Faculty of Informatics  
Terms of Reference for Advisory Committee

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1. Preamble

It is University policy that Faculties establish Faculty Visiting Committees to draw upon external expertise and to aid the Faculties in expanding their networks of professional and community relationships. The Committee will operate in an advisory capacity and be expected to meet between two and four times each year. Some members may be asked to assist individually at other times in relation to particular tasks.

The Faculty Visiting Committee will aim to ensure that the Faculty continues to offer courses and to undertake research at the forefront of those offered by Australian Universities. It will also seek the maximum possible understanding and integration of that work in the community.

2. Terms of Reference

The fundamental function of the Visiting Committee, amplified in the following more detailed statements, is to strengthen the reputation and quality of the Faculty.

The Visiting Committee will:

- Assist in the development of the Faculty’s Strategic plans by:
  - providing an industry perspective of future trends, opportunities, graduate and research needs
  - validating the process and critiquing the analyses (including SWOT, competitive position, key performance indicators)
  - overviewing curriculum relevance, research / commercialisation and linkages

- Support the implementation of the Strategy by:
  - providing a sounding board on initiatives and issues
  - reviewing business development proposals
  - facilitating relevant linkages and industry collaboration
  - maintaining oversight of School Visiting Committees
  - providing an independent review of performance

- Develop closer relations between the Faculty, business, industry and employers by all possible means including university-industry research arrangements, courses sponsored by industry and/or other arrangements;
- Secure financial assistance for the Faculty including benefactions, scholarships, grants and research funding;
- Enhance the reputation of the Faculty and the University in every way possible.

3. Membership

The intention is to achieve a broad representative membership of persons, numbering not more than 15, who will work with and for the good of the Faculty and, hence, the University.

The membership of the Committee should come predominantly from persons external to the University. Nominations should be proffered to those with relevant expertise in the professions related to the disciplines and activities of the Faculty, government and industry, including relevant professional bodies. Other nominations might include persons with related skills or those simply interested and willing to contribute to the work of the Committee. No more than two Wollongong academics, including the Dean, are to be formally members of the Committee, although relevant departmental personnel should of course act as advisers and resource persons.

The members should be prominent persons held in the highest esteem in their field. A balance should be sought between members from the local area who fit such criteria and persons from outside the area. As far as possible, a gender balance should be also sought.

Committees are free to co-opt additional members to subcommittees or specialist working groups to the extent consistent with the general considerations of extending the network of community involvement and limiting expense.

- The Dean will provide to the Vice-Chancellor a draft list of nominees for membership, providing as much detail as is known about each nominee; up to this point, no person will be approached (formally or informally) about membership of the Committee.
- After consultation between the Vice-Chancellor and the Dean, a more formal list will be drawn up which will include details of qualifications, membership of professional associations and work experience.
- The Vice-Chancellor will determine the final list of members and inform Council of the names of the proposed chairperson and other persons who will comprise the different Committees.
- The Chair of each Committee will be held by a member external to the University.
- The Chairs of School Visiting Committees will be members of the Faculty Visiting Committee.

4. Quorum

The quorum for any meeting of the Faculty Visiting Committee shall be one half or, where one half is not a whole number, the whole number next higher than one half of the total number of members of the Faculty Visiting Committee. (General Provisions: http://www.uow.edu.au/governance/generalprovisions.html#quorum)

5. Term of Office

No member shall serve for more than four years without reappointment.
Only half of the Committee members should be turned over every four years so as to ensure continuance of corporate Committee memory/history.

The Chair may be held by any member for a maximum of two years and, as a general rule, the Deputy Chair will then assume the Chair.

6. **General**

- The Dean will be responsible for:
  - calling the Committee together at least twice annually and at other times in accordance with emerging needs; and
  - providing secretarial assistance and relevant information via the Faculty Executive Officer.

- The Committee may convene subcommittees or working groups as needed (within available funds). The Faculty, through the Dean, may also seek the involvement and assistance of individual members for particular purposes. Members should be made welcome on campus and in the Faculty and involved in Faculty activities and discussions.

- The Dean shall be responsible for all correspondence emerging from the Committee, including that relating to the convening of all meetings and the submission of reports and related documentation.

- Each Committee should submit a brief report on its activities during the year to the Vice-Chancellor by December of that year.

*Amended Faculty of Informatics Visiting Committee 3/2004 (10 December 2004)*