



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

**GUIDELINE:
SCHOOL ADVISORY BOARDS**

Purpose: Set out guidelines for the establishment of, and appointments to School Advisory Boards.

Responsible Executive: Vice Chancellor

Responsible Office: University Secretariat for advice on implementation; Deans for implementation.

Effective Date: 1 July 2015

Review Date: July 2017

1	Power to Establish	3
2	Potential Advisory Board members	3
3	Matters to be considered by Advisory Board members	4
4	Confidentiality of Advisory Board members	4
5	Draft terms of reference	5
6	Meeting, reporting and administrative requirements.....	5
	Draft Terms of Reference	6
1.	Introduction	6
2.	Membership of the Advisory Board	6
3.	Appointment to the Advisory Board	6
4.	Meetings	7
5.	Role of the Board and the Chair.....	7
6.	Confidentiality.....	8

1 Power to Establish

The power to establish a School Advisory Board is contained in clause 57 of the University Statutes:

Clause 57: Advisory Boards of Schools

- 57.1 Deans shall establish School Advisory Boards to advise the Dean and academic staff of a School on educational, professional, community and other issues relevant to the School.
- 57.2 The Vice Chancellor shall appoint the members of a School Advisory Board on the advice of the Dean of the School to which the Advisory Board is being appointed.
- 57.3 There shall be a Broome Campus Advisory Council consisting of such persons as are appointed by the Vice Chancellor. In making such appointments, the Vice Chancellor shall seek the advice of the Deputy Vice Chancellor of the Broome Campus.

2 Potential Advisory Board members

2.1 Experience

Clause 57.1 empowers School Advisory Boards to advise Deans and academic staff on issues relating to education, professional and community issues (as well as any other issue that is relevant to the School).

As a guide, the University suggests that Deans seek a range of Advisory Board members who can bring experience and perspective from the following areas:

- Employers/industry;
- Professional or accrediting bodies;
- Graduates of the University;
- Educational overview; and/or
- Alignment with the Objects of the University.

2.2 Invitations to potential Advisory Board members

Under clause 57.2, the Vice Chancellor makes appointments to School Advisory Boards and will do so in writing to the appointee.

As a guide, the process of inviting someone to participate on a School Advisory Board should proceed as follows:

- (a) Before any appointment is made, the Dean will provide a short list of potentially suitable members to the Vice Chancellor for consideration. The Vice Chancellor will confirm back to the Dean that the proposed candidates are acceptable.

- (b) On receipt of the Vice Chancellor's approval of the short list, the Dean may approach potential members to gauge their interest in sitting on an Advisory Board. If an approach is made, the Dean must advise the potential member that their appointment is subject to a formal invitation from the Vice Chancellor.
- (c) If the candidate is willing to accept the appointment, the Dean will communicate that to the Vice Chancellor who will issue the invitation in writing.

2.3 Student participation

It is not appropriate for current students to participate on School Advisory Boards. Students who are interested in issues facing the School should be included within School committees and/or encouraged to apply to participate on consultation committees.

The University supports and encourages the appointment of UNDA graduates (including recent graduates) currently working in the School's profession or discipline to participate on School Advisory Boards.

3 Matters to be considered by Advisory Board members

The School Advisory Board is designed to serve the Dean and academic staff on matters relating to the activities of the School within the University's policy framework. Establishment of School Advisory Boards support compliance with Provider Registration Standard 3.8 of the *Higher Education Standards Framework*, which requires that the University's "...corporate and academic governance arrangements demonstrate ... the maintenance of academic standards, with appropriate mechanisms for external input ..."

School Advisory Boards are not to advise the University on University policy unless the Vice Chancellor has specifically requested the Dean to obtain Advisory Board advice on a particular policy issue.

Establishing a School Advisory Board does not preclude the School from establishing other external advisory or reference committees relevant to particular discipline areas to provide input to specific courses. It is recognised that for some schools with a diverse range of disciplines, it may not be possible to ensure an appropriate spread of disciplinary expertise in a single School Advisory Board.

4 Confidentiality of Advisory Board members

Members are expected to adhere to usual standard of confidentiality that apply to board members. If a School Advisory Board has a concern that it wants to raise with the University, then the Chair of the Advisory Board is to write directly to the Vice Chancellor on the matter in question.

5 Draft terms of reference

A draft School Advisory Board Terms of Reference is attached.

6 Meeting, reporting and administrative requirements

School Advisory Boards must have a minimum of two meetings per annum.

It is the responsibility of the Dean of the School to ensure that the Advisory Board is properly serviced and to appoint a member of the School staff as the Board's Executive Assistant. The Executive Assistant will be responsible (under the direction of the Dean) to arrange the meetings, prepare the agendas (in consultation with the Chair) and record formal minutes.

It is the responsibility of the Dean to ensure that formal minutes of each meeting are recorded and forwarded to the Chair of the College Committee, the Head of Campus and the Vice Chancellor.

It is the responsibility of the Dean to ensure that the School keeps accurate and up to date records of the Advisory Board members, including their terms of appointments. It is the Dean's responsibility to ensure that requests for renewals of appointment and/or for new appointment are made in a timely manner to the Office of Vice Chancellor.

Version	Date of approval	Approved by	Amendment
1	February 2009	Vice Chancellor	Original version
2	June 2015	Vice Chancellor	Includes minimum number of meetings per annum; requires formal minutes to be sent to College Chair, Head of Campus and the Vice Chancellor.

Draft Terms of Reference¹

**[NAME OF SCHOOL]
ADVISORY BOARD
TERMS OF REFERENCE****1. Introduction**

The Advisory Board is constituted by experts or leaders in the discipline areas represented by or relevant to the School. It provides consultation and advice to the Dean and the academic staff of the School on an ongoing basis within the policy framework established by the University.

The Advisory Board may assist the School and its students with its connection to industry, the general community and professionals in the discipline areas represented by or relevant to the School.

2. Membership of the Advisory Board

- (a) The School of [insert name] Advisory Board will consist of:
- (i) [number of members] to be drawn from [describe from where the School will recruit members eg/ 'to represent each of the core discipline areas of the School' or 'to include a representative from the archdiocese' etc];
 - (ii) the following ex officio members:
 - a. Dean of [School];
 - b. [insert others eg/ Assistant Dean and/or lecturer, DVC].
- (b) The Vice Chancellor, on the recommendation of the Dean, will appoint the Chair and Deputy Chair.

3. Appointment to the Advisory Board

- (a) The Vice Chancellor will appoint the members of the Advisory Board on the recommendation of the Dean of [insert school].
- (b) Members will be appointed for a term of 3 years.
- (c) Members can serve for consecutive terms, however each additional term will only occur by recommendation by the Dean to the Vice Chancellor and subsequent appointment by the Vice Chancellor.

¹ Please search for square brackets [] and replace with appropriate provisions for your School.

- (d) Members can retire from the Advisory Board at any time.
- (e) The Vice Chancellor reserves the right to terminate an appointment if in the opinion of the Vice Chancellor, the member comes into disrepute or acts in a way which is contrary to the best interests of the University.

4. Meetings

- (a) The Advisory Board will meet at least twice per annum and at additional times:
 - (iii) as members deem necessary; or
 - (iv) if a meeting is called by the Dean, in consultation with the Chair of the Advisory Board, for exceptional reasons.
- (b) Members are expected to attend at least [2] meetings per year.
- (c) The Dean of the School will ensure that the Advisory Board is properly administered, with a member of the School being appointed Executive Assistant. The Executive Assistant will be responsible (under the direction of the Dean) to arrange the meetings, prepare the agendas (in consultation with the Chair) and record formal minutes.
- (d) Formal minutes of the Advisory Board will be forwarded to the Chair of the College Committee, the Head of Campus and the Vice Chancellor.

5. Role of the Board and the Chair

- (a) The Advisory Board may be asked to provide consultation and advice on any educational, professional, community or other issue that confronts the School within the policy framework established by the University. This may include [insert/delete as appropriate for your School]:
 - (i) strategic direction for the School and its courses relevant to its mission and disciplines and the Objects of the University;
 - (ii) fundraising opportunities;
 - (iii) profile raising exercises;
 - (iv) quality assurance;
 - (v) recent developments and directions in the discipline areas represented by or relevant to the School, including public policy developments;

- (vi) opportunities for training or research into the discipline areas represented by or relevant to the School;
 - (vii) specific advice to the Dean or Vice Chancellor on matters raised by either of them to the Advisory Board (including advice on University policy); and
 - (viii) [insert any others.]
- (b) The Chair of the Advisory Board may be asked to provide urgent external advice on matters to the Dean or Vice Chancellor in between formal meetings of the Advisory Board.
- (c) Members of the Advisory Board may be requested to present to the University Community at least once during their tenure on the Board as well as to attract other high profile members of the professional community to address the University.

6. Confidentiality

All meetings of the Advisory Board are confidential and members are bound by the usual standard of confidentiality that applies to board members.