

F-06 – Program Advisory Boards Policy and Guidelines

1. Introduction

Program Advisory Boards play an important function within the Faculty of Architecture, Building and Planning through the provision of high level strategic advice on professional matters and future directions, assisting the faculty in strengthening the profile and significance of its programs.

The Boards provide a forum for discussion and collaboration in which key members from business and community sectors can share high-level information and provide advice to the Faculty on teaching programs and potential research and engagement directions.

The members of the Advisory Board will act as advocates for the Faculty's programs within the professional community and will assist in promoting the program to prospective students. It is expected that they will also help students understand how educational and research activities tie into the needs of the profession.

2. Terms of Reference

Program Advisory Boards will be established for each of the graduate programs within the Melbourne School of Design. The board will provide the following:

- Advice to the Faculty on directions in the discipline and the profession that have an impact on the education needs and employment opportunities of graduates and how the Faculty should respond to these
- Advice on academic and practice matters, including course structure and content, quality of the program and related pathways within the University of Melbourne
- Advice on student and graduate employment, work experience and job opportunities and graduate attributes in relation to these
- Assistance with professional and community liaison, including guidance on marketing of the program and liaison with the profession and community
- Facilitation of active engagement with alumni
- Additional terms of reference can be added with approval of Faculty Executive

3. Membership

Membership of the Advisory Board includes individuals who possess outstanding expertise in the fields serviced by the program such as leaders in the industry, corporate government and community activities.

Term and appointment

Members of the Program Advisory Board will be normally appointed to a two year term, with the opportunity to undertake two consecutive terms. Membership is honorary. Appointment to the Board will be at the invitation of the Dean.

In the event of a resignation of any member from the Advisory Board, a replacement member will be appointed to represent the same organisation or interest group. Additional members may be recruited within the two year term to assist with special projects or initiatives, or to fill a particular skill gap within the existing membership, in accordance with the original selection process for the membership category.

Proposed membership

- Three external industry representatives
- Representative of the relevant peak professional bodies
- Representative of recent graduates (no less than five years, no more than 10 years)
- Two current students
- Chair and Professors associated with the program
- Graduate Program Coordinator and Undergraduate Pathway Coordinator

Visitors may be invited by the Chair to attend meetings but would be unable to participate in any voting matters.

Chair

The Chair will be appointed from the non-staff representatives for a two year term. The Chair will also serve as a member of the Faculty Board, and may be invited to join any professoriate selection panels as appropriate.

Conflict of Interest

In the event of a conflict of interest arising for any member of the Advisory Board, the matter must be immediately tabled and the member must abstain from any dialogue relating to that matter.

Meeting Cycle and Administration

Program Advisory Boards will meet at least three times per year. Administrative assistance with regard to organising of meetings, agenda, minutes, etc will be provided by the Environments and Design Student Centre. Appropriate records will be maintained as per the University's Records Management System.

Reporting

The Program Advisory Boards will formally report to Faculty Executive and meeting minutes will be tabled at Faculty Board.

4. Tools

Records Management Policy and Procedures <http://www.unimelb.edu.au/records/manual.html>

5. Responsibilities

Chair – leads Advisory board meetings, develops the agenda in association with the Executive Officer, and guides the board in the process of its deliberations and decision making. Will also serve as a member of the Faculty Board, and may be invited to join any professoriate selection panels as appropriate.

Dean – invites appropriate individuals to board membership

Manager, Student Centre – organises administrative assistance for Board meetings

6. Definitions

Key Term / Acronym

Graduate Program Coordinator and Undergraduate Pathway Coordinator

Definition

Academic staff member responsible for successful delivery of relevant Masters or undergraduate major through coordination of teaching requirements, fostering links with



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external bodies, and contributing to the development of their program.