



CONSTITUTION OF THE DIVISION OF COMMERCE

1. (a) The members of the Division shall be:
 - (i) The Vice-Chancellor (ex officio)
 - (ii) The Deputy Vice-Chancellor (Academic and International) (ex officio)
 - (iii) The Deputy Vice-Chancellor (Research) (ex officio)
 - (iv) The Pro-Vice-Chancellor of the Division (ex officio)
 - (v) The Deputy Dean (ex officio)
 - (vi) The Dean (Research) (ex officio)
 - (vii) All Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers, Senior Teaching Fellows, Professorial Research Fellows and Senior Research Fellows and Professional Practice Fellows, within the departments, programmes and centres that may, from time to time, comprise the Division of Commerce.
 - (viii) The general staff, Teaching Fellows, Research Fellows and Junior Research Fellows (Grade 2) within the departments, programmes and centres that may, from time to time, comprise the Division of Commerce where such appointments are for half time or more.
 - (ix) The Pro-Vice-Chancellors of the Division of Humanities, the Division of Sciences, and the Division of Health Sciences.
 - (x) Not more than six students nominated by the Executive of the Otago University Students Association.
 - (xi) Such other persons as are recommended by the Divisional Board to the Pro-Vice-Chancellor for a period not exceeding three years in each case, to ensure *inter alia* adequate representation of Departments in other Divisions which teach in the Division of Commerce.
 - (b) In addition, the following shall be non-voting members of the Division:
 - (i) The Director of Information Technology Services (or nominee)
 - (ii) The Director of Marketing and Communications (or nominee)
 - (iii) The Director of the Higher Education Development Centre (or nominee)
 - (iv) The University Librarian (or nominee)
 - (v) Divisional Human Resources Manager (Commerce) Human Resources Division
 - (vi) Research Advisor (Commerce) Research and Enterprise Office
 - (c) Twenty voting members shall constitute a quorum.
2. (a) Provided that at least ten days clear notice is given, the Division as a whole shall meet as a General Assembly whenever its Pro-Vice-Chancellor shall deem it necessary or if a meeting is requested by the Divisional Board or not fewer than twenty members of

the General Assembly. The General Assembly may discuss and express an opinion on any matter whatsoever relating to the University, and, if it so decides submit resolutions to the Divisional Pro-Vice-Chancellor.

- (b) The Chairperson of the General Assembly shall be the Pro-Vice-Chancellor (Commerce) and the deputy chairperson shall be the Deputy Dean.
3. There shall be a Divisional Board that shall exercise those responsibilities and functions of the Division that have been delegated to it by the Division. The Divisional Board shall consist of:
- (a) The Vice-Chancellor (ex officio)
 - (b) The Deputy Vice-Chancellor (Academic and International) (ex officio)
 - (c) The Deputy Vice-Chancellor (Research) (ex officio)
 - (d) The Pro-Vice-Chancellor (ex officio)
 - (e) The Deputy Dean (ex officio)
 - (f) The Dean (Research) (ex officio)
 - (g) One person elected by and from each of the Departments that from time to time comprise the Division of Commerce.
 - (h) One representative elected by and from each of the Executive Programmes, Master of Entrepreneurship Programme, and the International Business Programme.
 - (i) Two student members enrolled for degrees or diplomas of the Division to include one student appointed by OUSA and one student appointed by Te Roopu Māori.
 - (j) As non-voting members, one representative each from the Divisions of Health Sciences, Humanities and Sciences.

The Pro-Vice-Chancellor of the Division or the Deputy Dean shall be Convenor of the Board. A deputy convenor shall be elected from members of the Board and five members shall constitute a quorum. Should an elected member be unable to attend the meeting, a substitute may be nominated for the meeting by the Head of Department or in the case of the Executive Programmes, Master of Entrepreneurship Programme, and the International Business Programme, the respective directors.

The Board shall have the power to co-opt up to three members for up to three years.

4. The Division and the Divisional Board may from time to time appoint standing or special committees, and the Division may also recommend through Senate to the Council the establishment or dissolution of Schools and Departments, including their composition, groupings, powers, duties and terms of reference and any subsequent alterations thereto which may be deemed necessary.
5. The Divisional Board will have an Undergraduate Advisory Group with a membership comprising:
- (i) The Pro-Vice-Chancellor (Commerce) (ex officio)
 - (ii) The Deputy Dean (ex officio)
 - (iii) One person appointed by the Head of Department from each of the departments within the Division of Commerce
 - (iv) The Director of International Business
 - (v) The Directors of any undergraduate interdisciplinary majors or programmes of the Division not already represented by a department.

The Divisional Board will have the power to co-opt up to two members for up to two years.

The Terms of Reference for the Undergraduate Advisory Group shall be:

The Undergraduate Advisory Group is pursuant to the Constitution of the Division of Commerce, responsible for monitoring the academic integrity of the undergraduate programmes offered by the Division of Commerce. The group will monitor undergraduate programmes within the context of global educational trends.

In achieving these terms of reference, the Undergraduate Advisory Group shall specifically undertake the following:

- (i) To consider and make recommendations on proposals to the Divisional Board referred to it by the Divisional Board or the Pro-Vice-Chancellor.
- (ii) To consider any matters that are specific to undergraduate degrees that would enhance the student experience.
- (iii) The strategic development of undergraduate degrees, diplomas and certificates.

7. The Divisional Board will have a Postgraduate Advisory Group with a membership comprising:

- (i) The Pro-Vice-Chancellor (Commerce) (ex officio)
- (ii) The Associate Dean (Research) (ex officio)
- (iii) The Deputy Dean (ex officio)
- (iv) One person appointed by the Head of Department from each of the departments within the Division of Commerce
- (v) Directors of any postgraduate research programmes of the Division not already represented by a department provided those programmes include the provision of postgraduate research degrees.

The Divisional Board shall have the power to co-opt up to two members for up to two years.

The Terms of Reference for the Postgraduate Advisory Group shall be:

To ensure that appropriate standards of quality are established and maintained in the postgraduate research programmes including Postgraduate Diplomas, Master of Business, (MBus), Master of Commerce (MCom), Master of Entrepreneurship (MEntr), Executive Programmes, and the Honours-specific component of the Bachelor of Commerce (Honours).

In achieving these terms of reference, the Postgraduate Advisory Group will specifically undertake the following:

- (i) To consider and make recommendations to the Divisional Board on proposals recommended to it by the Divisional Board or the Pro-Vice-Chancellor.
- (ii) To consider any matters that are specific to postgraduate degrees or programmes that would enhance the student experience.
- (iii) The strategic development of postgraduate degrees.

8. The Pro-Vice-Chancellor of the Division is the principal executive officer of the Division and its Board and all committees and working parties established by the Division or its Board.
9. Matters relating to the conduct of business by the Division or its Board or its committees shall, if not covered by these regulations be governed by the Standing Orders of the Senate.
10. The names, terms and titles used in this document may, from time to time, be updated where such changes are made and approved by the University but only where such changes are inconsequential to meaning.