University of South Australia

School of Natural and Built Environments

INDUSTRY ADVISORY GROUPS

TERMS OF REFERENCE

Preamble

The University of South Australia's core business is educating professionals, creating and applying knowledge, and engaging our communities. Strong external relationships enable the University to receive current advice in order to maintain and improve the quality of its teaching and learning, professional practice, service to the community and to improve the employability of its graduates. Advisory Groups are in place to assist the relevant program teams to carry out their functions and achieve their goals. In order to enable them to perform their role, the Advisory Groups will be provided with appropriate information about the activities of the relevant program team.

The programs offered by the School of Natural and Built Environments in the Division of Information Technology, Engineering and the Environment at the University of South Australia span the following fields: Civil Engineering, Construction Management and Economics, Project Management, Building Surveying, Environmental Science, Geospatial Science and Surveying. For all but the Environmental Science, Geospatial Science and Surveying programs, the existence of an Industry Advisory Group is a requirement for professional accreditation of the relevant programs.

Statement of Purpose

The Industry Advisory Group is constituted to do the following:

- Provide advice and input to the School's quality assurance and improvement processes with respect to programs and courses.
- Provide advice and input to the School's strategic directions in teaching and learning activities, recognizing that the objective is to provide advice that will help the School to continue to design and deliver world-class programs.
- Provide advice about relevant trends in the demand for graduates and the graduate qualities required by employers and the community.
- Comment on the structure and content of existing programs and courses, and on proposed new programs and courses, where requested.
- Develop a strong partnership between the program team, School and their stakeholders to support their teaching and research activities.

The Industry Advisory Group shall not have the power to direct, nor to involve itself in management decisions, for example, in relation to employment matters, industrial relations and finances. This does not preclude individual Advisory Group members from participating, by invitation, in other University advisory roles e.g. membership of staff appointment panels.

Membership

The Industry Advisory Group membership will consist of external members as well as academic staff members.

External members will be drawn from the following areas, and will be proposed by the Group and/or relevant Program team and then approved by the Head of School:

- Senior representatives from relevant industry, professional bodies and existing/potential employers of graduates from the program.
- Other persons with expertise relevant to the program.
- Alumni with relevant experience and standing in the appropriate sector relevant to the program.

Wherever possible it is preferable that a reasonable number of the external members should be Alumni of UniSA and specifically the program or a forerunner of it.

University employed representatives who are members of the Group shall comprise:

- The Head of School (or nominee e.g. Associate Head of School).
- Relevant Program Directors.
- Other relevant members of staff as determined by the Head of School.

The Chairperson of the Group will be an external member of the Group, (i.e. not an academic staff member), elected by the members for a two year term and eligible for reappointment.

Invitations to members will be issued by the Chairperson after consultation with the Program Director(s) and approval from the Head of School, as delegated by the Divisional Pro Vice Chancellor.

The School will supply an Executive Officer who will record proceedings but will not be a voting member of the Group.

Procedures

The Industry Advisory Group shall determine its own procedures within the context of the terms of reference. Members of the Group are responsible for providing advice to and developing relationships with their program team in the School of Natural and Built Environments, consistent with the Statement of Purpose. It is expected that all members will provide this advice in a professional and confidential manner and will meet the requirements of the University of South Australia Policy on Advisory Structures.

The following procedures are the minimum requirements of that policy:

1. The Group will meet at least twice a year.
2. The size of the Group will not be less than 6 members and not exceed 15 members.
3. The term of membership is for three years up to a maximum of four consecutive terms. The terms of membership shall include staggered terms of office as required to ensure continuity of membership. Any casual vacancy will be filled as quickly as possible at the discretion of the Group in accordance with the membership terms and approved by the Head of School.
4. A member's term will end after non-attendance of two consecutive meetings, unless the member has obtained leave of absence from the Chairperson.
5. The quorum will be one half of the external membership plus the chair (or nominee). When a quorum is not present no resolution is to be made, but the members present may discuss matters and make recommendations which will then be reported to, and ratified by, the next full meeting of the Group.

6. The Chairperson will determine who, in addition to the members and executive officer, may or will be expected to be in attendance at a meeting and issue invitations accordingly.

Conflict of Interest

Advisory Group members agree that they shall promptly disclose to the Chair any actual or potential conflict of interest whether it might be real, perceived or potential and the responsibility of identifying, understanding and managing a conflict of interest rests in the first instance with the individual.

Reporting requirements

Each Industry Advisory Group will report annually through the School to the Pro-Vice Chancellor of the Division of ITEE, who will then report on all Divisional Advisory Groups to the Academic Board of the University of South Australia.

The report for each Group will include:

- An outline of the advisory activities of the previous year
- Current membership of the Group

Review of the Terms of Reference

These Terms of Reference will be reviewed every two years at the time of completion of the term of the Chairperson, or following a significant program change or introduction of a new program.

Last updated 6 November 2017.