaikatoLink



Rules of Procedure for Council and its Committees

Rules of Procedure for Council and its Committees

Principles

1. The University of Waikato is committed to collegial problem-solving as the preferred mode of working across its committee framework. This commitment is underpinned by principles of
 - participation and engagement
 - transparency
 - accountability
 - integrity.
2. These principles are intended to inform the practical application of these Rules of Procedure.

Legislative framework

3. These Rules of Procedure take account of relevant provisions in the Education Act 1989 and the Local Government Official Information and Meetings Act 1987.

Application

4. These Rules of Procedure apply to Council, the Academic Board and all other committees in the committee framework underpinning Council.
5. For committees, groups or forums outside the University's formal committee framework underpinning Council, the University has adopted a simpler set of guidelines for conducting effective meetings.

Calling of meetings

6. Ordinary meetings of the Committee are held at times and places according to a schedule determined by that committee annually in advance.
7. In the case of ordinary meetings, the secretary must circulate to all members a notice of the meeting and agenda, not later than five days before the date of the meeting.
8. The agenda sets out the order of the business for the meeting, and includes all accompanying papers that are available. Any late accompanying papers requiring consideration by the committee must be circulated by the secretary at least two days before the meeting. Only in exceptional circumstances, provided the chairperson agrees, may papers relating to matters on the agenda be tabled at the meeting.
9. Accidental omission to supply a notice or agenda to any member of the committee does not affect the validity of a meeting.
10. The chairperson may at any time, at his or her own discretion, call a special meeting of the committee.
11. The chairperson must call a special meeting if requested in writing by not fewer than three members in the case of Council, and not less than one third of the total membership in the case of any other committee.
12. Notice of any special meeting and the agenda must be circulated to each member at least three days before the date of the meeting, except in cases of emergency when the notice is to be given as circumstances permit.

Preparation of the agenda

13. Responsibility for the compilation of the agenda for a meeting, and for the collation of papers for consideration at the meeting, rests with the secretary in consultation with the chairperson.
14. Members or other people who wish to put forward items for inclusion on the agenda must notify the secretary at least ten days before the date of the meeting. The decision whether or not to include

items on the agenda rests with the chairperson, who will be guided by the terms of reference of the committee, although an item excluded from the agenda may be raised under rule 16(h).

15. Decisions on whether items on the agenda are to be starred (which indicates that they are items of formal business, items for information only, or items that are not expected to lead to discussion), or not, rest with the chairperson in consultation with the secretary. The agenda makes provision for any member to unstar any starred item so that it can be discussed. In the event that an item remains starred, any recommendation or decision included under it is deemed to have been carried.

Order of business

16. Unless the committee varies the order of business in accordance with rule 19, the order of business at every meeting is to be as follows:
 - (a) in the absence of the chairperson and, if one has been designated in the constitution, the deputy chairperson, to choose a member to act as chairperson of the meeting
 - (b) to receive and consider requests for unstarred any starred items on the agenda
 - (c) to confirm the minutes of the preceding meeting
 - (d) to consider matters arising from the minutes of the preceding meeting
 - (e) to receive a report on decisions taken by circulation or by the chairperson since the preceding meeting
 - (f) to dispose of any business remaining from the preceding meeting
 - (g) to consider any other matters that have been formally listed on the agenda in the order listed
 - (h) to consider any general business which may be raised by any member and which the committee resolves to discuss
 - (i) to confirm the time and place of the next meeting
 - (j) to consider any items for which the public have been excluded.
17. If an agenda has already been published and circulated to members, members wishing to raise any particular matter that is likely to necessitate a formal resolution by the committee and that is not already on the published agenda may do so only if agreed by the chairperson and if notice has been circulated to all members at least five days before the meeting.
18. An item that is not on the agenda for a meeting (or that has not otherwise been notified to members at least five days in advance of the meeting) may be discussed at the meeting if it is a minor matter relating to the general business of the committee; but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting for further discussion.
19. The order of business may be varied by agreement of the committee at the beginning of the meeting.

Exclusion of the public

20. In accordance with any arrangements that the committee may determine, and further to the provisions of the Local Government Official Information and Meetings Act 1987, the chairperson may move that the public be excluded from the whole or any part of the proceedings of any meeting if the public conduct of those proceedings would be likely to result in the disclosure of information for which good reason for withholding that information is judged to exist.
21. In accordance with the Local Government Official Information and Meetings Act 1987, the resolution excluding the public may also provide for one or more persons to remain after the public has been excluded if, in the opinion of the committee, those persons have knowledge that will assist the committee.

Conflicts of interest

22. At the time they are appointed, members of Council and the Audit and Risk Committee are required to complete and sign a 'Conflicts of Interest Declaration', disclosing all relevant interests in both their personal and professional capacities and also disclosing any relevant interests, to the extent that they have knowledge of them, of people with whom they have a close personal or professional relationship.

23. The Council Secretary must maintain a Conflicts of Interest Register for Council and the Audit and Risk Committee, which contains details of all potential conflicts that have been declared by members to date; every agenda must include a regular item under which the current Register is attached and members are requested to declare any specific interests in relation to the agenda for that meeting.
24. While formal Conflicts of Interest Registers are not required to be maintained for committees other than those indicated in rule 23, conflicts of interest in relation to membership of any committee should always be considered, within an ethical context of good faith, honesty and impartiality.
25. A conflict of interest arises when a member has an interest that conflicts, or might conflict, or might be perceived to conflict, with the interests of the University itself.
26. For the purposes of these rules, a member has an interest in a matter if the matter relates to himself or herself, or if it relates to another person with whom the member has a close personal or professional relationship.
27. A member of a committee who has an interest in a matter being considered, or about to be considered, by that committee must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest at a meeting.
28. The secretary to a committee must draw to the attention of the chairperson any information received from a third party about a potential conflict of interest in relation to a member.
29. At his or her discretion, the chairperson may raise at a meeting any matter drawn to his or her attention under rule 28, provided he or she discusses it first with the member concerned.
30. Any specific interest in relation to a particular agenda item must be recorded in the minutes of the meeting relating to that item, together with a record of the committee's decision as to whether a conflict of interest exists, whether it can be managed, and how it is to be managed. (Guidelines for the management of conflicts of interest are available from the secretary to Council.)
31. The committee has the sole right to determine what constitutes a conflict of interest and to require a member to withdraw from deliberations or to take no part in any decision with respect to that matter. A decision by the committee in such matters is final.
32. Council may, by resolution, dismiss any member of Council or one of its committees (except the Vice-Chancellor) as a member of the relevant committee if the member, without reasonable excuse, fails to comply with rule 27 above.

Conduct of business

33. The chairperson presides at all meetings at which he or she is present.
34. If the chairperson is not present, and if a deputy chairperson is designated in the constitution, the deputy chairperson presides.
35. If neither the chairperson nor a deputy chairperson is present at a meeting, the members who are present must appoint one of their number to preside.
36. All members must speak to the chairperson, and must give way whenever the chairperson wishes to intervene.
37. The chairperson may put to the meeting any proposals that he or she considers necessary in the form of motions to be voted on by members.

38. Any member may propose a motion, which, if seconded by another member, must then be put to the meeting by the chairperson.
39. Unless the chairperson allows otherwise, a member may speak once only on any substantive matter in any debate.
40. Every matter is decided by a simple majority of votes of the members present. Each member has one vote only. Voting is on the voices unless there is a request for a ballot, in which case it is on a show of hands or, if the meeting agrees, by written ballot. When a vote is taken, details of the voting are not recorded in the minutes. A resolution by the committee is binding on members as a whole, including those not present at the meeting and those who abstained or voted against the decision.
41. Any member may propose an amendment to a motion. If another member seconds it, the amendment may then be discussed. All such amendments must be voted on separately before a vote is taken on the motion, which must first be amended in accordance with any amendments passed.
42. The chairperson has a deliberative vote and, in the case of an equality of votes, also a casting vote.
43. The chairperson is responsible for the observance of the Rules of Procedure, and his or her decision on any point of order is not open to appeal and/or review except by way of a formal resolution that is made after due notice.
44. No act or proceeding of the committee is invalidated as a consequence of a vacancy or vacancies in the membership of the committee at the time of that act or proceeding, or the subsequent discovery that there was some defect in the election, appointment or co-option of any person as a member of the committee, or that he or she was incapable of being or had ceased to be a member, or a defect in the convening of a meeting.
45. While committees are encouraged, in the interests of administrative efficiency and environmental sustainability, to be as 'paperless' as practicable, the use of tablets, cell phones and other electronic devices during meetings for unrelated purposes is disrespectful to chairpersons and fellow committee members and is strongly discouraged.

Confidentiality

46. Any business dealt with by the committee at a meeting or at a part of any meeting from which the public has been excluded under the provisions of rule 20 is confidential unless and until the committee resolves that the matter is to become public. Matters designated as confidential may be discussed only between those members and University staff to whom the relevant documents have been made available.
47. The secretary is responsible for indicating the status of particular documents and papers, and for changing their status as a consequence of a decision of the committee that a matter is to become public.

Minutes

48. The minutes must include a record of the business transacted at the meeting, and the names of those members present and other people in attendance. They must include a brief summary of the principal points discussed, and a record of all decisions. Members taking part in any discussion are not normally identified by name.
49. At the next meeting of the committee the chairperson must seek confirmation that the minutes are a true record. Any minutes so confirmed are prima facie evidence of the proceedings. Any discussion regarding the confirmation of the minutes must be restricted to the question of their accuracy.

Transaction of business between meetings

50. A committee may transact urgent business between meetings by the circulation of communications and/or papers, and the chairperson may instruct the secretary to transact business in this way.
51. When business is transacted by the circulation of communications and/or papers, the matter is to be clearly set out and addressed separately to every member, with a request that members convey their approval of the matter or otherwise to the secretary by the date stipulated. If any member dissents, then no further action is to be taken until the matter can be discussed at a meeting of the committee.
52. At the next meeting of the committee, the secretary must report on all business transacted by circulation of communications and/or papers.
53. As an alternative to rules 50-52, but only in exceptional cases, the chairperson may take executive action on behalf of the committee, in which case such action must be reported to the next meeting of the committee.

Appointment of standing or special committees

54. Council may appoint standing or special committees, to which it may refer any matters it considers appropriate. It may delegate to any such committee any of its powers and duties, except those that it cannot delegate under the Education Act 1989.
55. Committees of Council must report the minutes of their meetings once they have been confirmed to the next meeting of Council.
56. Subject to the prior approval of Council, the Academic Board may appoint standing committees and may delegate to any such committee any of its powers and duties.
57. In making appointments to committees, due regard should be paid to achieving an ethnic and gender balance, as far as is reasonably practicable.

Absence of members

58. Any member who is unable to attend a meeting of the committee must notify the secretary as soon as practicable before that meeting.
59. Council may, by resolution, dismiss any member of the Council (other than the Vice-Chancellor) as a member if he or she fails to attend three consecutive meetings without having given prior notice of his or her inability to attend. Committees other than Council may determine their own rules in this regard.
60. When an ex officio member is absent, a person who has been formally appointed to act in that capacity during the absence may attend (as a voting member) any meetings that the absent member would normally attend ex officio. Otherwise, substitutes are not permitted to attend meetings unless approved in advance by the chairperson.

Quorum

61. Council is quorate when a majority (i.e. more than half) of the members then holding office is present.
62. No business may be transacted by Council at a meeting unless a majority of the members then holding office is present.
63. Subject to the prior approval of Council, a committee of Council may adopt and apply a different definition of a quorum than that applied to Council

Informal elections for committees of Council

- 64. Where the constitution of a committee of Council (including a committee of the Academic Board) includes one or more members elected by the members of another committee, the election is by a simple majority of votes of the members present. Each member has one vote only. Voting is on the voices unless there is a request for a ballot, in which case it is on a show of hands or, if the meeting agrees, by written ballot.
- 65. The time and place of the election must be formally notified in the agenda of the relevant committee meeting.
- 66. Where a member or members are unavoidably prevented from attending the meeting, the chairperson may undertake to receive proxy votes in writing prior to the meeting. In such cases, the chairperson is responsible for the process by which account of the proxy votes is taken.

Public and staff access to committee schedules and papers

- 67. The annual schedule of meetings of Council and Academic Board must be publicly notified.
- 68. For Council and the Academic Board, a copy of each agenda (except any parts to be conducted with the public excluded) must be made accessible by the public not later than five days before the meeting; once confirmed, the minutes (except any parts conducted with the public excluded) must also be made accessible by the public, replacing the agenda.
- 69. For committees of Council and the Academic Board, meeting schedules and a copy of each agenda (except any parts conducted with the public excluded) must be made accessible by all staff; once confirmed, the minutes (except any parts conducted with the public excluded) must also be made accessible by all staff, replacing the agenda.
- 70. The Council Secretary has authority to determine the manner in which Council schedules, agenda and minutes are to be made accessible to staff and to the public. Authority in such matters relating to the Academic Board rests with the Secretary to the Academic Board.
- 71. Any requests under the Official Information Act 1989 or the Privacy Act 1993 by staff or by members of the public for information relating to committee business with the public excluded must be referred to the University's Official Information Officer (Vice-Chancellor's Office).

Other committee procedures

- 72. Unless determined otherwise under these Rules of Procedure, a committee may determine its own procedures.

Approved by

Council, 16 July 2014

Revised, Academic Board, 16 June 2015



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