

School of Engineering – Management Structure

<u>Role:</u>	<u>People</u>
Head of School:	Chris Letchford
Deputy Head of School:	David Lewis
Degree Coordinator:	David Lewis
Financial Officer:	Jenny O’Donohue
First Year Coordinator:	David Wood
Honours Coordinators:	Michael Negnevitsky, Damien Holloway
IT Coordinator:	Russell Twining
Laboratory Representative:	Andrew Bylett
Library & Timetable Liaison:	Bernardo Leon de la Barra
Office Manager:	Judy Bonsey
Postgraduate Representative:	James Porter
Publications:	Danchi Jiang
Publicity, Outreach & Recruitment (POR) Coordinator:	Chris Letchford
Research Coordinator:	Michael Negnevitsky
Director of CREPS:	Michael Negnevitsky
School Outreach and Counsel:	Jean Weeding
Teach & Learning Committee	Jane Sargison
Website:	Alan Henderson

Committees:

School Executive:	Head (Chair), Deputy Head, Research Coordinator, Chair - Teaching & Learning (Degree Coordinator), POR Coordinator, Finance Officer
School Staff:	Holloway (Chair), Academic staff, Laboratory rep., Finance Officer, Office Manager, Postgraduate rep.
Teaching & Learning: Publicity, Outreach & Recruitment:	Sargison (Chair), Lewis, Holloway, Leon de la Barra
Staff Student Liaison:	Head (Chair), Leon de la Barra, Weeding
Information Technology:	Wood (Chair), Jiang, Brocklesby, Weeding, 12 elected students
Postgraduate Committee:	Gale (Chair), Henderson, Twining, 1 elected student rep.
Laboratory Committee:	Negnevitsky (Chair), Head, Postgraduate rep. Davis (Chair), Jiao, Gale, Jiang, Laboratory rep(s).

Committee Functions:

School Executive Committee

- Advise Head on policy and budget matters
- Meets quarterly

School Staff Committee

- Forum for information exchange and input to School Executive
- Meets monthly

Teaching & Learning Committee

- Review, Develop & Implement Curriculum and Teaching Policy matters
- Assist with reviews of School programs (units & degrees)
- Meets monthly (as needed)

Publicity, Outreach & Recruitment

- Review, Develop and Implement Policy
- Manage budget
- Meet quarterly

Staff Student Committee

- Forum for Staff Student matters and input into School Staff Committee
- Meets quarterly

Information Technology Committee

- Review, Develop & Recommend IT policy matters to School Staff Committee
- Manage Budget
- Meets biannually

Post-graduate Committee

- Forum for Post-graduate Student matters and input to School Staff Committee
- Meets biannually

Laboratory Committee

- Formulate rolling 3-year minor works/major equipment plan
- Forum for Laboratory matters and input to School Staff Committee
- Forum for effective use of Laboratories and integration into units
- Meets at least biannually