

CHARTER

for the

ADVISORY BOARD

Software Engineering Programme The University of Auckland

This Charter presents the terms of reference for an Advisory Board (the Board) established to work with The University of Auckland's Faculty of Engineering (the Faculty) to help advise on the development of its Software Engineering Programme (the Programme). The Board may amend the Charter to meet the changing needs of the Faculty.

Vision for the Programme

In determining a vision for the Software Engineering Programme, the mission of the University of Auckland is recognized, viz to enhance its position "as a university of high international standing, recognized for excellence in teaching, research and administration, innovative contribution to the enhancement of knowledge, and service to the local, national and international communities."

This Board supports this mission and the vision for the Programme, which is "to be nationally pre-eminent and internationally eminent in Software Engineering research and teaching. We will be active in Software Engineering curriculum development. Our graduates will lead the profession. We will promote and be informed by innovation and excellence in the software industry".

Specific Programme goals are:

- To attract students of the highest quality who will become ambassadors of the Programme in engineering practice and research,
- To attract and retain staff who aspire to academic excellence, foster innovative postgraduate research, and have strong linkages with the Profession.
- To provide a well-rounded and high quality engineering education that produces talented graduates.
- To foster and disseminate high quality research which is relevant to the needs of the Profession and community, and forms a basis for future teaching curricula.
- To build close relationships with the relevant professional and industrial communities in New Zealand and internationally.

Functions and Role of the Advisory Board

The principal functions of the Board are to guide and support the Faculty in achieving its vision for the Programme, with particular emphasis on the educational and research goals of the Programme. The Board members' experience in diverse software engineering practice will enhance the Programme's knowledge base and its links to the communities it serves.

The Board's consideration would include, but not be limited to, the following activities:

- Assisting the Programme to achieve its vision.
- Building links between the Programme and its stakeholders (the Profession, industry, staff and students).
- Development of contemporary curricula that are responsive to needs of software engineering practice, as well as society overall.
- Provision of a professional perspective on current and foreseeable needs in research.

In carrying out its role the Board shall have the power to consider and make recommendations on all matters of relevance to the Programme. The Chair may report any recommendations to the Director of the Software Engineering Programme and to the Dean of the Engineering School for appropriate action.

Board Membership

Criteria for the Board membership include the following considerations:

- Current engagement, in a senior or an exemplary capacity, in software engineering at a consultancy, industry, government agency, or academic unit.
- Members experience shall reflect the discipline areas encompassed by the Programme's teaching and research including an international perspective
- The Director of Software Engineering (the Director) is a member by right of the Advisory Board.

Membership is by invitation by the Dean of the Faculty of Engineering. Board members and the staff of the Programme, through the Director, may suggest nominees for the Board membership to the Chair of the Board. The membership term shall be two years. Members shall be eligible for reappointment. Members shall retire by rotation and shall be eligible for re-appointment. Changes in Board membership are desirable to ensure that the changing needs of the Programme are met.

Board Organisation and Meetings

A Chair will be appointed for a term of 1 year (renewable for further terms), from among the Board's invited members. The Chair shall preside at the Board meetings. In the absence of the Chair, the members then present shall elect a Chair for that meeting.

While aiming for meeting three sessions per year, the Board shall meet at least twice per year. The agenda shall be prepared by the current Board Chairperson and the Director, and distributed in advance to the Board. Agenda items will reflect the strategic and academic goals and activities of the Programme. Additional items may be proposed by any member of the Board and by the staff of the Programme prior to the meeting together with a time indication for consideration. The Chair shall be responsible for the timely preparation and distribution of actions from the meeting. These shall be distributed to the Board as well as to the staff.

Quorum

A quorum for any board meeting shall be five members present, including at least two industry representatives on the board.

The original board charter was developed based on the Department of Civil and Environmental Engineering charter, with thanks to Prof Bruce Melville. This was further refined by Mr Ross Matheison, the foundation SE advisory board chair and Prof John Grundy. Further refinement was by the board at its AGMs.