



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

University of Waikato Committee Directory

AS AT 7 AUGUST 2023

Contents

Contents	2
Introduction	4
Council	5
COMMITTEES OF COUNCIL	8
Academic Board	9
Capital and Finance Committee	13
Health & Safety, Risk and Assurance Committee	14
Honours Committee	15
People and Culture Committee	16
Student Discipline Appeals Committee	17
Te Rōpū Manukura	18
COMMITTEES OF THE ACADEMIC BOARD	21
Education Committee	22
Divisional Boards	24
Māori Academic Board of Studies	29
Pacific Strategic Committee	31
Research Committee	34
Faculty of Law Board of Studies	37
COMMITTEES OF THE EDUCATION COMMITTEE AND/OR THE RESEARCH COMMITTEE	39
Academic Quality Committee	40
Awards Sub-committee	42
Boards of Examiners	43
Curriculum Committee	45
English Language Equivalencies Committee	47
Postgraduate Research Committee	49
Scholarships Committee	51
Scholarships Executive	53
Special Consideration Committee	55
Student Discipline Committee	56
ADVISORY COMMITTEES	58
Academic Promotions Committee	59
Animal Ethics Committee	60
Appointment Committees	62
Budget Group	66
Chaplaincy Committee	67

Environmental Sustainability Committee.....	69
General Staff Salary Review Committee.....	71
Health and Safety Advisory Committee	72
Human Research Ethics Committee	73
ICT Governance Group	75
Information Governance Group	77
Intellectual Property and Investment Advisory Committee.....	78
Staff Awards Committee	80
Tainui Advisory Committee	81
University Leadership Group	82
Vice-Chancellor’s Executive Leadership Committee	84
COMMITTEES OF THE UNIVERSITY OF WAIKATO COLLEGE.....	85
University of Waikato College Management Committee.....	85
University of Waikato College Academic Sub-committee.....	88
University of Waikato College Sales and Marketing Sub-committee.....	90
University of Waikato College Finance and Operations Sub-committee	92
OTHER COMMITTEES, GROUPS AND FORUMS.....	93
Lady Goodfellow Chapel Trust Board of Management	94
Students’ Campus Building Fund Trust Board	95
Student Services Governance Committee	96
Te Rauika Pukenga/University of Waikato Alumni Association Incorporated Committee	98
University of Waikato Foundation Board of Trustees	100
University of Waikato Research Trust Board.....	101
University/Staff Joint Consultative Forum	102
WaikatoLink Limited Board of Directors.....	103
RULES OF PROCEDURE FOR COUNCIL AND ITS COMMITTEES.....	104
Expectations of University of Waikato Committee Members.....	110
Index	111

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 and Agreements Manager.

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 and Agreements 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 and Agreements Manager.
4. Unless stated otherwise, annual memberships run from 1 January to 31 December.

Ms Alison Beardsmore
Academic Committees and Agreements Manager
Academic Office

Council

Rationale

The University Council is constituted under Part 4 of the Education and Training Act 2020. The following sections define the functions, duties and powers of Council:

Education and Training Act 2020 s280 – Functions of Councils

The functions of an institution's council are-

- (a) to appoint a chief executive in accordance with the Public Service Act 2020, and to monitor and evaluate the chief executive's 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 Public Service Act 2020, 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 and Training Act 2020 s281 – Duties of Councils

It is the duty of an institution's council, in performing its functions and exercising 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 Te Tiriti o 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 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 the public interest and the wellbeing of students attending the institution are maintained.

Education and Training Act 2020 Schedule 11 a18(1) and (2) – Determination of Policy

1. In determining the policy of an institution with respect to any matter relating to the institution, the institution's council must consult 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. For the purpose of subclause (1), the institution's council must establish an academic committee consisting of its 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 and Training Act 2020 s283 – Powers of Councils

1. An institution's council 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 its council:
 - (a) to provide courses of study or training, admit students (including by discretion 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 the terms and conditions that 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:
 - (f) 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:
 - (g) to arrange for the manufacture of, and distribution (whether by way of sale or otherwise), any article or thing bearing a mark, symbol or writing that is associated with the institution:
 - (h) 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:
 - (i) to prescribe fees payable by students of the institution or any of them:
 - (j) to establish bodies within the institution to give advice to the council:
 - (k) to do anything incidental to the exercise of any of the preceding powers.
3. Subsection (2)(e) and (f) does not apply to NZIST's council.
 4. An institution's council has the power to appoint committees consisting of the persons, whether or not members of the council, that the council determines to exercise the powers that are delegated to them under section 285 and the powers that are conferred on them by statutes made by the council, and to alter, discharge, and reconstitute committees so appointed.

Education and Training Act 2020 s284 - Statutes

1. An institution's council may make statutes, not inconsistent with this Act or the Public Service Act 2020, in relation to any of the following matters:
 - (a) the good government and discipline of the institution and the board of an NZIST subsidiary:
 - (b) the imposition, by or on behalf of the council, of penalties upon staff or students of the institution for a contravention of or a failure to comply with a statute with respect to a matter referred to in paragraph (a):
 - (c) subject to sections 255, 256, 257, 258, 260, 309, 310, 386, 525, 526, and clause 8 of Schedule 9, the enrolment of persons in courses of study or training of the institution or the admission of persons to examinations of the institution:
 - (d) subject to sections 255, 256, 257, 258, 260, 309, 310, 386, 525, 526, and clause 8 of Schedule 9, the courses of study and training of the institution:
 - (e) subject to section 282(8), the awards that may be granted by the council and the requirements for those awards:
 - (f) the granting by the council of fellowships, scholarships, bursaries, and prizes:
 - (g) the provision of superannuation or retirement benefits for, or in respect of, the chief executive or members of the staff of the institution:
 - (h) any of the matters stated in section 279
 - (i) any other matter required or permitted by this Act to be provided for by statutes.
2. If an institution's council makes a statute under subsection (1)(b) providing for the imposition of penalties upon staff or students of the institution, the statute must 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 (in accordance with the Council Appointments Statute 2019)

1. Four members appointed by the Minister responsible for Part 4 of the Education and Training Act 2020
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 Arikinui
5. One staff member elected by the staff
6. One student member elected by the students
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 Sir Anand Satyanand GNZM QSO

Pro-Chancellor: Mrs Susan Hassall

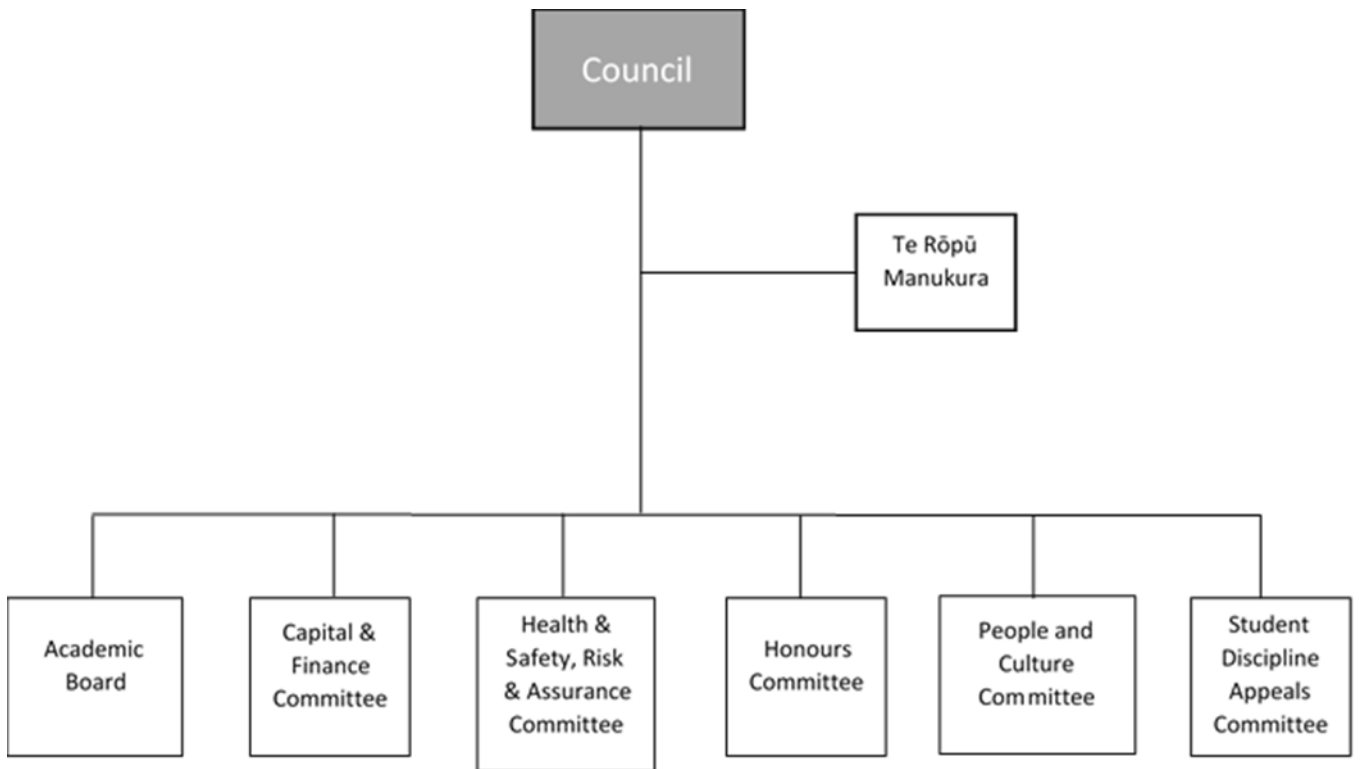
1. Dr Joan Forret (to 08.04.2026)
Mr Simon Graafhuis (to 09.12.2023)
Mr Graeme Milne (to 11.06.2025)
Ms Meleane Burgess (to 30.09.2025)
2. Prof Neil Quigley
3. Ms Parekawhia McLean (to 06.12.2025)
4. Mr Paki Rawiri (to 30.09.2023)
5. Ms Michelle Blake (to 31.07.2027)
6. Ms Lushomo Thebe (to 31.12.2023)
7. Rt Hon Sir Anand Satyanand GNZM QSO (to 30.06.2025)
Mrs Susan Hassall (to 15.03.2024)
Ms Mary-Anne MacLeod (to 01.04.2026)

Secretary

Mr Brandon McGibbon, Council Secretary



Committees of Council



Academic Board **(A Committee of Council)**

The Academic Board is established as a committee of the Council under the provisions of Schedule 11 s.18(2) of the Education and Training Act 2020 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.283(1) of the Education and Training Act 2020.

Note: The term 'School' in this document includes Faculties and the term 'Head' includes Deans. The terms 'School of Graduate Research' and 'Dean of the School of Graduate Research' apply only where specified.

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, Divisional Boards, Boards of Studies 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 Divisional Boards, Boards of Studies 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 Divisional Boards, Boards of Studies and other 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 Divisional Boards, Boards of Studies and other committees, to approve new statutes, policies, regulations and standards, or changes to existing statutes, 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) scholarships, prizes and similar awards
 - (f) research
 - (g) agreements in support of academic cooperation and collaboration with other institutions and organisations, with the exception of Guaranteed Credit Agreements
 - (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.

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 Divisional Boards, Boards of Studies, 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 Divisional Boards, Boards of Studies 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 (Divisional Boards, Boards of Studies, 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 Māori
5. The Deputy Vice-Chancellor Research
6. The Pro Vice-Chancellor of each Division
7. The Pro Vice-Chancellor Teaching and Learning
8. The Assistant Vice-Chancellor Pacific
9. The Dean of the School of Graduate Research
10. The Heads of School
11. The Associate Dean Academic of each Division
12. The Associate Dean Research of each Division
13. The Academic Director, Tauranga
14. The Director of the University of Waikato College
15. The University Librarian
16. The staff member of Council (if not already a member under another provision of the constitution)
17. The President of the Waikato Students' Union
18. The Vice-President of the Waikato Students' Union
19. The Vice-President Māori of the Waikato Students' Union

Elected Members

20. Two professors, elected by and from each Divisional Board for terms of three years, such that the terms of the members provide for continuity
21. Two academic staff members elected by and from each Divisional Board for terms of three years, such that the terms of the members provide for continuity
22. Three academic staff members elected by and from Māori Academic Board of Studies for a term of three years, as specified in the constitution of the Māori Academic Board of Studies

23. One academic staff member elected by and from the Te Piringa – Faculty of Law Board of Studies for a term of three years
24. Two students elected by and from the student members of each Divisional Board for terms of one year. The students may not be members of staff
25. One student elected by and from the student members of the Māori Academic Board of Studies for a term of one year. The student may not be a member of staff

Appointed Members

26. One postgraduate student appointed by the chairperson of the Academic Board in consultation with the Dean of the School of Graduate Research for a term of one year. The student may not be a member of staff
27. One academic staff member appointed by the Vice-Chancellor on the nomination of the TEU for a term of three years

Co-opted Members

28. Up to four members may be co-opted by the Academic Board on the advice of the Vice-Chancellor for particular purposes. In considering co-option under this provision, the Academic Board will give attention to any gaps in the current membership in terms of diversity and inclusion, and the range of disciplinary perspectives represented

Membership

Ex Officio Members

1. Prof Neil Quigley
2. Prof Alister Jones
3. Prof Robyn Longhurst
4. Dr Sarah-Jane Tiakiwai
5. Prof Bryony James
6. Arts, Law, Psychology, Social Science: Prof Patrick Leman
Education: Prof Patrick Leman (acting)
Health, Engineering, Computing, Science: Prof Geoff Holmes
Management: Mr Matt Bolger
7. Assoc Prof Tracy Bowell
8. Dr Keaka Hemi
9. Prof Karin Bryan
10. Accounting, Finance & Economics: Prof Frank Scrimgeour
Arts: Dr Karen Barbour
Computing and Mathematical Sciences: Prof Annika Hinze
Education: Prof Sally Peters
Engineering: Prof Mike Duke
Health, Sport and Human Performance: Prof Jo Lane
Law: Dr Anna-Marie Brennan (acting from 01.01.2023 to 29.08.2023)
Prof Alpana Roy (30.08.2023 to 30.08.2025)
Prof Sandy Morrison
Marketing and Management: Assoc Prof Stuart Dillon
Psychology: Prof Vincent Reid
Science: Prof Margaret Barbour
Social Sciences: Dr Justine Kingsbury (acting to 31.12.2023)
11. Arts, Law, Psychology, Social Science: Assoc Prof Trevor Daya-Winterbottom
Education: Assoc Prof Wendy Fox-Turnbull
Health, Engineering, Computing, Science: Assoc Prof Judy Bowen
Management: Michelle Jordan-Tong
12. Arts, Law, Psychology, Social Science: Prof Nicola Starkey (acting to 31.12.2023)
Education: Prof Iain White (from 01.01.2024)
Prof Bronwen Cowie

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|--|--|
| Health, Engineering, Computing, Science:
Management:
13. Prof Ken Perszyk
14. Dr Simon Peel
15. Ms Michelle Blake
16. Ms Michelle Blake (to 31.07.2027)
17. Ms Lushomo Thebe
18. Ms Stella McLean
19. Ms Kyea Watene-Hakaria | Assoc Prof Julia Mullarney
Prof Eva Collins |
|--|--|

Elected Members

- | | |
|---|---|
| 20. Arts, Law, Psychology, Social Science:

Education:

Health, Engineering, Computing, Science:

Management:

21. Arts, Law, Psychology, Social Science:

Education:

Health, Engineering, Computing, Science:

Management:

22. Dr Katarina Edmonds (to 30.03.2026)
Associate Prof Te Taka Keegan (to 30.03.2026)
... (to 30.03.2026)
23. Dr Alberto Alvarez-Jimenez (to 31.12.2025)
24. Arts, Law, Psychology, Social Science:

Education:

Health, Engineering, Computing, Science:

Management:

25. ... (to 31.12.2023) | Prof Maryanne Garry (to 31.12.2025)
...
Prof Mere Berryman (to 31.12.2025)
...
Prof Matthew Parsons (to 31.12.2025)
...
Prof Anna Strutt (to 31.12.2024)
Prof Mark Harcourt (to 31.12.2025)
Dr Justine Kingsbury (to 31.12.2025)
Dr Fiona McCormack (to 31.12.2025)
Dr Dianne Forbes (to 31.12.2025)
Assoc Prof Kirsten Petrie (to 31.12.2025)
Dr Kim Hebert-Losier (to 31.12.2025)
Dr Ange Stewart (to 31.12.205)
Assoc Prof Mary Low (to 31.12.2025)
Dr Jenny Gibb (to 31.12.2024)

... (to 31.12.2023)
Ms Laura Swears (to 31.12.2023)
Ms Maria Scarletti (to 31.12.2023)
Ms Kimpreet Kaur (to 31.12.2023)
Mr Nicc Moeono (to 30.06.2024)
Ms Rebecca Barker (to 31.12.2023)
Mr Phoenix Te Whau (to 31.12.2023)
Ms Katrina Clarkson (to 31.12.2023) |
|---|---|

Appointed Members

- 26. Ms Gina Millar (to 01.01.2023)
- 27. Ms Jennifer Campion (to 30.06.2025)

Approved by

Council, 1 December 2020

Note

A quorum is 25 members

Secretary: Mr Tim O'Brien, Academic Office



Capital and Finance Committee

(A Committee of Council)

Purpose

To assist Council in relation to the University's budget, long term capital planning, funding strategy, treasury management, external audit, statutory financial reporting and financial performance to support Council in carrying out its duty under section 281e of the Education and Training Act 2020 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'.

Terms of Reference

1. To consider, review and make recommendations to Council with respect to:
 - the adoption of the annual budget
 - the adoption of the annual audited financial statements
 - accounting policies and standards
 - the appointment of external auditors
 - capital planning and projects
 - the acquisition or disposal of any property
 - regular financial statements and reports
 - the University's financial frameworks, policies, strategies and plans
2. To monitor the financial position and performance of the University and make recommendations to Council.
3. To monitor proposed and actual University borrowing under established borrowing consents and covenants and make recommendations to Council.
4. To provide a report to Council after each meeting on its business under these terms of reference.

Constitution

Ex officio member

1. The Vice-Chancellor

Appointed members

2. Five members appointed by Council from the membership of Council.

Membership

1. Prof Neil Quigley

Appointed Members

2. Mr Simon Graafhuis (Chairperson)
Ms Meleane Burgess
Mrs Susan Hassall
Mr Graeme Milne
Ms Mary-Anne MacLeod

Appointment of the Chair

The Chairperson is appointed by Council from among members of the Committee.

Terms

Membership of the Committee will be reviewed annually by Council

Secretary

Mr Brandon McGibbon, Council Secretary

Approved by

Council, 5 April 2022



Health & Safety, Risk and Assurance Committee (A committee of Council)

Purpose

To assist Council in relation to oversight of strategic and operational risk management, health and safety, internal audit and legislative compliance.

Terms of Reference

1. To consider, review and make recommendations to Council with respect to:
 - business continuity processes across the University
 - internal audit
 - risk management
 - health and safety, including related statutory compliance
 - insurance
 - pastoral care code compliance
 - legislative compliance
 - the University's risk and assurance-related frameworks, policies, strategies and plans
2. To monitor the functioning and adequacy of the University's internal control systems and processes.
3. To provide a report to Council after each meeting on its business under these terms of reference.

Constitution

Ex officio member

1. The Vice-Chancellor

Appointed members

2. Five members appointed by Council from the membership of Council.

Membership

Ex officio member

1. Professor Neil Quigley

Appointed members

2. Dr Joan Forret (Chair)
Mr Simon Graafhuis
Prof Eva Collins
Mr Paki Rawiri
Ms Lushomo Thebe

Approved by

Council, 12 October 2021

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
3. The Deputy Vice-Chancellor Māori

Appointed Members

4. 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 Sir Anand Satyanand GNZM QSO
2. Prof Neil Quigley
3. Dr Sarah-Jane Tiakiwai

Appointed Members

4. Professor Joseph Lane (to 31.12.2026)
Mrs Susan Hassall (to 08.04.2024)
Professor Robyn Longhurst (to 08.04.2024)
Professor Sandy Morrison (to 08.04.2024)
Ms Meleane Burgess (to 31.12.2025)

Approved by

Council, 1 December 2020

Secretary: Ms Tracy Pilet, Office of the Vice-Chancellor



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 Sir Anand Satyanand GNZM QSO

Appointed Members

2. Mrs Susan Hassall
Ms Parekawhia McLean
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, dispute resolution, restorative justice or such other attribute that Council considers beneficial to the role

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

Chairperson

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

Notes

1. In the interest of natural justice, any member of the Student Discipline Appeals Committee who was a party to a decision by the Student Discipline Committee, or who has otherwise disclosed an interest judged by the Chairperson of the Student Discipline Appeals Committee (or in the case of an interest disclosed by the Chairperson, by the Chancellor) to be a conflict of interest, will be excluded from the committee for any appeal of that decision.
2. Where a member of the Student Discipline Appeals Committee (including the Chairperson) has been excluded from the committee, or is otherwise unable to attend a hearing, the Chancellor will appoint an acting member to the committee in their place for that appeal. The appointment will be made in accordance with the constitutional provisions for appointed members.
3. Where the Chairperson of the Student Discipline Appeals Committee has been excluded from the committee, or is otherwise unable to attend a hearing, the Chancellor will appoint an acting Chairperson from among the members of the committee for that appeal.

Membership

Appointed Members

1. Prof Eva Collins
Ms Lushomo Thebe
2. Dr Joan Forret

Approved by

Council, 30 March 2021

Secretary

Ms Tracy Pilet, Office of the Vice-Chancellor



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 Sir Anand Satyanand GNZM QSO
- 2. Prof Neil Quigley
- 3. Dr Sarah-Jane Tiakiwai
- 4. Dr Cheryl Stephens
- 5. Prof Sandy Morrison
- 6. Richard (Taeuhe) Jefferies
- 7. Ms Lushomo Thebe (to 31.12.2023)
- 8. Ms Lushomo Thebe (to 31.12.2023)
- 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 Parekawhia McLean

Deputy Chairperson

...

Approved by

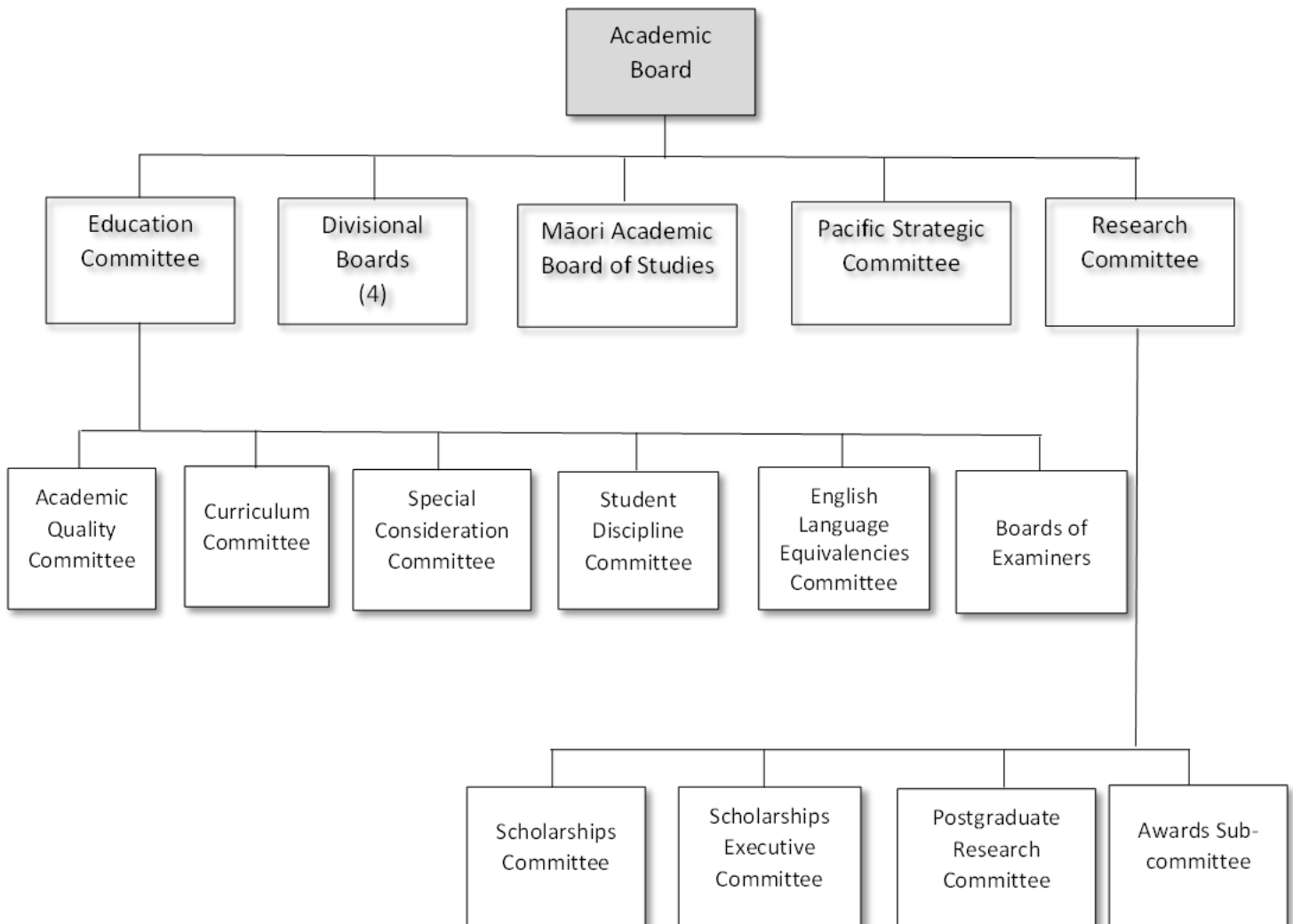
Council, 20 August 2014

Secretary

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



Committees of the Academic Board



Education Committee

(A Committee of the Academic Board)

Note: The term 'School' includes Faculties and the term 'Head' includes Deans.

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, with the exception of Guaranteed Credit Agreements.

3. Informed by the University's strategic planning framework and priorities, and on the basis of consultation with appropriate Divisional Board(s) and other relevant committees, to approve new Guaranteed Credit Agreements and amendments to existing Guaranteed Credit Agreements, and report any such approvals to Academic Board.

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

5. 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.

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

7. 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 Deputy Vice-Chancellor Academic, who is chairperson
2. The Deputy Vice-Chancellor Māori
3. The Dean of the School of Graduate Research
4. The Pro Vice-Chancellor Teaching and Learning
5. The Assistant Vice-Chancellor Pacific
6. The Director of the University of Waikato College
7. The Director of the Centre for Tertiary Teaching and Learning
8. The Associate Dean Academic, or equivalent, of each Division
9. The Associate Dean Academic, or equivalent, of the Faculty of Māori and Indigenous Studies

Appointed Members

10. One staff member of each Division, appointed by the relevant Pro Vice-Chancellor
11. One staff member of the Māori Academic Board of Studies appointed by the chairperson of the Māori Academic Board of Studies
12. One student appointed by the chairperson of the Education Committee in consultation with the chairperson of the Academic Board and the President of the Waikato Students' Union

Co-opted members

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

Membership

Ex Officio Members

1. Prof Robyn Longhurst
2. Dr Sarah-Jane Tiakiwai
3. Prof Karin Bryan
4. Assoc Prof Tracy Howell
5. Dr Keaka Hemi
6. Dr Simon Peel
7. Dr Nicole Pepperell
8. Arts, Law, Psychology, Social Science: Assoc Prof Trevor Daya-Winterbottom
Education: Assoc Prof Wendy Fox-Turnbull
Health, Engineering, Computing, Science: Assoc Prof Judy Bowen
Management: Michelle Jordan-Tong
9. Prof Sandy Morrison (to 31.12.2023)
Assoc Prof Donna Campbell (from 01.01.2024)

Appointed Members

10. Arts, Law, Psychology, Social Science: Prof Claire Breen
Education: Assoc Prof Nigel Calder
Health, Engineering, Computing, Science: Dr Adrian Pittari
Management: Prof Michael Cameron
11. Dr Katarina Edmonds
12. Mr Phoenix Te Whau (to 31.12.2023)

Approved by

Council, 28 May 2019

Secretary

Ms Hannah Morgan, Academic Office
Ms Alison Beardsmore, Academic Office



Divisional Boards

(Committees of the Academic Board)

Note: The term 'School' includes the Faculty of Law and the term 'Head' includes Deans.

Terms of Reference

1. To provide a forum for the discussion of matters of interest common to the academic units within the Divisions.
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 Divisions.
3. To consider proposals for new programmes of study and for amendments to existing programmes of study in the Divisions 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 Divisions.
5. To make recommendations for the conferment of degrees and the award of other academic qualifications of the Divisions 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 Pro Vice-Chancellorship of the Division.
7. To make recommendations to the Academic Board for the institution of joint committees (with the other Divisions and/or the Faculty of Māori and Indigenous Studies) and of any such other organisations or bodies as the Divisions 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 Pro Vice-Chancellor regarding the establishment, disestablishment or restructuring of academic units within the Divisions.
12. In relation to the Division of Arts, Law, Psychology and Social Sciences Board, to obtain and consider the recommendations of the Faculty of Law Board of Studies, before considering any matter pertaining specifically to Te Piringa Faculty of Law.
13. To report to the Academic Board following every meeting with respect to its business under these terms of reference.



Constitution of the Division of Arts, Law, Psychology, and Social Sciences Board

Ex Officio Members

1. The Pro Vice-Chancellor, who is chairperson
2. The Heads of Schools within the Division
3. The Associate Dean Academic
4. The Associate Dean Research
5. The Associate Dean Māori, or equivalent
6. Academic staff of the Division, provided that:
 - a. 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
 - b. they have been appointed on a minimum of a half-time basis
7. The Division's student representatives on Academic Board

Appointed Members

8. Any general staff of the Division closely involved in academic matters, appointed by the Pro Vice-Chancellor

Elected Members

9. Two academic staff members elected annually by and from the Faculty of Māori and Indigenous Studies
10. Students elected annually as follows:
 - a. one undergraduate student enrolled in each School in the Division, elected by and from the class representatives from each School
 - b. one postgraduate student enrolled in each School in the Division, elected by and from the postgraduate students in the School
 - c. one Māori student representative elected by and from the Māori students in the Division
 - d. one Pacific student representative elected by and from the Pacific students in the DivisionA person who is eligible for membership as a staff member under the other provisions of this constitution is not eligible for election as a student member under this provision

Co-opted Members

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

Quorum: 20% of all eligible members excluding those under clause 10.

Secretary

Ms Jeanie Richards



Constitution of the Division of Education Board

Ex Officio Members

1. The Pro Vice-Chancellor, who is chairperson
2. The Head of School within the Division
3. The Associate Dean Academic
4. The Associate Dean Research
5. The Associate Dean Māori, or equivalent
6. The Director of the Institute of Professional Learning
7. The Director, or nominee, of the Centre for Tertiary Teaching and Learning
8. The Division Director
9. The School Manager
10. Academic staff of the Division, provided that:
 - a. 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
 - b. they have been appointed on a minimum of a half-time basis
11. The Division's student representatives on Academic Board

Appointed Members

12. Any general staff of the Division closely involved in academic matters, appointed by the Pro Vice-Chancellor

Elected Members

13. Students elected annually as follows:
 - a. three students enrolled in the Division, including at least one undergraduate and one postgraduate student, elected by and from the class representatives of the Division
 - b. one Māori student representative elected by and from the Māori students in the Division
 - c. one Pacific student representative elected by and from the Pacific students in the DivisionA person who is eligible for membership as a staff member under the other provisions of this constitution is not eligible for election as a student member under this provision
14. Three members elected by and from the general staff of the Division 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:
 - a. 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
 - b. have been appointed on a minimum of a half-time basis

Co-opted Members

15. The Pro Vice-Chancellor may co-opt additional members for particular purposes and terms

Quorum: 20% of all eligible members excluding those under clause 14.

Secretary

Ms Sarah Cowley



Constitution of the Division of Health, Engineering, Computing and Science Board

Ex Officio Members

1. The Pro Vice-Chancellor, who is chairperson
2. The Heads of Schools within the Division
3. The Associate Dean Academic
4. The Associate Dean Research
5. The Associate Dean Māori, or equivalent
6. The Associate Dean Postgraduate
7. Academic staff of the Division, provided that:
 - a. 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
 - b. they have been appointed on a minimum of a half-time basis
8. The Division's student representatives on Academic Board

Appointed Members

9. One staff member for each externally accredited academic programme offered by the Division, appointed by the Pro Voce-Chancellor for a term of three years.
10. Any general staff of the Division closely involved in academic matters, appointed by the Pro Vice-Chancellor

Elected Members

11. Students elected annually as follows:
 - a. one undergraduate student enrolled in each School in the Division, elected by and from the class representatives from each School
 - b. one postgraduate student enrolled in each School in the Division, elected by and from the postgraduate students in the School
 - c. one Māori student representative elected by and from the Māori students in the Division
 - d. one Pacific student representative elected by and from the Pacific students in the DivisionA person who is eligible for membership as a staff member under the other provisions of this constitution is not eligible for election as a student member under this provision

Co-opted Members

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

Quorum

20% of all eligible members excluding those under clause 10.

Secretary

Mrs Tania Robinson



Constitution of the Division of Management Board

Ex Officio Members

1. The Pro Vice-Chancellor, who is chairperson
2. The Heads of Schools within the Division
3. The Associate Deans, or equivalent within the Division
4. Academic staff of the Division, provided that:
 - a. 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
 - b. they have been appointed on a minimum of a half-time basis
5. The Division's student representatives on Academic Board

Appointed Members

6. Any general staff of the Division closely involved in academic matters, appointed by the Pro Vice-Chancellor

Elected Members

7. Students enrolled in qualifications offered by the Division elected annually as follows:
 - a. three undergraduate students enrolled in each School in the Division, elected by and from the class representatives from each School
 - b. two postgraduate students enrolled in each School in the Division, elected by and from the postgraduate students in the School
 - c. one Māori student representative elected by and from the Māori students in the Division
 - d. one Pacific student representative elected by and from the Pacific students in the Division

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

Co-opted Members

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

Quorum

20% of all eligible members excluding those under clause 7.

Secretary

Ms Wendy Nie



Māori Academic Board of Studies **(A Committee of the Academic Board)**

Terms of Reference

1. To advance and coordinate academic activities of the University relevant to Māori, particularly in relation to the principles of the Treaty of Waitangi, including rangatiratanga, ōritetanga, and the assertion that mātauranga Māori will be promoted and protected.
2. Informed by participation and communication with the wider academic community through its membership, Divisional 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 relevance to Māori and of importance to the University and, where required, to serve as a forum for the formulation of advice to the Vice-Chancellor, through the Academic Board, either on its own initiative or by invitation, with respect to academic activities of relevance to Māori.
3. To make recommendations to the Academic Board with respect to 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.
4. To make recommendations that will ensure the University of Waikato retains its place as the leading University for Māori, including measures to recruit, promote and retain Māori staff (including workload balance and professional development); and initiatives that support the education success of Māori students.
5. To consult with and report to other committees (including the Education Committee, Curriculum Committee, Research Committee, Postgraduate Research Committee and Scholarship Committee) as appropriate with respect to academic matters relevant to their terms of reference.
6. To discuss and declare to the Council, through the Academic Board, an opinion on any matter of major academic principle.
7. To report to the Academic Board following every meeting with respect to its business under 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 receive reports from the Faculty of Māori and Indigenous Studies and, in-so-doing:
 - a) To provide a forum for the discussion of academic matters of interest related to the Faculty
 - b) 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 Faculty
 - c) To consider proposals for new programmes of study and for amendments to existing programmes of study in the Faculty and to make recommendations on these proposals to the Academic Board or an appropriate committee of the Academic Board
 - d) To appoint examiners for programmes of study (except for MPhil and doctoral programmes) in the Faculty
 - e) To make recommendations for the conferment of degrees and the award of other academic qualifications of the Faculty in accordance with such arrangements as may from time to time be promulgated by the Council
 - f) To make recommendations to the Academic Board for the institution of joint committees (with the Divisions) and of any such other organisations or bodies as deemed necessary for the better discharging of these terms of reference.

Constitution

Ex Officio Members

1. The Dean of Māori and Indigenous Studies, who is chairperson
2. The Deputy Vice-Chancellor Māori
3. The Associate Dean Māori (or equivalent) of each Division
4. Te Mata Ahurangi
5. The Director of Te Mata Pūnenga o Te Kotahi: Te Kotahi Research Institute
6. The Māori Professors
7. The Vice-President Māori of the Waikato Students' Union
8. All Māori academic staff are automatic members of the Māori Academic Board of Studies

Appointed Members

9. Any general staff closely involved in academic matters, appointed by the chairperson.

Elected Members

10. One Māori academic staff member elected by the Māori Academic Board of Studies for a term of three years to the position of Deputy Chair (Academic) who will represent the Board, accordingly, on Academic Board
11. One Māori academic staff member elected by the Māori Academic Board of Studies for a term of three years to the position of Deputy Chair (Research) who will represent the Board, accordingly, on Academic Board
12. One Māori academic staff member elected by the Māori Academic Board of Studies for a term of three years to the position of Deputy Chair (Postgraduate) who will represent the Board, accordingly, on Academic Board
13. One Māori academic staff member of each Division elected by and from the Māori academic staff of the relevant Division for a term of three years, such that the terms of the members provide for continuity
14. One Māori academic staff member from the Tauranga campus elected by and from the Māori academic staff of the Tauranga campus for a term of three years
15. One Māori student from each Division elected by and from the Māori students of each Division for a term of one year; the student may not be a member of the academic staff
16. One Māori student elected by and from the Tauranga-based Māori students
17. One Māori student enrolled in a Faculty of Māori and Indigenous Studies major or degree, elected by and from the students of the Faculty of Māori and Indigenous Studies for a term of one year; the student may not be a member of the academic staff.

Co-opted Members

18. Up to two members may be co-opted by the Māori Academic Board of Studies on the advice of the chairperson for particular purposes.

Note: Subject to the approval of the chairperson, any member of the University community may attend any meeting of the Māori Academic Board of Studies.

Approved by

Council, 4 February 2020

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



Pacific Strategic Committee

(A Committee of the Academic Board)

Rationale

The Pacific Strategic Committee exists to provide an opportunity to openly discuss, communicate and jointly plan initiatives and strategies relating to Pacific students and staff of the University. It allows insight to be gained and knowledge to be shared across Faculties and Divisions bringing better understanding of the activities being undertaken across the University and their benefit and impact.

Meetings and other interactions between members will reflect and embody Pacific principles including aloha, alofa/ofa/aloha (love, respect and really being in the presence of other human beings (Samoa/Tonga/Hawai'i), fakatokilalo (humility (Tonga)), collective outcomes and success, sautu (holistic and collective well-being (Fiji)), and tautua/kuleana (a leader's responsibility for collective well-being and outcomes (Samoa/Hawai'i)). These interactions will also draw on Pacific forms of dialogue including talanoa, tok stori and ako. The ongoing purpose of the group will be to imua – that is, to go forward and lead from the front.

Terms of Reference

1. To implement the Pacific Strategic Plan and to monitor progress made on the objectives of the plan.
2. To advance the academic activities of the University relevant to Pacific interests, particularly in relation to the objectives of the Pacific Strategic Plan.
3. Informed by participation and communication with the wider academic community through its membership, Divisional 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 relevance to Pacific interests and of importance to the University.
4. To serve as a forum for the formulation of advice to the Assistant Vice-Chancellor Pacific, either on its own initiative or by invitation, with respect to academic activities and strategic issues of relevance to Pacific interests.
5. To make recommendations to the Academic Board with respect to proposals for new qualifications and programmes of study related to Pacific interests, for changes to existing qualifications and programmes of study related to Pacific interests, and for the discontinuation of existing qualifications and programmes of study related to Pacific interests.
6. To make recommendations to the Curriculum Committee in relation to the addition, amendment or deletion of papers with a significant Pacific dimension.
7. To make recommendations to the Assistant Vice-Chancellor Pacific in relation to measures to recruit, promote and retain Pacific staff (including workload balance and professional development); and initiatives that support the education success of Pacific students.
8. To consult with and report to other committees (including the Education Committee, Curriculum Committee, Research Committee, Postgraduate Research Committee and Scholarship Committee) as appropriate with respect to matters relevant to their terms of reference.
9. To report to the Academic Board every six months on the progress made against the objectives of the Pacific Strategic Plan and any other business under these terms of reference.
10. To consider and report to the Academic Board on all matters that may be referred to it by the Academic Board.
11. To report to the Academic Board following every meeting with respect to its business under these

terms of reference.

12. To receive reports and/or feedback from any working groups established to advance objectives relevant to these terms of reference.

Constitution

Ex Officio Members

1. The Assistant Vice-Chancellor, Pacific, who is chairperson
2. The Associate Deans Pacific, Tomuaki Kita, or similar equivalents, of each Division unless a Division does not have such a role, in which case the Associate Dean Academic of that Division or nominee.
3. The Associate Dean Pacific, Tomuaki Kita, or similar equivalent, of the Faculty of Māori and Indigenous Studies unless the Faculty does not have such a role, in which case the Associate Dean Academic of the Faculty or nominee.
4. The Deputy Vice-Chancellor Māori, or nominee
5. The Dau ni Talitali Pacific Engagement Manager
6. The Taki Ako Pacific Lecturer
7. The 'Atia'e Su'esu'ega Faale A'oa 'oga mo Pasefika Pacific Research Developer
8. The Future Students Pacific Advisor
9. The Director Pacific of the Waikato Students' Union
10. The Director of Tauranga Campus Development, or nominee
11. The Director of Te Puna Ako Centre for Tertiary Teaching and Learning
12. The Dean of Te Mata Kairangi School of Graduate Research, or nominee
13. The Kauvaioira Pacific Liaison Librarian
14. All permanent Pacific academic staff

Appointed Members

15. One undergraduate student representative appointed by the Pacific Student Leadership Group, in consultation with the Assistant Vice-Chancellor Pacific
16. One postgraduate student representative appointed by the Pacific Student Leadership Group, in consultation with the Assistant Vice-Chancellor Pacific

Elected Members

17. Two representatives elected by and from the Pacific Staff forum

Co-opted Members

18. Up to ten members may be co-opted by the Pacific Strategic Committee on the advice of the chairperson for particular purposes.

Membership

Ex Officio

1. Dr Keaka Hemi
2. Arts, Law, Psychology, Social Science: Assoc Prof Trevor Daya-Winterbottom
Education: ...
Health, Engineering, Computing, Science: Assoc Prof Judy Bowen
Management: Mr Jason Matangi
3. Prof Sandy Morrison
4. Dr Sarah-Jane Tiakiwi
5. Ms Sianiti Bulisala
6. ...
7. ...
8. Ms Maryana Kopelani
9. Mr Oisin Cummins (to 31.12.2023)
10. ...
11. Dr Nicole Pepperell

12. ...
13. ...
14. Dr Jesi Lujan Bennett
Ms Geua Boe-Gibson
Mr Shailesh Lal
Mr Joel Manyam
Assoc Prof Umesh Sharma
Ms Marie-Christine Wells

Appointed Members

15. Mr Emry Daniels
16. Ms Tepora Wright

Elected Members

17. ...
...

Co-opted Members

- Ms Margaret Anderson
Dr Apo Aporosa
Mr TJ Cloete
Mr Corianton Poimatagi
Mr Fui Te'evale

Note: Subject to the approval of the chairperson, any member of the University community may attend any meeting of the Pacific Strategic Committee.

Quorum

Eight (8) members

Approved by

Academic Board, 29 September 2021 (revised 20 March 2023)

Secretary: Ms Sarah-Mae Berry, Academic Office



Research Committee

(A Committee of the Academic Board)

Note: The term 'School' includes Faculties and the term 'Head' includes Deans.

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 Divisions and Schools, primarily through Divisions and Schools representatives, in order to foster strong information flows and support the effective delivery of strong research performance and outcomes in the Divisions and Schools.
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 Deputy Vice-Chancellor Research, who is chairperson
2. The Dean of the School of Graduate Research
3. The Director, Research and Enterprise
4. The Director of Innovation and Impact
5. The Associate Dean Research of each Division

Appointed Members

6. One academic staff member of each Division, who is a member of the divisional research committee, appointed by the relevant Pro Vice-Chancellor
7. One academic staff member of the Faculty of Māori and Indigenous Studies appointed by the Dean of the Faculty of Māori and Indigenous Studies (the Dean of the Faculty of Māori and Indigenous Studies is also asked to appoint an alternate member to ensure that the Faculty is always represented in the work of the committee)
8. One staff member of the Māori Academic Board of Studies appointed by the chairperson of the Māori Academic Board of Studies
9. One staff member of the Pacific Strategic Committee appointed by the chairperson of the Pacific Strategic Committee
10. A member of staff from the University Library, appointed by the University Librarian

Co-opted Members

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

Membership

Ex Officio Members

1. Prof Bryony James
2. Prof Karin Bryan
3. Dr Simon Lovatt
4. Dr Rosanne Ellis
5. Arts, Law, Psychology, Social Science: Prof Nicola Starkey (from 14.02.2023 to 31.12.2023)
Prof Iain White (from 01.01.2024)
Education: Prof Bronwen Cowie
Health, Engineering, Computing, Science: Assoc Prof Julia Mullarney
Management: Prof Eva Collins

Appointed Members

6. Arts, Law, Psychology, Social Science: Prof Katrina Roen
Education: Assoc Prof Sonja Ellis
Health, Engineering, Computing, Science: Assoc Prof Charles Lee
Management: Prof Kathryn Pavlovich
7. ... (from 01.06.2023 to 28.11.2023)
Dr Haki Tuaupiki (from 29.11.2023)
(alternate) ...
8. Assoc Prof Te Taka Keegan
9. Dr Apo Aporosa
10. Ms Michelle Blake

Co-opted Members

11. Dr Andrea Schweer
Professor Craig Cary

Approved by

Academic Board, 6 April 2019

Secretary:

Ms Alison Beardsmore, Academic Office



Faculty of Law Board of Studies
(A committee of the DALPSS Divisional Board)

Terms of Reference

1. To provide advice to the Division of Arts, Law, Psychology and Social Sciences Board regarding a general responsibility for and supervision over the teaching, programmes of study, examinations and conditions qualifying for the granting of accredited law degrees and other accredited academic law awards.
2. To consider proposals for new law programmes of study and for amendments to existing law programmes of study and to make recommendations on these proposals to the Division of Arts, Law, Psychology and Social Sciences Board.
3. To facilitate and maintain accreditations related to law programmes.

Constitution

Ex Officio Members

1. The Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences, who is chairperson
2. The Dean of the Faculty of Law
3. Academic staff of the Faculty, provided that:
 - a. 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
 - b. they have been appointed on a minimum of a half-time basis
4. The Pou Tikanga of the Faculty of Law
5. The Law Librarian

Appointed Members

6. Any general staff of the Faculty of Law closely involved in academic matters, appointed by the Pro Vice-Chancellor
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

Elected Members

10. 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 10b and 10c
 - 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 10a and 10c
 - 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 10a and 10b
 - d. one student elected by and from the students enrolled in a minimum of 60 points in postgraduate qualifications in the FacultyA person who is eligible for membership as a staff member under any other provision of this constitution is not eligible for election as a student member under this provision

Co-opted Members

Up to three members who may be co-opted by the Board of Studies for particular purposes and terms

Quorum

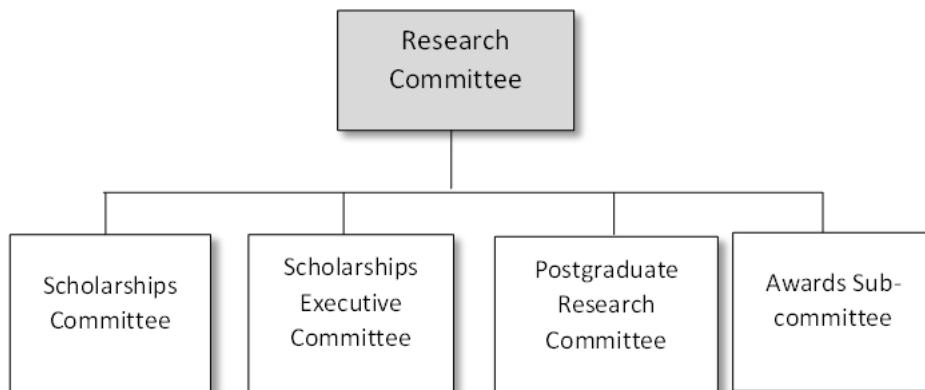
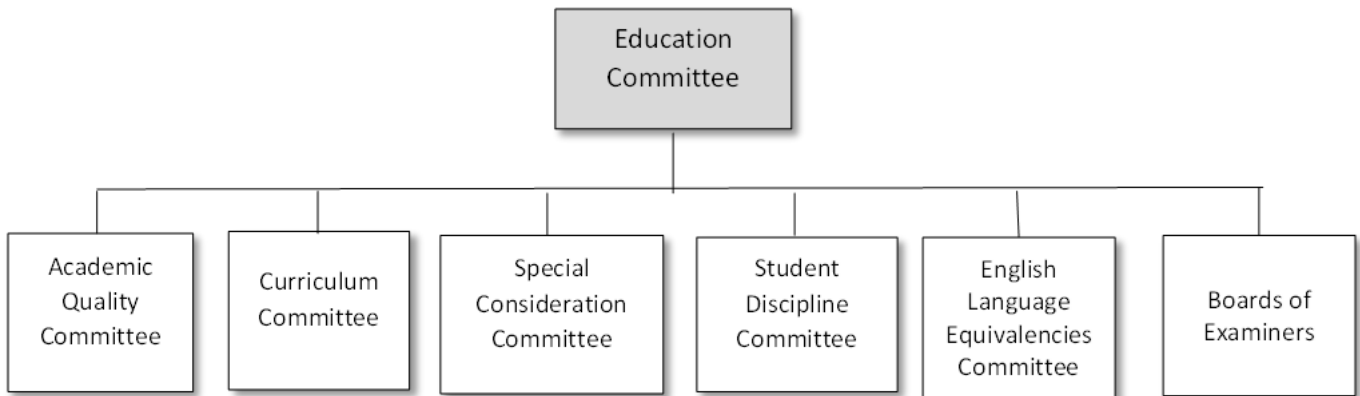
15 members, excluding members appointed under provisions 7, 8 and 9 of this constitution.

Secretary

Mr Matt Elder



Committees of the Education Committee and/or the Research Committee



Academic Quality Committee

(A Committee of the Education Committee)

Note: The term 'School' includes Faculties and the term 'Head' includes Deans.

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 Centre for Tertiary Teaching and Learning
4. The University Librarian, or nominee
5. The Academic Projects and Quality Manager
6. The Academic Integrity Advisor

Appointed Members

7. Two academic staff members from each Division appointed by the relevant Pro Vice-Chancellor
8. One staff member of the Māori Academic Board of Studies appointed by the chairperson of the Māori Academic Board of Studies
9. One student appointed by the chairperson of the Academic Quality Committee in consultation with the chairperson of the Academic Board and the President of the Waikato Students' Union

Co-opted Members

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

Membership

Ex Officio Members

1. Prof Robyn Longhurst
2. Assoc Prof Tracy Bowell
3. Dr Nicole Pepperell
4. Ms Michelle Blake
5. Ms Cassandra Jutsum
6. Ms Rachel Fulton

Appointed Members

- | | | |
|----|--|-------------------------------------|
| 7. | Arts, Law, Psychology, Social Science: | Assoc Prof Trevor Daya-Winterbottom |
| | Education: | Dr Nick Munn |
| | | Dr Wendy Carss |
| | | Dr Frances Edwards |
| | Health, Engineering, Computing, Science: | Prof Lisette Burrows |
| | | Dr Marcus Wilson |
| | Management: | Assoc Prof Cheryl Cockburn-Wootten |
| | | Prof Mark Harcourt |
| 8. | Dr Dara Dimitrov | |
| 9. | Ms Beezi Naudi | |

Approved by

Council, 28 May 2019

Secretary

Ms Sarah-Mae Berry, Academic Office



Awards Sub-committee

(A Committee of the Research Committee)

Terms of Reference

1. To create and maintain a pipeline of high-quality applicants/nominees for all major external research awards.
2. To report to the Research Committee annually with respect to its business under these terms of reference.

Constitution

Ex Officio Members

1. The Deputy Vice-Chancellor Research, who is chairperson

Appointed Members

2. One academic staff member from each Division, nominated by the Associate Dean Research, with preference that this nominee be a member of the Research Committee
3. One academic staff member from the Faculty of Māori and Indigenous Studies (FMIS), nominated by the FMIS Research Committee member
4. One staff member from Organisational Development and Wellness, appointed by the Director Organisational Development and Wellness
5. One staff member from the Research and Enterprise Office, appointed by the Director Research and Enterprise Office
6. One staff member from the Development Office, appointed by the Director of Development and Alumni
7. One staff member from the office of the Deputy Vice-Chancellor Māori, appointed by the Deputy Vice-Chancellor Māori
8. One staff member appointed by the Assistant Vice-Chancellor Pacific

Membership

Ex Officio Members

1. Prof Bryony James

Appointed Members

- | | |
|---|------------------------|
| 2. Arts, Law, Psychology, Social Science: | Prof Katrina Roen |
| Education: | Assoc Prof Sonja Ellis |
| Health, Engineering, Computing, Science: | ... |
| Management: | Prof Eva Collins |
| 3. ... | |
| 4. Mr Mike Bell | |
| 5. Ms Nicola Win | |
| 6. Ms Nicola Lee | |
| 7. Dr Sarah-Jane Tiakiwai | |
| 8. Dr David Fa'avae | |

Meeting Frequency

As required in accordance with award deadlines.

Approved by

Research Committee, June 2021



Boards of Examiners

(Committees of the Education Committee)

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)

Note: The term 'School' includes Faculties and the term 'Head' includes Deans.

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
4. The Associate Dean Academic, or equivalent, of each Division
5. The Associate Dean Academic, or equivalent, of the Faculty of Māori and Indigenous Studies

Appointed Members

6. Up to two staff members from each Division appointed by the relevant Pro Vice-Chancellor in consultation with the relevant Heads of Schools (where only one staff member is appointed, each Pro Vice-Chancellor may appoint an alternate member)
7. One staff member of the University of Waikato College appointed by the Director of the University of Waikato College
8. One staff member of the Māori Academic Board of Studies appointed by the chairperson of the Māori Academic Board of Studies.
9. One student appointed by the chairperson of the Curriculum Committee in consultation with the chairperson of the Academic Board and the President of the Waikato Students' Union

Co-opted Members

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

Membership

Ex Officio Members

1. Associate Prof Tracy Bowell

- | | | |
|----|---|---|
| 2. | Prof Robyn Longhurst | |
| 3. | Associate Prof Tracy Bowell | |
| 4. | Arts, Law, Psychology, Social Science:
Education:
Health, Engineering, Computing, Science:
Management: | Assoc Prof Trevor Daya-Winterbottom
Assoc Prof Wendy Fox-Turnbull
Assoc Prof Judy Bowen
Michelle Jordan-Tong |
| 5. | Assoc Prof Donna Campbell | |

Appointed Members

- | | | |
|----|---|---|
| 6. | Arts, Law, Psychology, Social Science:

Education:

Health, Engineering, Computing, Science:

Management: | Ms Jennifer Campion
Dr Nick Munn
Dr Philippa Hunter
Assoc Prof Kirsten Petrie
Dr Hamish Crockett
Dr Tim Stokes
Prof Debashish Munshi
(alternate) Prof Howard Davey |
| 7. | Ms Diane Donald | |
| 8. | Dr Katarina Edmonds | |
| 9. | Mr Zac Isaac (to 31.12.2023) | |

Approved by

Council, 28 May 2019

Secretary

Ms Hannah Morgan, Academic Office



English Language Equivalencies Committee (A Committee of the Education Committee)

Terms of Reference

1. To consider and approve changes to the published lists of English Language entry criteria equivalencies
2. To report biannually to the Education Committee, the Divisional Boards, the Māori Academic Board of Studies and the Pacific Strategic Committee on changes considered and made
3. To report biannually to the Education Committee, the Divisional Boards, the Māori Academic Board of Studies and the Pacific Strategic Committee on student progress and completion with reference to the grounds through which students achieve English Language admission to their qualification
4. To consider the addition of any new English language tests to the English Language equivalencies documents
5. To make recommendations to the relevant University committees in relation to any changes required to the English language entry requirements in the University Calendar

Constitution

Ex Officio Members

1. The Pro Vice-Chancellor Teaching & Learning, who is chairperson
2. The Director of English Language Development
3. The Director, International Office

Appointed Members

4. Two academic staff members from the Divisional Boards, appointed by the Chair on the advice of the Pro Vice-Chancellors, for a term of two years. Appointments would normally be drawn from staff with experience teaching first year papers, and papers with high numbers of students with English as an Additional Language
5. One staff member of the Māori Academic Board of Studies, nominated by the Chairperson of the Māori Academic Board of Studies, for a term of two years
6. One staff member from the Pacific Strategic Committee, nominated by the Chairperson of the Pacific Strategic Committee, for a term of two years
7. One representative from the University of Waikato College, nominated by the College Director
8. One representative from the Academic Office, nominated by the Director, Academic Office

Co-opted Members

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

Membership

Ex Officio Members

1. Associate Professor Tracy Bowell
2. Dr Chelsea Blickem
3. Mrs Sharon Calvert

Appointed Members

- | | | |
|----|--|---|
| 4. | Arts, Law, Psychology, Social Science: | Assoc Prof Nathan Cooper
Dr Fumiko Nishimura |
| | Education: | ... |
| | | ... |
| | Health, Engineering, Computing, Science: | ... |
| | | ... |
| | Management: | ... |
| | | ... |
| 5. | ... | |
| 6. | ... | |
| 7. | Dr Martin Bagheri | |
| 8. | Ms Cassandra Jutsum | |

Quorum

40%

Secretary: Menaka Ediriweera, CeTTL



Postgraduate Research Committee (A Committee of the Research Committee)

Note: The term 'School' includes Faculties and the term 'Head' includes Deans.

'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 Divisions 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 Higher Research Degrees Manager

Appointed Members

3. The Associate Dean Postgraduate, or equivalent, from each Division appointed by the relevant Pro Vice-Chancellor (each Pro Vice-Chancellor is also asked to appoint an alternate member to ensure that Division is always represented in the work of the Committee).
4. The Associate Dean Postgraduate, or equivalent, from the Faculty of Māori and Indigenous Studies appointed by the Dean of the Faculty of Māori and Indigenous Studies (the Dean is also asked to appoint an alternate member to ensure that Faculty is always represented in the work of the Committee).
5. One academic staff member from the Māori Academic Board of Studies appointed by the chairperson of the Māori Academic Board of Studies (the chairperson of the Māori Academic Board of Studies is also asked to appoint an alternate member to ensure that the Board is always represented in the work of the Committee).
6. One postgraduate student appointed annually by the Dean of the School of Graduate Research in consultation with the members of the Committee.
7. One representative from the Library appointed for a term of two years by the University Librarian.
8. 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 Karin Bryan
2. Mrs Tanya Mete

Appointed Members

- | | | |
|----|--|---|
| 3. | Arts, Law, Psychology, Social Science: | Dr Andreea Calude
(alternate) Dr Ann Hardy |
| | Education: | Dr Laura Gurney (to 31.07.2023 and from 01.12.2023)
Dr Diane Forbes (01.08.2023 to 30.11.2023)
(alternate) Assoc Prof Maurice Cheng |
| | Health, Engineering, Computing, Science: | Assoc Prof Michael Mucalo
(alternate) Dr Joanna Hicks |
| | Management: | Prof Kathryn Pavlovich
(alternate) Prof Eva Collins |
| 4. | Dr Sophie Nock
... (alternate) | |
| 5. | ...
... (alternate) | |
| 6. | Ms Gina Millar (to 31.12.2023) | |
| 7. | Ms Michelle Blake | |
| 8. | Dr Nicole Pepperell | |

Approved by

Research Committee, 3 July 2019

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 all internally and externally funded scholarships.
3. To approve new regulations and changes to existing regulations for the granting of individual 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, or general staff Director or equivalent, of each Division appointed biennially by the relevant Pro Vice-Chancellor (each Pro Vice-Chancellor is also asked to appoint an alternate member to ensure that the Division is always represented in the work of the committee)
5. One academic staff member, or general staff Director or equivalent, of the Māori Academic Board of Studies appointed biennially by the chairperson of the Māori Academic Board of Studies (the chairperson of the Māori Academic Board of Studies is also asked to appoint an alternate member to ensure that the Board is always represented in the work of the committee)
6. One academic staff member, or general staff Director or equivalent, of the Faculty of Māori and Indigenous Studies appointed biennially by the Dean of the Faculty of Māori and Indigenous Studies (the Dean of the Faculty of Māori and Indigenous Studies is also asked to appoint an alternate member to ensure that the Board is always represented in the work of the committee)
7. One Pacific staff member appointed biennially by the Assistant Vice-Chancellor Pacific (the Assistant Vice-Chancellor Pacific is also asked to appoint an alternative member to ensure that Pacific members are always represented in the work of the committee)

8. One staff member based at the Tauranga campus appointed biennially by the chairperson of the Scholarships Committee
9. One student appointed biennially by the chairperson of the Scholarships Committee

Membership

Ex Officio Members

1. Prof Karin Bryan
2. Assoc Prof Tracy Howell
3. Dr Kelly Hare

Appointed Members

- | | | |
|----|---|---|
| 4. | Arts, Law, Psychology, Social Science: | Dr Rhys Aston (to 31.12.2024)
(alternate) Apriel Joliffe-Simpson |
| | Education: | Assoc Prof Patsie Frawley (01.08.2023 to 30.11.2023)
Dr Laura Gurney (01.12.2023 to 01.07.2024)
(alternate) Assoc Prof Patsie Frawley |
| | Health, Engineering, Computing, Science: | Assoc Prof Michael Mucalo (to 30.12.2024)
(alternate) Dr James Carson |
| | Management: | Michelle Jordan-Tong (to 31.12.2024)
(alternate) Assoc Prof Leon Li (to 31.12.2024) |
| 5. | Ms Sam Iti Prendergast (to 31.12.2024)
(alternate) ... | |
| 6. | Dr Te Kahautu Maxwell (to 31.12.2024)
(alternate) ... | |
| 7. | Dr Keaka Hemi
(alternate) Sianiti Bulisala | |
| 8. | Dr Chanelle Gavin (to 31.12.2023) | |
| 9. | Mr Robbie Maris (to 16.07.2023) | |

Approved by

Council, 28 May 2019

Secretary

Ms Bianca Rogers-Mott, 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 Scholarship Committee members 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 Assistant Vice-Chancellor Pacific
5. The Dean of the School of Graduate Research
6. Scholarships Manager

Membership

Ex Officio Members

1. Prof Bryony James
2. Prof Robyn Longhurst
3. Dr Sarah-Jane Tiakiwai
4. Dr Keaka Hemi
5. Prof Karin Bryan
6. Dr Kelly Hare

Approved by
Council, 28 May 2019

Secretary
Ms Bianca Rogers-Mott, 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 Divisions 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 Student Centre Manager
3. The Accessibility Services Manager
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 Laura Findlay
3. Mr Logan Robinson
4. Dr Kym Christoulou

Appointed Members

5. Dr Rob Torrens
6. Assoc Prof Stephen Joe (to 31.12.2023)
Assoc Prof Kirstine Moffatt (to 31.12.2023)
Dr Nirosha Hewa Wellalage (to 31.12.2024)
Mr Joel Manyam (to 30.07.2025)
7. Ms Lushomo Thebe

Approved by

Council, 7 May 2012

Secretary: Miss Rebecca Osborne, Student Services



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 pool of twelve staff, including four based in Tauranga, 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 eight students; the pool of students, five of whom are enrolled at the undergraduate level including two based in Tauranga, and three of whom are enrolled at the postgraduate level including one based in Tauranga, is appointed by the chairperson of the Student Discipline Committee after consultation with the student members of the Academic Board

Co-opted Member

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

Membership

Appointed Members

1. Prof Roger Moltzen (to 31.12.2024)
2. Ms Jennifer Campion (to 31.12.2023)
Prof Annika Hinze (to 31.12.2023)
Assoc Prof Rachel McNae (31.12.2023)
Prof Tom Roa (to 31.12.2023)
Dr Rob Torrens (to 31.12.2023)
Prof Kura Paul-Burke (to 30.04.2024)
Prof Ken Perszyk (to 30.04.2024)
Dr Lisa Perrott (to 30.09.2024)
Assoc Prof Umesh Sharma (to 30.09.2024)
Prof Belinda Wheaton (to 30.04.2025)
Dr Huw O'Connor (to 30.09.2025)
Dr Rebecca Sargison (to 30.09.2025)
3. Ms Rebeka Billington (Undergraduate)
Mr Sajith Dhambagolla (Undergraduate)
Ms Hannah Huggan (Undergraduate)
Ms Rhane Mercado (Undergraduate)
Ms Ruth Raupita (Undergraduate)
Mr Sam Eltham (Postgraduate)
Mr Michael Ryan (Postgraduate)
Mr David Trye (Postgraduate)

Note

1. One member of the pool of 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 staff member and at least one student member are present.

Approved by

Academic Board, 2 December 2020

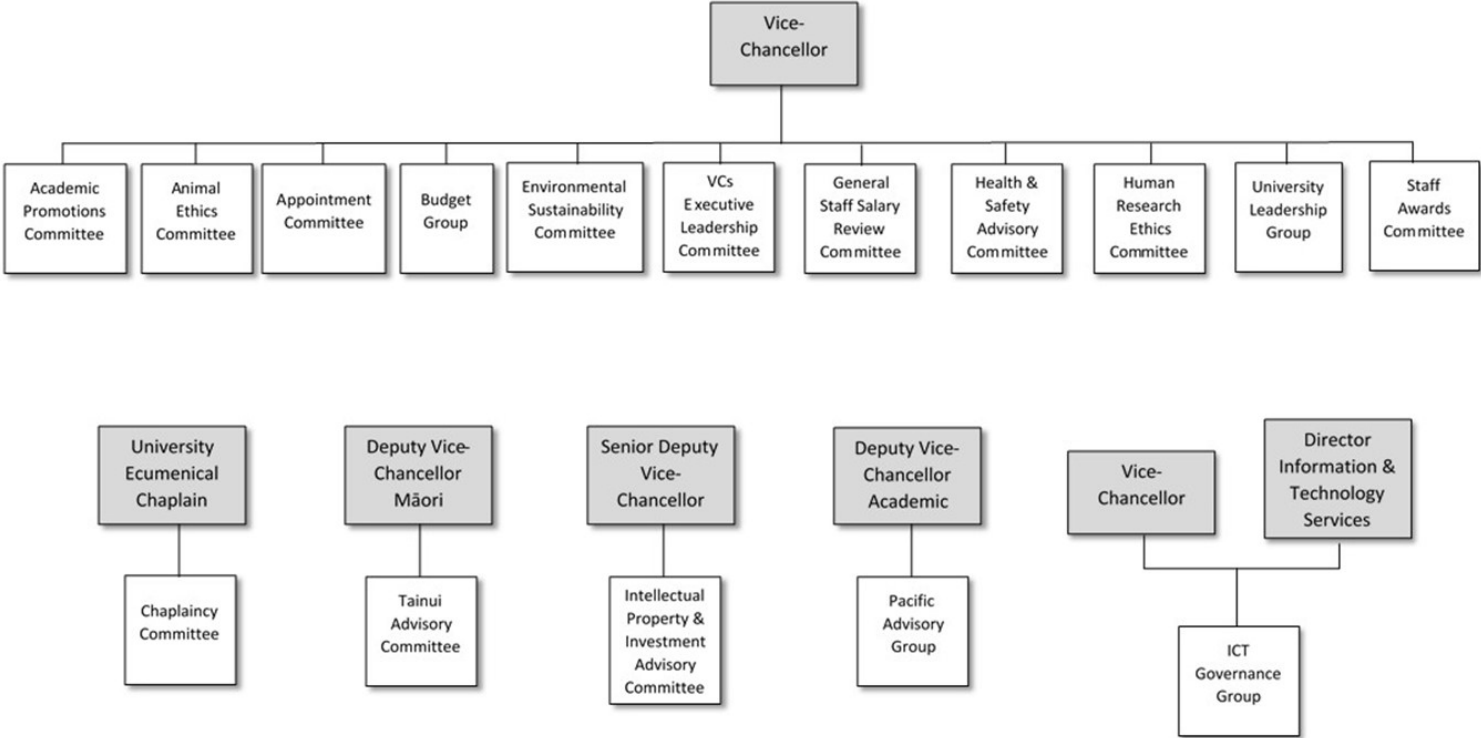
Secretaries:

Ms Rachel Fulton, Academic Office

Ms Sarah-Mae Berry, Academic Office



Advisory Committees



Academic Promotions Committee (An Advisory Committee to the Vice-Chancellor)

Terms of Reference

1. Taking account of the recommendations made for each Division by the respective Pro Vice-Chancellor, to consider annually applications by academic staff for promotion to Senior Lecturer Range 1, Senior Lecturer Range 2, Associate Professor and Professor and make recommendations accordingly to the Vice-Chancellor.
2. To consider requests for review from applicants for promotion to Lecturer Step 5 or advancement within Senior Lecturer or Associate Professor or Professor whose applications were not granted in full and who can show some evidence that University-wide policy or procedures were not properly and consistently observed.

Constitution

Ex Officio Members

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

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

- | | |
|--|-----------------------------|
| 1. Prof Neil Quigley | |
| 2. Senior Deputy Vice-Chancellor | Prof Alister Jones |
| Deputy Vice-Chancellor Academic | Prof Robyn Longhurst |
| Deputy Vice-Chancellor Māori | Dr Sarah-Jane Tiakiwai |
| Deputy Vice-Chancellor Research | Prof Bryony James |
| 3. Arts, Law Psychology and Social Sciences: | Prof Patrick Leman |
| Education: | Prof Patrick Leman (acting) |
| Health, Engineering, Computing and Science: | Prof Geoff Holmes |
| Management: | Mr Matt Bolger |

Appointed Member

4. ...

Co-opted Members

5. The Dean, School of Graduate Research

Approved by

The Vice-Chancellor

Secretary

Ms Rose Macfarlane, Director of People and Capability



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. Prof Nicholas Ling (to 31.12.2023)
2. Dr Pawel Olszewski (to 31.12.2023)
3. Ms Laura McColl
4. Dr Alison Cullum (to 31.12.2026) (New Zealand Veterinary Association)
5. Dr Jessica Walker (to 31.12.2026) (SPCA)
6. Councillor Anna Casey-Cox (to 31.10.2025) (Hamilton City Council)

Co-opted Members

7. Dr Rebecca Sargisson
Dr Mitchell Head

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:

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

Constitution

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

Note

Only the Director of People and Capability has delegated authority to make appointments on behalf of the Vice-Chancellor.

Approved by

The Vice-Chancellor, 30 November 2019

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 People and Capability 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 (or nominee) 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.
9. Candidates being considered for positions at the rank of Lecturer, Senior Lecturer, Associate Professor and Professor normally give a research presentation of at least 50 minutes which is open to all staff in relevant Schools/Faculties.
10. Candidates being considered for positions at the level of Head/Dean of School, Pro Vice-Chancellor or Deputy Vice-Chancellor normally give a presentation on a topic related to strategy for the relevant area, which is open to all staff of the University.

ACADEMIC STAFF BELOW LECTURER LEVEL

Ex Officio Members

1. The Dean/Head or nominee, who is chairperson of the committee

Appointed Members

2. Up to two other members of the School/Faculty appointed by the Dean/Head

ACADEMIC STAFF AT LECTURER LEVEL AND ABOVE (EXCEPT PROFESSORS)

Ex Officio Members

1. The Pro Vice-Chancellor or nominee, who is chairperson of the committee
2. The Dean/Head

Appointed Members

3. Up to two other members of the School/Faculty appointed by the Pro Vice-Chancellor

Optional

4. One other person, to meet the needs of the particular appointment, appointed by the Vice-Chancellor on the nomination of the Pro Vice-Chancellor

PROFESSORS

Ex Officio Members

1. The Pro Vice-Chancellor, who is chairperson of the committee
2. A Deputy Vice-Chancellor
3. The Pro Vice-Chancellor of another Division
4. The Head/Dean

Appointed Members

5. Up to two other members of the School/Faculty appointed by the Pro Vice-Chancellor

Optional

6. One other person to meet the needs of the particular appointment and/or provide specialist expertise, appointed by the Vice-Chancellor on the nomination of the Pro Vice-Chancellor.

Note

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

HEADS/DEANS

Ex Officio Members

1. The Pro Vice-Chancellor, who is chairperson of the committee

Appointed Members

2. Other members appointed by the Vice-Chancellor for particular purposes, typically
 - A Deputy Vice-Chancellor
 - The Pro Vice-Chancellor of another Division
 - Three members of the School/Faculty, including at least one Professor

Optional

3. One other person to meet the needs of the particular appointment and/or to provide specialist expertise, appointed by the Vice-Chancellor on the nomination of the Pro Vice-Chancellor

PRO VICE-CHANCELLORS

Ex Officio Members

1. The Vice-Chancellor, who is Chairperson of the committee.
2. Two Deputy Vice-Chancellors

Appointed Members

Other members appointed by the Vice-Chancellor for particular purposes and typically including three members of the Division including one professor and one Head/Dean

DIRECTORS OF CENTRAL SUPPORT DIVISIONS**Ex Officio Members**

1. The Senior Manager, or nominee, who is chairperson of the committee
2. The line manager (if not the Senior Manager)
3. The Director of People and Capability (unless the appointment is to that role)

Appointed Members

4. A Pro Vice-Chancellor

Optional

5. Up to two other people to meet the needs of the particular appointment, appointed by the Vice-Chancellor on the nomination of the Senior Manager.

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

1. The Senior Manager, or nominee, who is chairperson of the committee
2. The line manager (if not the Senior Manager)

Appointed Members

3. Up to two other people to meet the needs of the particular appointment, appointed by the Director of People and Capability in consultation with the relevant Senior Manager

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

1. The relevant senior manager or nominee, who is chairperson of the committee
2. The line manager (if not included above)
3. The supervisor (if not included above)



Budget Group

(An Advisory Committee to the Vice-Chancellor)

The Budget Group is constituted and convened each year by the Director, Finance & Analytics 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 Director of Finance who is chairperson
2. The Senior Deputy Vice-Chancellor
3. A Dean appointed collectively by the Deans

Membership

1. Mr Anthony Robertson
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 TSSF
2. Fr Juan Pedro Maldonado

Appointed Members

3. Ms Rose Devine
Mr Dan Sangsurisre
4. Mr TJ Cloete
5. Ms Jill Dibble
6. Anglican: Rev Stephen Bright (chairperson)
Presbyterian: Rev Sharon Ross Ensor
Methodist: Dn Margaret Birtles
7. Anglican: Dr Nicola Daly
Baptist: Pastor Mark Day
Methodist: Mr Williame Toduadua
Presbyterian: Mr Douglas Taylor
Roman Catholic: Dr Paul Flanagan

Approved by

The Vice-Chancellor, 27 July 2012

Secretary

Ms Jill Schumacher



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.
5. 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 Property Services
2. The Sustainability and Environment Manager

Appointed Members

3. One staff member with expertise in environmental issues, appointed by the Vice-Chancellor as chairperson for a term of three years
4. Four staff members appointed by the Vice-Chancellor for terms of 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
5. One staff member appointed by the Vice-Chancellor in consultation with the Deputy Vice-Chancellor (Māori) for a term of three years
6. One student appointed annually by the Environmental Sustainability Committee, in consultation with the student members of the Academic Board

Co-opted Members

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

Membership

Ex Officio Members

1. Mr Tony Kavanagh
2. ...

Appointed Members

3. ...
4. Professor Barry Barton (to 31.12.2022)
Dr Christina Hanna (to 31.12.2023)
Dr Nirosha Hewa Wellalage (to 21.07.2024)
...
5. Ms Hine-iti-moana Greensill (to 31.12.2024)
6. Marcus Fletcher (to 31.12.2022)

Co-opted Members

7. Professor Vic Arcus
Associate Prof Chris Eames
Ms Karen Harper
Prof Priya Kurian
Ms Viktoria Edwald

Approved by

The Vice-Chancellor

Secretary

Ms Sarah Oettli, 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
 - a. to consider personal applications from individual staff
 - b. to consider reports and recommendations from line managers
 - c. 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
 - a. individual level of achievement, skills and value to the organisation, including on-the-job experience
 - b. recruitment and retention factors
 - c. job content including scope and complexity.

Constitution

Ex Officio Members

1. The Senior Deputy Vice-Chancellor, who is chairperson
2. The Pro Vice-Chancellors
3. The Director of People and Capability
4. The Deputy Vice-Chancellor Academic
5. The Deputy Vice-Chancellor Māori
6. The Deputy Vice-Chancellor Research
7. The Chief Operating Officer

Appointed Members

8. 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, Law, Psychology and Social Sciences: Prof Patrick Leman
Education: Prof Patrick Leman (acting)
Health, Engineering, Computing and Science: Prof Geoff Holmes
Management: Mr Matt Bolger
3. Ms Rose Macfarlane
4. Prof Robyn Longhurst
5. Dr Sarah-Jane Tiakiwai
6. Prof Bryony James
7. Mr Jim Mercer

Appointed Members

8. To be appointed

Approved by

The Vice-Chancellor

Secretary

HR Advisor



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 Director of People and Capability, 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 2 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. Ms Rose Macfarlane

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: Mr Mark Wagstaffe



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 ethical 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](#), including the investigation of complaints.
4. To assist in the establishment and monitoring of policies and procedures employed in the Divisions to implement University policies, regulations and procedures for human research and related activities.
5. As required, to consider ethical implications of research proposals being submitted to external agencies, in consultation with the applicant's Division, and to arrange for the ethical review of such research as required.
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

To meet requirements for accreditation by the Health Research Council of New Zealand, and to ensure research expertise and representation on the committee, the following ten committee positions are by appointment:

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 staff member of each Division, who is the chairperson of their delegated ethics committee, appointed by the relevant Pro Vice-Chancellor
3. One staff member of the Faculty of Māori and Indigenous Studies, who is the chairperson of their delegated ethics committee, appointed by the Dean of the Faculty of Māori and Indigenous Studies
4. One person who is an active medical practitioner, appointed annually by the Vice-Chancellor
5. One person who is a practicing clinical psychologist, appointed annually by the Vice-Chancellor
6. One person who is an Ethicist, appointed annually by the Vice-Chancellor in consultation with the chairperson of the Human Research Ethics Committee
7. One postgraduate student who is involved in human research at doctoral level, appointed annually by the Vice-Chancellor in consultation with the chairperson of the Human Research Ethics Committee

Co-opted Members

8. The central committee may co-opt additional members from the five delegated divisional Human Research Ethics Committees to provide screening of health applications for the central committee as required. Co-opted members will be Divisional Disciplinary Ethics Advisors, nominated by the chairpersons of their delegated committees for a period of up to two years.
9. The Chair of the committee may co-opt additional members to provide expert advice

Membership

Appointed Members

1. Emeritus Professor Roger Moltzen (31.03.2025)
2. Arts, Law, Psychology and Social Sciences: Dr Oleg Medvedev
Education: Assoc Prof Patsie Frawley
(alternate) Dr Dianne Forbes
Health, Engineering, Computing and Science: Assoc Prof Brett Langley
Management: Dr Suzette Dyer
3. Māori and Indigenous Studies: Dr Haki Tuaupiki
4. ...
5. Dr Amon Tamatea (to 31.12.2022)
6. Dr Ruth Walker (to 31.12.2022)
7. Ms Shima Bazrafshan (to 31.12.2022)

Co-opted Members

8. Accounting, Finance and Economics
Arts
Computing and Mathematical Sciences
Education
Engineering
Health
Law
Management and Marketing
Māori and Indigenous Studies
Psychology
Science
Social Sciences
9. Dr Gail Hutcheson

Approved by

The Vice-Chancellor, 11 November 2019

Secretary

Ms Lois Vuursteen, Research Office



ICT Governance Group

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

Terms of Reference

1. To take a pan-University approach that ensures the connection between business and ICT activities, and alignment to University and ICT strategic objectives.
2. To prioritise ICT projects and activities, based on recommendations from the Director ITS on the ICT programme of work, and authorise 'trade-offs' to achieve the best way forward for the University.
3. To have oversight of other significant programmes to assist with the prioritisation of resources and investment for the ICT programme of work, and to ensure alignment with strategy and the annual business planning.
4. To ensure the appropriate degree of risk management is applied to the activity or project, with regular monitoring of the risks and mitigations. To authorise appropriate actions for direct intervention or escalation via agreed executive channels.
5. To monitor the appropriateness of investment in critical resources (people, applications, infrastructure and information) as relate to information communication technology activities, and monitor the financial management of these. To ensure the investment in technology choice aligns with the approved architectural principles and technical requirements, and strategic direction.
6. To monitor the status of ICT activities and projects at regular intervals (such as project stage-gates or agreed phases) and measure performance against time, costs, risk and quality, with corrective action agreed as required.
7. To monitor the realisation of the pledged benefits for key projects and ICT activities, with a focus on creating efficiencies and value delivery that enhances the Waikato experience.
8. To report regularly to the University's Executive Leadership Committee.

Constitution

Ex Officio Members

1. The Chief Operating Officer, who is chairperson
2. The Director of Information and Technology Services
3. The Deputy Vice-Chancellor Academic, or delegated representative
4. The Deputy Vice-Chancellor Research, or delegated representative
5. The Director of Finance, who is deputy chairperson
6. The Chief Advisor Student Systems
7. The Director of Student Services

Appointed Members

8. No more than three Deans or senior faculty members appointed by the Vice-Chancellor.

Co-opted Members

9. The group may co-opt additional members for particular purposes, at the discretion of the Chair.

Each member may appoint an alternate, at the appropriate managerial level, to attend as a full member of the Committee in the event they are unavailable. The Deputy Vice-Chancellor Academic and the Deputy

Vice-Chancellor Research may nominate a delegated representative to regularly attend meetings on their behalf.

Membership

Ex Officio Members

1. Mr Jim Mercer
2. Mr Eion Hall
3. Prof Robyn Longhurst
4. Prof Bryony James
5. Mr Anthony Robertson
6. Michelle Jordan-Tong
7. Mr Mike Calvert

Appointed Members

8. ...
- ...
- ...

Notes

- The quorum for meetings is a majority of members.
- The agenda will be distributed no less than two working days prior to the scheduled meeting.
- Minutes will be distributed no more than three working days following the meeting.

Meetings

The Group normally meets quarterly, or 'as required' as agreed with the Chair and the Director of ITS.

Approved by

The Vice-Chancellor, 9 October 2018

Secretary

Miss Tina Spriggs, Information Technology Services



Information Governance Group

(An Advisory Committee to the Vice-Chancellor)

The Information Governance Committee provides oversight, direction and advice for the strategic management of the University's information (data and records). It is not the primary decision maker in terms of the University's day-to-day business in this space; this remains the responsibility of delegated decision makers as appropriate.

Terms of Reference

1. To provide leadership of the University's information management culture in support of the effective management of data and records.
2. To provide oversight of relevant policies, including the Corporate Data Management Policy, Personal Information and Privacy Policy and the Records Management Policy, and of enterprise-level risk and compliance relating to information.
3. To assist the Vice-Chancellor in responding to information governance issues raised, whether externally or internally.
4. To support the setting of organisational investment priorities for information capture, storage, use, access, analysis and disposal.
5. To coordinate and respond to information management audits conducted by or for Audit New Zealand on behalf of the University.
6. To promote awareness of regulatory obligations in relation to the use of information, e.g. quality, security, disposal, privacy, in order to support compliance and provide advice where appropriate.
7. To report to the Vice-Chancellor's Executive Leadership Committee annually with respect to its business under these terms of reference.

Note: data excludes research data

Constitution

Ex Officio Members

1. The University Librarian, who is chairperson
2. The Chief Information Officer or nominee
3. The Director of the Vice-Chancellor's Office

Co-opted Members

4. The Chairperson of the Information Governance Group may co-opt people with relevant expertise for specific purposes

Membership

Ex Officio Members

1. Ms Michelle Blake
2. Mr Dougal Mair
3. Mr Brandon McGibbon

Co-opted Members

4. Ms Lynn Bourne (the Director Campus Operations and Risk)
Ms Keely Smith (the Privacy Officer or nominee)

Approved by

The Vice-Chancellor, 30 March 2023

Secretary

Michelle Campion, The Records Manager



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 Director of Finance
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 Anthony Robertson
2. Professor Bryony James
3. Dr Simon Lovatt
4. ...

Appointed Members

6. Professor Geoff Holmes

Co-opted Members

7. Mr Rob Heebink
Ms Tina Jennen

Mr James McGillivray
Professor Vincent Reid

Approved by

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

Secretary

Stephanie Chernishov, WaikatoLink



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 Vice-Chancellor
3. The Deputy Vice-Chancellor Māori
4. The Deputy Vice-Chancellor Research
5. The Deputy Vice-Chancellor Academic
6. The Pro Vice-Chancellor Teaching and Learning
7. The Director of Organisational Development and Wellness
8. The Chief Operating Officer
9. One staff member appointed by the Vice-Chancellor

Membership

Ex-officio Members

1. Prof Alister Jones
2. Professor Neil Quigley
3. Dr Sarah-Jane Tiakiwai
4. Professor Bryony James
5. Professor Robyn Longhurst
6. Associate Prof Tracy Howell
7. ...
8. Mr Jim Mercer
9. Kirstine Moffatt

Approved/Revised

The Vice-Chancellor, August 2021

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. Ms Yvonne 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



University Leadership Group **(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 Chief Operating Officer
7. The Divisional Pro Vice-Chancellors
8. The Heads of Schools
9. The Dean of Graduate Research
10. The Assistant Vice-Chancellor Community Engagement
11. The Assistant Vice-Chancellor Pacific
12. The Assistant Vice-Chancellor PBRF
13. The Assistant Vice-Chancellor Sustainability
14. The Pro Vice-Chancellor Teaching and Learning
15. The University Librarian
16. The Chief Information Officer
17. The Director Academic Office
18. The Director Business Intelligence
19. The Director Finance
20. The Director of People and Capability
21. The Director International
22. The Director Marketing
23. The Associate Director Safety and Wellness
24. The Director of Development and Infrastructure
25. The Director of Campus Operations and Risk Management
26. The Director of Innovation and Impact
27. The Director Research and Enterprise
28. The Director Student Services
29. The Director Tauranga Campus Operations
30. The Director Vice-Chancellor's Office
31. The Head of Corporate Communications
32. The President of the Waikato Students' Union
33. The Director of Te Whai Toi Tangata - Institute of Professional Learning
34. The Director of Te Pūhahi Rangahau Mātauranga o Wilf Malcolm - Wilf Malcolm Institute of Educational Research
35. The Director of Te Puna Haumarū – New Zealand Institute for Security and Crime Science
36. The Director of Te Ipu o te Mahara - Artificial Intelligence Institute
37. The Co-Directors of Te Tumu Whakaora Taiao - the Environmental Research Institute
38. The Director of Te Kotahi Research Institute
39. The Director of Te Ngira Institute for Population Research
40. The Director of Te Pūhahi Rangahau Umanga o Aotearoa - New Zealand Institute for Business Research

Membership

1. Prof Neil Quigley
2. Prof Alister Jones
3. Prof Robyn Longhurst
4. Dr Sarah-Jane Tiakiwai
5. Prof Bryony James
6. Mr Jim Mercer
7. Arts, Social Sciences and Law
Education: Prof Patrick Leman
Prof Patrick Leman (Acting)

Health, Science, Computing and Engineering Management	Prof Geoff Holmes
8. Māori and Indigenous Studies	Mr Matt Bolger
Arts	Prof Sandy Morrison
Law	Dr Karen Barbour (from 01.01.2023)
	Dr Anna-Marie Brennan (acting from 01.01.2023 to 29.08.2023)
	Prof Alpana Roy (31.08.2023 to 31.08.2025)
Psychology	Prof Vincent Reid
Social Sciences	Dr Justine Kingsbury (Acting to 31.12.2023)
Education	Prof Sally Peters
Computing and Mathematical Sciences	Prof Annike Hinze
Engineering	Prof Mike Duke
Health, Sport and Human Performance Science	Prof Jo Lane
Accounting, Finance and Economics	Prof Margaret Barbour
Management and Marketing	Prof Frank Scimgeour
9. Prof Karin Bryan	Assoc Prof Stuart Dillon
10. Prof Asad Mohsin	
11. Dr Keaka Hemi	
12. Prof Craig Cary	
13. Prof Lynda Johnston	
14. Assoc Prof Tracy Bowell	
15. Ms Michelle Blake	
16. Mr Eion Hall	
17. Mr Tim O'Brien	
18. Ms Manishi Kohli	
19. Mr Anthony Robertson	
20. Ms Rose Macfarlane	
21. Ms Sharon Calvert	
22. Miss Michaela Goldsmith	
23. Mr Mark Wagstaffe	
24. Mr Tony Kavanagh	
25. Ms Lynn Bourne	
26. Dr Rosanne Ellis	
27. Mr Simon Lovatt	
28. Mr Mike Calvert	
29. Mr Joseph Macfarlane	
30. Mr Brandon McGibbon	
31. Ms Jess Tiley	
32. Ms Lushomo Thebe	
33. Ms Sharleen Nathan	
34. Dr Cathy Buntting	
35. Prof Devon Polaschek	
36. Prof Albert Bifet	
37. Assoc Prof Charles Lee and Mr Tim Manukau	
38. Assoc Prof Maui Hudson	
39. Prof Lisette Burrows (from 01.01.2024)	
40. Prof Eva Collins	

Serviced by

Ms Tracy Pilet, Office of the Vice-Chancellor

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 Māori
5. The Deputy Vice-Chancellor Research
6. The Pro Vice-Chancellor Arts, Law, Psychology and Social Sciences
7. The Pro Vice-Chancellor Education
8. The Pro Vice-Chancellor Health, Engineering, Computing and Science
9. The Pro Vice-Chancellor Management
10. The Chief Operating Officer
11. The Chief Information Officer
12. The Director International
13. The Director Office of the Vice-Chancellor
14. The Director of People and Capability
15. The Director Tauranga Campus Operations
16. The Director Student Services

Membership

1. Prof Neil Quigley
2. Prof Alister Jones
3. Prof Robyn Longhurst
4. Dr Sarah-Jane Tiakiwai
5. Prof Bryony James
6. Prof Patrick Leman
7. Prof Patrick Leman (acting)
8. Prof Geoff Holmes
9. Mr Matt Bolger
10. Mr Jim Mercer
11. Mr Eion Hall
12. Ms Sharon Calvert
13. Mr Brandon McGibbon
14. Ms Rose Macfarlane
15. Mr Joseph Macfarlane
16. Mr Mike Calvert

Serviced by

Ms Tracy Pilet, Office of the Vice-Chancellor



Committees of the University of Waikato College

University of Waikato College Management Committee

(An Advisory Committee to the Vice-Chancellor)

The University of Waikato College Management Committee is established under the Licence and Services Agreement between the University of Waikato and Study Group NZ Limited for the provision of pathway education to students of the University (the agreement).

Terms of Reference

1. To determine strategic objectives under the agreement between the University of Waikato and Study Group.
2. To review and set the Key Performance Indicators as set out in the agreement including:
 - a. to determine any amendments to the Key Performance Indicators,
 - b. to determine time periods for new Key Performance Indicators.
3. To monitor and oversee the quality of the delivery of the services and the programmes of study provided by the University of Waikato College.
4. To approve the offering of, or other significant changes regarding, groups, non-standard or one-off programmes to the extent permitted under University regulations.
5. To approve changes to the provision of the services or the programmes of study provided by University of Waikato College to the extent permitted under University regulations.
6. To consider new opportunities, including pathway programmes into the University for international and domestic students.
7. To monitor and oversee requirements in respect of the pastoral care of international students under the Code.
8. To generally manage the relationship between the University and Study Group.
9. To maintain oversight of the significant risks and their mitigation strategies in relation to the delivery of the University of Waikato College services.
10. To advise on public communication concerning the University of Waikato College programmes and services.
11. To develop an annual business plan, including both academic and commercial aspects, for the University of Waikato College programmes.
12. To undertake periodic reviews of the progress of the University of Waikato College programmes.
13. To develop and consider an annual Partnership Development Plan.

14. To convene and receive reports from the University of Waikato College Sales and Marketing sub-committee, University of Waikato College Academic sub-committee and University of Waikato College Finance and Operation sub-committee with respect to their business, following each of their meetings.
15. To receive reports from, and provide advice to, the University of Waikato and Study Group with respect to the delivery of the services and operation of the programmes in relation to the Key Performance Indicators, as appropriate.
16. To report to the University of Waikato and Study Group with respect to operations in relation to the agreed Key Performance Indicators, annually.
17. To discharge any other function required of the committee by the agreement.

The Chair will be appointed by the Committee for a term of one year. Where possible, the Chair should alternate each year between a representative from the University of Waikato and a representative from Study Group.

Each member may appoint an alternate to attend as a full member of the Committee in the event they are unavailable.

Either the University of Waikato or Study Group may appoint observers for the purpose of seeing information from, and reporting to, the Committee.

In keeping with the Licence and Services Agreement the constitution will contain an equal representation from the University of Waikato and Study Group.

Constitution

Ex Officio Members

1. The Senior Deputy Vice-Chancellor (UOW)
2. The Deputy Vice-Chancellor Academic (UOW)
3. The Director of Finance (UOW)
4. The Director International Office (UOW)
5. The Director Academic Office (UOW)
6. The Sales Director (SG)
7. The Associate Director Marketing (SG)
8. The University of Waikato College Director (SG)
9. The Commercial Finance Director ANZ (SG)
10. The Chief Academic Officer (SG)

Membership

Ex Officio Members

1. Prof Alister Jones (Chair to 31.08.2023)
2. Prof Robyn Longhurst
Mr Anthony Robertson
3. Ms Sharon Calvert
4. Mr Tim O'Brien
5. ...
6. Mr Claudio Da Rocha
7. Dr Simon Peel
8. Mr Paul Scarlett
9. Prof Elizabeth More

Observers

Ms Daniella Storm

Ms Margaret Anderson

Notes

- A quorum is 75% of the representatives of each of the University and Study Group.
- The Chair of the University of Waikato College Management Committee does not have a casting vote where an equality of votes is recorded.
- A draft agenda will be prepared by the University of Waikato in consultation with Study Group. The final agenda will be issued one week prior to the scheduled meeting, following feedback from attendees' receipt.

Approved by

UOWC Management Committee

Secretary

Ms Alison Beardsmore

Academic Office



University of Waikato College Academic Sub-committee **(A Committee of the UOWC Management Committee)**

The University of Waikato College Academic Sub-committee is established under the Licence and Services Agreement between the University of Waikato and Study Group NZ Limited for the provision of pathway education to students of the University (the agreement).

Terms of Reference

1. To review and monitor curriculum and student outcomes and to make recommendations on any changes to curriculum and qualifications, including the development of new qualifications, to the appropriate committees.
2. To receive biannual reports on student grades, waivers of programme requirements, waivers of entry requirements, progression to degree rates, student feedback, and awards made within University of Waikato College.
3. To review and make recommendations in relation to:
 - a) assessment protocols to be employed by teaching staff and examiners
 - b) final assessments
 - c) granting of consideration of disadvantaged students who have experienced hardship
 - d) trends around feedback to teaching staff under the Evaluation of Teaching and Papers Policy
 - e) quality assurance within University of Waikato College.
4. To report to the Education Committee on student performance, annually.
5. To report to the University of Waikato College Management Committee following every meeting on its business under these terms of reference.
6. To discharge any other function required of the committee by the agreement.

In keeping with the Licence and Services Agreement the constitution will contain an equal representation from the University of Waikato and Study Group.

Ex-officio Members

1. The Deputy Vice-Chancellor Academic (UOW)
2. The Pro Vice-Chancellor Teaching & Learning (UOW)
3. The Chief Academic Officer (SG)
4. The University of Waikato College Director (SG)
5. The Director of Studies (SG)

Appointed Members

6. Two Associate Deans Academic, appointed by the Deputy Vice-Chancellor Academic, from the University of Waikato Divisional and Faculty of Māori and Indigenous Studies Associate Deans Academic. Appointment will be based on most relevance to the committee's upcoming business. (UOW)
7. One Programme Manager, appointed by the College Director, from the Programme Managers with the University of Waikato College. Appointment will be based on most relevance to the committee's upcoming business. (SG)

Membership

Ex-officio Members

1. Prof Robyn Longhurst
2. Assoc Prof Tracy Bowell (Chair to 04.11.2023)
3. Prof Elizabeth More
4. Dr Simon Peel
5. Ms Diane Donald

Appointed Members

6. Assoc Prof Judy Bowen (to 31.12.2023)
... (to 31.12.2023)
7. Dr Alaa Aljanaby (to 31.12.2023)

Observers

Ms Margaret Anderson

Notes

- The Chair of the University of Waikato College Academic Sub-committee does not have a casting vote where an equality of votes is recorded.
- A draft agenda will be prepared by the University of Waikato in consultation with Study Group. The final agenda will be issued one week prior to the scheduled meeting, following feedback from attendees' receipt.

Approved by

UOWC Management Committee

Secretary

Ms Hannah Morgan, Academic Office



University of Waikato College Sales and Marketing Sub-committee (A Committee of the UOWC Management Committee)

The University of Waikato College Sales and Marketing Sub-committee is established under the Licence and Services Agreement between the University of Waikato and Study Group NZ Limited for the provision of pathway education to students of the University (the agreement).

Terms of Reference

1. To determine the sales and marketing strategy and operating plan for the Programmes and University of Waikato College, including in-market recruitment collaboration.
2. To oversee of the marketing and promotion of the programmes, and monitor the performance of all such activity.
3. To evaluate new programme opportunities on their ability to deliver on the objectives set by the Management Committee, and to make recommendations to the Management Committee on such programme opportunities.
4. To discharge any other function required of the committee by the Agreement.
5. To oversee the student pipeline and provide support and advice to all areas including admissions, scholarships, payments and fees.
6. To report to the University of Waikato College Management Committee following every meeting on its business under these terms of reference.

Constitution

Appointed Members

1. Four representatives appointed by the University of Waikato.
2. Four representatives appointed by Study Group.

By Invitation

1. One representative from the University of Waikato International Admissions team.
2. One representative from the Study Group admissions team.

Each member may appoint an alternate to attend as a full member of the Committee in the event they are unavailable.

Membership

Appointed Members

1. Ms Margaret Anderson (Chair)
(alternate) Mrs Sharon Calvert
Ms Lucy Zhang
(alternate) Ms Lucinda Needham
Miss Alex O'Reilly
(alternate) ...
Miss Michaela Goldsmith
(alternate) ...
2. Mr Claudio Da Rocha
(alternate) ...

Dr Simon Peel
(alternate) Ms Susan Phillips
Mr Matthew Durie
(alternate) Ms Christina Yang
...
(alternate) ...

Notes

- The Chair of the University of Waikato College Sales and Marketing Committee does not have a casting vote where an equality of votes is recorded.
- A draft agenda will be prepared by the University of Waikato in consultation with the University of Waikato. The final agenda will be issued one week prior to the scheduled meeting, following feedback from attendees' receipt.

Approved by

UOWC Management Committee

Secretary

Mera Tan (UWC)



University of Waikato College Finance and Operations Sub-committee (A Committee of the UOWC Management Committee)

The University of Waikato College Finance and Operations Sub-committee is established under the Licence and Services Agreement between the University of Waikato and Study Group NZ Limited for the provision of pathway education to students of the University (the agreement).

Terms of Reference

1. To review and resolve any issues of an operational or financial nature that affect the running of the College.
2. To discharge any other function required of the committee by the Agreement.
3. To report to the University of Waikato College Management Committee following every meeting on its business under these terms of reference.

Constitution

Appointed Members

1. Four representatives appointed by the University of Waikato (UOW)
2. Four representatives appointed by Study Group (SG)

Each member may appoint an alternate to attend as a full member of the Committee in the event they are unavailable.

Membership

Appointed Members

1. Mr Mike Calvert, Director of Student Services, UOW
Ms Margaret Anderson, Deputy Director International Office, UOW
Mr Peter Weston, SMS Technical Lead, UOW
Mr Anthony Robertson, Director of Finance, UOW
(alternate) Mr Justin Liu, Finance Business Partner, UOW
2. ..., Admissions Director ANZ, SG
Mr Simon Peel, College Director, SG
Ms Susan Phillips, Manager Student Experience, SG
Mr Paul Scarlett (Chair), Commercial Finance Director ANZ, SG

Notes

- The Chair of the University of Waikato College Finance and Operations Sub-committee does not have a casting vote where an equality of votes is recorded
- A draft agenda will be prepared by Study Group in consultation with the University of Waikato. The final agenda will be issued one week prior to the scheduled meeting, following feedback from attendees' receipt

Approved by

UOWC Management Committee

Secretariat

Jane Kamal (provided by the College)



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
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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: | Rev Sharon Ross Ensor |
| | | Lay: | Mr Douglas Taylor |
| | Methodist: | Clergy: | Dn Margaret Birtles |
| | | Lay: | Mr Williame Toduadua |
| | Baptist: | Lay: | Pastor Mark Day |
| | Church of Christ: | Lay: | ... |
| 2. | Mr TJ Cloete | | |
| 3. | Ms Rose Devine | | |
| | Mr Dan Sangsurisre | | |

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 Lushomo Thebe (to 31.12.2023)
3. Ms Stella McLean (to 31.12.2023)

Appointed Members

4. Mr Mike Calvert (to 31.12.2025)
Prof Alister Jones (to 31.12.2023)
Mr Jim Mercer (to 31.12.2024)
5. Ms Lushomo Thebe (to 31.12.2023)
6. Mr David West (to 31.12.2023)

Approved by

Registrar of Incorporated Societies, 18 December 1984

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

Serviced by

Ms Shuping Wang, Financial Accounting and Operations



Student Services Governance Committee

NB: A full version of the Student Services Governance Committee's terms of reference can be obtained from the Committee Secretary.

Background

A robust service delivery partnership has existed between the University of Waikato (*University*) and the Waikato Students' Union (*WSU*) for many years. The Student Services Governance Committee (the *Committee*) is established to further formalise and strengthen the strategic partnership between the University and the WSU (the *Parties*). The Committee provides a high-level framework for collaboration, innovation and excellence in the delivery of student services.

Scope

The scope of the Committee shall be:

1. To be the primary body that manages the strategic partnership between the WSU and the University
2. To oversee and govern the effective provision of all student services funded wholly or partially by the Student Services Levy (the *levy*), whether delivered by the WSU or the University or some other party.
3. To provide a forum for discussion and consultation on student services funded wholly by means other than the Levy and to provide advice on the delivery of those services.
4. To support the development and monitoring of a strategy for the effective delivery of all student services
5. To ensure compliance with the Education Act 1989 and accountability in the use of compulsory fees for student services through making joint decisions, in consultation with University students, on:
 - a. The amount that students will be charged for student services'
 - b. The range of services which will be delivered; and
 - c. Who will deliver those services
6. To seek to align the Students' Campus Building Fund Trust distribution strategy with the Committee's strategic direction.

Functions

1. Advise on space allocations, usage, license to occupy, and any related charges in relation to University managed space used to deliver services to students;
2. Receive reports and analyses useful for monitoring the disbursement of Levy funds;
3. Receive reports and analyses useful for monitoring all other relevant student services delivered by WSU and the University;
4. Decide annually on the rate and apportionment of the Levy by:
 - a. Conducting meaningful consultation with students; outlining Levy rate and apportionment options in a manner that empowers students to think creatively but within the parameters of the Levy framework ;
 - b. As a minimum, using a compulsory student survey and qualitative focus group consultation informed by survey results; and
 - c. Neither WSU nor the University shall unreasonably obstruct any course of action with respect to the Levy which is demonstrably favoured by students.

5. Provide advice on the amount and apportionment of non-Levy funded University monies apportioned to the provision of relevant services.
6. Advise annually on the optimal student service provision framework; specifically on which services WSU and the University will respectively provide and how delivery will be effected.
7. Recommend communications needed from the WSU President and the University Vice-Chancellor about the Levy, its applications or other issues and outcomes associated with joint operations of the University and WSU
8. Act as an advisory body for University policies relating to student services
9. Make distribution recommendations to Trustees of the Students' Campus Building Fund Trust (the *SCBFT*)

Constitution

Membership

1. Vice-Chancellor, or delegate, (Co-Chair), University
2. President, or delegate, (Co-Chair), WSU
3. Senior Deputy Vice-Chancellor, University
4. General Manager, WSU
5. Director of Finance, University
6. WSU Board Member, nominated by Board, WSU
7. Director of Student Services, University
8. WSU Stakeholder, nominated by Board, WSU

Membership

1. Prof Neil Quigley
2. Ms Lushomo Thebe (to 31.12.2023)
3. Prof Alister Jones
4. Mr Dave West
5. Mr Anthony Robertson
6. ...
7. Mr Mike Calvert
8. ...

Secretary

Mr Brandon McGibbon (acting), Vice-Chancellors Office



**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 (or nominee)

Members

2. As outlined in clause 2.3 of the Trust Deed, the membership of the Trust Board shall be not more than three (3) unless otherwise determined by the resolution of the Trust Board. One of the Trustees must be the current Chancellor of the University of Waikato or his/her nominee.

Membership

Ex Officio Members

1. Ms Susan Hassall (Chancellor's nominee)

Members

2. Mrs Susan Hassall (Chairperson)
Sir Paul Adams
Dr Andrew Smith

Note

Under the terms of the Trust Deed:

- A trustee shall hold office until his or her appointment is terminated by:
 - a) resignation of the Trustees; or
 - b) resolution of the Trustees; or
 - c) operation of law
- Any vacancy in the membership of the Trust Board whether by resignation, removal or otherwise, shall be filled by an appointment made by the Trust Board

Approved by

Trust Deed, 8 February 2018 / 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 and Training Act 2020 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 5.1 of the Trust Deed, the membership of the Trust Board will consist of at least three (3) but no more than five (5) Trustees.

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 Bryony James (to 14.06.2024)
2. Mr Jim Mercer (to 14.06.2024)
3. ...

Approved by

Registrar of Incorporated Societies, September 2021

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 People and Capability

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 Rose Macfarlane

Appointed Members

3. ...

Approved by

The Vice-Chancellor, 27 July 2012

Serviced by

Ms Rose Macfarlane, Director of People and Capability



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

Ms Jane Burnett, WaikatoLink



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 and Training Act 2020 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.

Interpretation

6. *Academic staff* – means Assistant Lecturers, Associate Professors, Doctoral Assistants, Graduate Assistants, Lecturers, Postdoctoral Fellows, Professors, Research Fellows, Research Officers, Senior Lecturers, Senior Research Fellows, Senior Research Officers, Senior Tutors, Teaching Fellows, and Tutors currently employed by the University.

Calling of meetings

7. Ordinary meetings of the Committee are held at times and places according to a schedule determined by that committee annually in advance.
8. 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.
9. 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.
10. Accidental omission to supply a notice or agenda to any member of the committee does not affect the validity of a meeting.
11. The chairperson may at any time, at his or her own discretion, call a special meeting of the committee.
12. 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.

13. 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

14. 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.
15. 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 17(h).
16. 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

17. Unless the committee varies the order of business in accordance with rule 20, 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.
18. 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.
19. 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.
20. The order of business may be varied by agreement of the committee at the beginning of the meeting.

Exclusion of the public

21. 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.

22. 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

23. 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.
24. 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.
25. 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.
26. 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.
27. 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.
28. 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.
29. 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.
30. 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.
31. 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.)
32. 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.
33. 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 28 above.

Conduct of business

34. The chairperson presides at all meetings at which he or she is present.
35. If the chairperson is not present, and if a deputy chairperson is designated in the constitution, the deputy chairperson presides.

36. 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.
37. All members must speak to the chairperson, and must give way whenever the chairperson wishes to intervene.
38. 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.
39. Any member may propose a motion, which, if seconded by another member, must then be put to the meeting by the chairperson.
40. Unless the chairperson allows otherwise, a member may speak once only on any substantive matter in any debate.
41. 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.
42. 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.
43. The chairperson has a deliberative vote and, in the case of an equality of votes, also a casting vote.
44. 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.
45. 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.
46. 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

47. 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 21 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.
48. 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

49. 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.

50. 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

51. 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.
52. 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.
53. At the next meeting of the committee, the secretary must report on all business transacted by circulation of communications and/or papers.
54. As an alternative to rules 51-53, 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

55. 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 and Training Act 2020.
56. Committees of Council must report the minutes of their meetings once they have been confirmed to the next meeting of Council.
57. 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.
58. 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

59. Any member who is unable to attend a meeting of the committee must notify the secretary as soon as practicable before that meeting.
60. 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.
61. 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

62. Council is quorate when a majority (i.e. more than half) of the members then holding office is present.

63. No business may be transacted by Council at a meeting unless a majority of the members then holding office is present.
64. 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

65. 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.
66. The time and place of the election must be formally notified in the agenda of the relevant committee meeting.
67. 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

68. The annual schedule of meetings of Council and Academic Board must be publicly notified.
69. 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.
70. 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.
71. 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.
72. 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

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

Approved by

Council, 16 July 2014

Revised, Council, 1 October 2019



Expectations of University of Waikato Committee Members

Members of University of Waikato committees are expected to:

Attend

- Attend scheduled meetings regularly.
- If unable to attend a scheduled meeting, advise the secretary of the committee as soon as practicable in advance of the meeting.

Prepare

- Be familiar with the terms of reference of the relevant committee.
- Be familiar with the University's current Strategy and other relevant plans.
- Prepare for meetings by reviewing the meeting agenda and associated documents in advance.

Participate

- Initiate and/or contribute to the development of papers on matters of relevance to the committee.
- Actively participate in discussions using their skills, knowledge and experience to contribute to informed decision-making.
- Inform the committee of the range of views in their constituency, while acting in the best interests of the University.
- Disclose any potential conflicts of interest as soon as they arise and, where there is an actual conflict of interest, remove themselves from particular discussions, decisions or votes.
- Undertake any agreed tasks or actions resulting from committee decisions.

Respect

- Be respectful of the views of others.
- Respect the confidentiality of information and privacy of individuals, particularly with respect to matters discussed under Part 2 (proceedings with the public excluded) of any agenda.
- Respect and abide by decisions made.

Communicate

- Communicate decisions to colleagues, in a timely fashion, in an appropriate report or forum.



Index

- Academic Board, 9
- Academic Promotions Committee, 59
- Academic Quality Committee, 40
- Animal Ethics Committee, 60
- Appointment Committees, 62
- Awards Sub-committee, 42
- Boards of Examiners, 43
- Budget Group, 66
- Capital and Finance Committee, 13
- Chaplaincy Committee, 67
- Council, 5
- Curriculum Committee, 45
- Divisional Boards, 24
- Education Committee, 22
- English Language Equivalencies Committee, 47
- Environmental Sustainability Committee, 69
- Faculty of Law Board of Studies, 37
- General Staff Salary Review Committee, 71
- Health & Safety, Risk and Assurance Committee, 14
- Honours Committee, 15
- Human Research Ethics Committee, 73
- ICT Governance Group, 75
- Information Governance Group, 77
- Intellectual Property and Investment Advisory Committee, 78
- Lady Goodfellow Chapel Trust Board of Management, 94
- Māori Academic Board of Studies, 29
- Pacific Strategic Committee, 31
- People and Culture Committee, 16
- Postgraduate Research Committee, 49
- Research Committee, 34
- Rules of Procedure for Council and its Committees, 104
- Scholarships Committee, 51
- Scholarships Executive, 53
- Special Consideration Committee, 55
- Staff Awards Committee, 80
- Student Discipline Appeals Committee, 17
- Student Discipline Committee, 56
- Student Services Governance Committee, 96
- Students' Campus Building Fund Trust Board, 95
- Tainui Advisory Committee, 81
- Te Rōpū Manukura, 18
- University Leadership Group, 82
- University of Waikato Alumni Association Incorporated Committee, 98
- University of Waikato Foundation Board of Trustees, 100
- University of Waikato Research Trust Board, 101
- University/Staff Joint Consultative Forum, 102
- Vice-Chancellor's Executive Leadership Committee, 84
- Waikato Pathways College Academic Sub-committee, 88
- Waikato Pathways College Finance & Ops Sub-committee, 92
- Waikato Pathways College Management Committee, 85
- Waikato Pathways College Sales and Marketing committee, 90
- WaikatoLink Board of Directors, 103

