**These boards will inform our applied curriculum, teaching, research and help secure good quality opportunities for our students.**

This framework outlines our shared principles and understanding of what these groups are and where we recognise it’s important you have the flexibility to ensure they are right for your students, faculty and employers.

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|  | **Name and scope** | **Membership** | **Format and frequency** |
| **Fixed**  **Shared principles** | Every subject and student should be covered by an advisory board | Striving for a representative mix of members on the board is critical. Specifically consider a mix of the following factors:   * Local, regional, national (and global if possible) locations * Professional mix, if multiple subjects are covered by EAB * Freelance, SME, mid-size, large and corporate employers * Public, private and third sector * Professional bodies, associations or broker organisations | Once established a min of two face to face (digital dial-ins also fine for EAB members who are remote) meetings per academic year |
| Advisory boards need a clearly stated purpose around employability (primary aim), research and/or curriculum | Meeting length min two hours including food/networking |
| Always include a university update and unique insight or opportunity for the employer |
| Membership (organisational) should be visible to students |
| The Chair should be highly engaged with external bodies and employers – very familiar and comfortable with the commercial/non-academic environment |
| **Flex**  **Where we differ** | The number, level, subject and course mix covered by the board should be determined by your Faculty. You should take into account factors such as employer interest/demand, campus split, linearity of careers, duplication of effort, existing boards and any professional body obligations | Membership can be:   * Individual (role moves with the person) or * Organisational (the organisation holds the role) | Fixed agenda items each time, or thematic meetings with a specific focus |
| Membership should ideally be for a fixed term (e.g. 3 years). Where organisational membership is open-ended/renewed new representatives should be requested at term | Virtual advisory networks e.g LinkedIn groups |
| Nomination and identification of new group members is within your control, although guidance is provided | Meeting more frequently than twice per year, or for longer periods |
| Name your board to suit your sector and what will engage employers. Terms like ‘Industrial’ or ‘Committee’ tend not to be recommended (dated), with some specific sectoral exceptions | Numbers within your control. Recommend c12 employers. Never more University representatives than employers | Location: Host as many events as possible on-site at SHU, in order to showcase our students and facilities |
| Same person attends or changes according to topic e.g. Chief Scientist to Research, Graduate Manager to Employability |