

## **D5. Departmental Advisory Committee**

### **學系顧問委員會**

#### Terms of Reference

1. To be an interface between the Department and relevant areas of industry, commerce, education, Government, the professions and the community generally.
2. In relation to the needs of Hong Kong, to advise the University on the scope and nature of its academic programmes, research and other activities, knowledge transfer, and collaboration with the industry, in respect of the Department.
3. To comment on the relevant parts of the Annual Programme Review of the Department.
4. To receive comments of the Departmental Academic Advisor and Overseas Academic Advisor(s), if any, on academic programmes and subjects offered by, and the academic development of, the Department.

#### Membership

Chairman:	A person external to the University, with experience and expertise in one or more of the areas of work of the Department, appointed by the President with delegated authority from Council
Vice Chairman* :	A person external to the University, with experience and expertise in one or more areas of work of the Department, appointed by the President
Members†:	<p>2 to 4 academic staff of the Department, appointed by the Head of Department concerned</p> <p>6 to 12 persons external to the University with expertise and experience in one or more of the areas of work of the Department, appointed by the Faculty Dean/School Board Chairman overseeing the Department, on the recommendation of the Head of Department concerned</p> <p>The Head of Department concerned</p> <p>The Faculty Dean/School Board Chairman overseeing the Department concerned</p>
Co-opted Member(s)‡:	Departmental Academic Advisor and Overseas Academic Advisor(s), if any
Secretary:	A member of staff appointed by the Head of Department concerned

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\* The position of Vice Chairman may be included in the composition of the Departmental Advisory Committee (DAC) if deemed appropriate by the President.

† Membership shall include at least one alumnus from the respective profession.

‡ This is an option for Departments. Whether the DAA and OAA(s), if any, are co-opted as members, they should be provided with the minutes of DAC for reference, as a means to enhance their understanding of the views of the local industry. Departments may also co-opt one student representative at either undergraduate or postgraduate level, or one each from both undergraduate and postgraduate levels, to discuss issues at the DAC meetings as and when deemed appropriate.

### Terms of Office and Period of Appointment

The Chairman, Vice Chairman, if applicable, and all members are appointed on two-year terms, and may be re-appointed for not more than two terms, i.e. the maximum term of office shall not exceed six consecutive years.

### Frequency of Meetings

Departmental Advisory Committees shall meet as frequently as necessary, preferably twice or more per year.

9 September 2022