**Employer Advisory Boards Guidance**

**Example Terms of Reference (ToR)**

An example ToR for an Employer Advisory Board is provided below. This is based in existing good practice from across the institution. Please feel free to amend to your context

**Purpose**

The purpose of this Advisory Board is to develop a partnership approach to teaching, research and employability between (insert subject area), employers and relevant associated bodies.

**Aims**

The aims of this Employer Advisory Board are (**examples below, should be employer focussed**):

* To respond to employer and market needs around graduate employment and skills
* To enable employers to more closely inform our curriculum, teaching and employability initiatives
* To advise us on the development of new events, initiatives and ideas
* To make suggestions that can be fed back to course teams regarding skills gaps
* To evaluate the employability offering and service provided by Sheffield Hallam University
* To investigate how we can improve support for employers and their recruitment needs
* To share best practice and initiate trial initiatives with panel members
* To collaborate and share market insight around research and knowledge transfer activities
* To analyse data regarding application and offer rates to improve the performance and employability of our students

**Membership and Terms of Office**

Membership of the Employer Advisory Board is typically for a fixed-term of three years, subject to appropriate phasing in/transitional arrangements.

(Either or)

1. Membership of the Board is granted to the organisation, rather than a named individual.
2. Membership of the Board is granted to the individual, rather than the organisation they work for.

Membership of the Board will typically include six or more employers/advisory members, a named Chair from the University and up to three other University staff members.

We endeavour to make the membership representative of a diverse and representative range of stakeholders from across the sector and beyond with representation from the public, private, third sectors, accrediting bodies, professional bodies and other important partners. We also seek to represent different local, national and global geographies, differing business sizes and sectors where possible.

**Time commitment**

The Employer Advisory Board meet (**insert frequency**) times a year and will be hosted at one of the Sheffield Hallam University campus sites. Each session is typically 2-3 hours long, includes refreshments, discussion, presentations and networking.

**Expectations of Advisory Board members**

All Board members will be expected to:

* Attend meetings in full, contributing to the discussions and actions arising
* Advocate for/promote the (**insert subject/discipline area**) course(s) to prospective students, employers, within their own organisation and professional networks
* Support course, student and society initiatives or projects with advice, time or resources where appropriate

**Current membership**

Current members of the Employer Advisory Board, including their current tender on the board, include:

Name Role Organisation Tenure

Name Role Organisation Tenure

Name Role Organisation Tenure

Name Role Organisation Tenure