



Academic Advising Working Group

Terms of Reference

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With the approval of the Academic Council Executive Committee (ACEC), the Registrar has established a Working Group under the chair of Professor Marie Clarke, Dean of Undergraduate Studies to inform university wide policy on academic advising.

As UCD begins to implement its *Rising to the Future* strategy and allied Education Strategy, planning for the future based on what we are learning from the COVID-19 context, our commitment to digital transformation and providing for increasing domestic and international students, there is a significant policy gap with reference to the formalised provision of academic support and advice, to undergraduate and taught graduate students in UCD. It was a stated objective in our Education Strategy 2015-20 and is also included in our proposed Education Strategy 2021-24. The need for such a policy is to ensure that all students are provided with high-quality academic support through a proactive academic partnership with mutual expectations of faculty and students. This will need to evolve in a carefully managed way.

It is expected that the policy will set out the basic requirements and expectations of academic advising in the university while acknowledging that Colleges may implement alternative advising systems that provide an equivalent level of support in the context of the needs and requirements of programmes in different Schools and that there exists a diverse range of academic supports available in College and Programme Offices and at central level in the university.

Institutional funding awarded by the HEA/National Forum through the Strategic Alignment of Teaching and Learning Enhancement fund 2020 will be used to support a number of work streams guided by the Working Group.

The Working Group will deliver its final report and recommendations in May 2022 and ACEC has directed that an implementation timeline should be included.

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The purpose of the Academic Advising Working Group is to oversee and steer the development of an evidence-based policy on academic advising for UCD. The working group will:

- Agree general principles to establish the expectations of academic advising across the university.
- Consider existing models of academic advising in comparator universities internationally.



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- Explore effective use of technology to develop personalised and flexible models drawing on the analytics data available.
- Establish the nature and type of current provision across UCD.
- Conduct a university wide consultation ensuring meaningful engagement of students.
- Consider the introduction of an Academic Advisor role(s) within Schools and Programmes, and associated role descriptors.
- 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 roles as part of the University Faculty Promotions system.
- Clarify the role and responsibilities of the student in the academic advising relationship and develop guidelines to inform and support student engagement in academic advising.
- Consider data privacy and protection issues pertinent to the implementation of academic advising and make recommendations regarding, in line with UCD's GDPR obligations.
- Oversee a funding scheme to support Schools in piloting different models of academic advising in partnership with students.
- Develop an evaluation and dissemination strategy to maximise the learning from the pilot projects and to capture key findings across the spectrum of projects.
- Report and make recommendations to AC with reference to a university wide policy on academic advising.

Academic Advising Working Group Membership

Professor Marie Clarke, Dean of Undergraduate Studies (**Chair**)

Ms Judith Archbold, Projects Officer, UCD Teaching and Learning

Ms Aoife Bracken, UCD SU Education Officer

Dr Carmel Davies, Associate Dean of Teaching and Learning, School of Nursing and Midwifery

Dr Bairbre Fleming, Deputy Director, UCD Access and Lifelong Learning

Ms Áine Galvin, Director, UCD Teaching and Learning

Ms Carla Gummerson, UCD SU Graduate Officer

Dr Oliver Kinnane, School Head of Teaching and Learning, School of Architecture, Planning and Environmental Policy

Ms Trish Mountjoy, Head of Educational Technology Services, IT Services



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Ms Nicola Fortune, Career & Skills Consultant, UCD Careers Network

Ms Jenny Murphy, Director, College of Social Science and Law Office

Professor John O'Connor, School head of Teaching and Learning, School of Biomolecular and Biomedical Science

Mr Lee O'Farrell, Specialist Officer, UCD Registry

Ms Aisling O'Grady, Head of Student Advisory Service

Assoc Professor Gillian Pye, Associate Dean, College of Arts and Humanities

Assoc Professor Paul Ryan, Vice Principal of Teaching & Learning, College of Business

Assoc Professor Emma Sokell, School Head of Teaching and Learning, School of Physics

Committee Support

Ms Olga Kierans, Office of the Registrar (olga.kierans@ucd.ie)

Meeting Schedule

The Working Group will meet four times per academic year.