



## UCD Academic Advising Working Group Terms of Reference 2024-2026

### Background

In March 2021, with the approval of the Academic Council Executive Committee (ACEC), the Registrar Professor Mark Rogers established an Academic Advising Working Group under the chair of Professor Marie Clarke, Dean of Undergraduate Studies to inform university wide policy on academic advising. Since then, the Working Group has overseen a comprehensive programme of work in two phases supported by funding from the HEA administered by the National Forum for Enhancement of Teaching and Learning in Higher Education.

In May 2022 a report of the Working Group and its recommendations was presented to the Academic Council Executive Committee for discussion and decision. The recommendations which did not involve resource allocation were endorsed in full. The recommendations that required resourcing were viewed as a matter for the University Management Team (UMT). In September 2022 a shared governance agreement was established for the Academic Advising Working Group, reporting to ACEC and UMT EG as appropriate to their respective remits. It was agreed that the Working Group, with minor revisions to their terms of reference and membership, should continue its work to support academic advising in the wider university context, thus beginning phase two of the initiative in November 2022.

Phase two focuses primarily on the development of systems, processes and resources to support the provision of academic advising for all UCD students. A formal policy will be developed and sent to Academic Council for approval after the pilot concludes.

### Functions

It is proposed that a reconstituted Working Group will:

- Provide a channel for capturing student views on academic advising
- Oversee the academic advising pilot taking place in five schools, including evaluation and recommendations on next steps
- Provide strategic direction and support to colleges on practical steps for implementing academic advising locally
- Advise on the communications around academic advising to meet the different needs of students, faculty and staff
- Identify the professional development needs of those appointed to academic advisory role(s) and make recommendations on the training and resources required and recognition of this role as part of the University Faculty Promotions system
- Make recommendations on IT system(s) that would facilitate the rollout of academic advising at scale
- Develop and recommend an institutional policy on academic advising to ACEC
- Report and make recommendations to UMT EG with reference to resource requirements to support implementation of a university wide policy on academic advising.

**Membership:**

Professor Marie Clarke, Deputy Registrar and Dean of Learning and Teaching **(Chair)**

Ms Judith Archbold, Senior Project Manager, UCD Teaching and Learning

Ms Áine Galvin, Director, UCD Teaching and Learning

Dr Kelly Fitzgerald, Head of School, School of Irish, Celtic Studies and Folklore

Assoc Professor Cliona Kelly, School of Law

Assoc Professor Sara O'Sullivan, School of Sociology

Ms Diane Cashman, School of Veterinary Medicine

Ms Maria McDonald, Head of EAG, IT Services

Ms Jenny Murphy, Director of Academic Affairs, Office of Registrar

Mr Jamie Wells, Director, College of Science

Dr Niamh Nestor, Head of Service, Student Advisers

Dr John McCallig, School of Business

Assoc Professor Jennifer Keenahan, School of Civil Engineering

Assoc Professor Fionnuala Walsh, School of History

Professor Frank Monahan, Head of School, School of Agriculture and Food Science

Ms Miranda Bauer, UCD SU President

Ms Tia Cullen, UCD SU Education Officer

The working group may co-opt members and/or establish task groups as required.

**Committee Support**

Ms Yulia Baturova, UCD Teaching & Learning ([tl@ucd.ie](mailto:tl@ucd.ie))

**Meeting Schedule**

The Working Group will meet up to four times per academic year.