**Employer Advisory Boards: Implementation plan**

**Faculty Dept. Subject Area - Humanities**

***Course (S)*** All Humanities courses (Stage and Screen; History; English subject areas)

**EAB Lead**: Dr Kaley Kramer, Deputy Head of English (PL)

**Please identify below which category your EAB is operating within for 2019-2020: 1, 2 or 3**

1. Starting from scratch (Need to start now) Yes
2. Have EAB but weak HSE outcomes (It’s time to change) NO
3. Have an established EAB and good HSE (Need to review) NO

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | https://media-public.canva.com/MADBydlVqEM/2/thumbnail_large.png**Starting from scratch**  **(Need to start now)** | https://media-public.canva.com/MADByeJr70A/2/thumbnail_large.png**Have EAB but weak HSE outcomes**  **(It’s time to change)** | **Have an established EAB and good HSE (Need to review)**https://media-public.canva.com/MADByRQmsGg/2/thumbnail_large.png |
| **Next steps** | - Need an employer board in next academic year  - Templates and training (June/July) to save you time – but NOT there to dictate  - Use timeline to work out what you need to do NOW  - Attend existing successful board to observe and learn  - Better to do one well in March 2020 than doing it badly in Sep  - Choose employer ‘friendly’ staff to lead/chair groups  - Keep it simple | - You need a plan  - Refocus current EAB on HSE or create a complementary one focussed on HSE  - Use templates, tips and training (June/July) to help you do this quickly and think differently  - Focus on group membership mix, actual employers and employment destinations of your students, agenda items linked to employment and employability | - Opportune time to reflect, refresh, review, critique  - Look at your membership mix, tenure, sector and diversity representation  - Can you leverage these boards more for brand advocacy, research, knowledge transfer, student recruitment or more?  - Are they lively, engaging and memorable?  - Tips and best practice ideas can help |

|  |  |  |
| --- | --- | --- |
| **Actions** - e.g. proposed date(s), membership, ambitions, impact, membership, application to wider activity, agenda items, Communications, etc. | **Timescale** | **Owner(s)** |
| Humanities proposes to host our first meeting of the Advisory Board in June 2020. Thereafter, we intend to host meetings in October/November and March/April. These dates have been chosen as points in the academic year when we can make the most use of the Board’s recommendations for curriculum planning and student engagement opportunities. As Humanities is currently going through a curriculum re-design, the board will be integrated into our plans for future development and monitoring of our courses.  Our ambitions are to have a dynamic, engaged, and exciting advisory board that reflects the University’s commitments to equality and diversity, community, and learning for the future. Subjects in the Department of Humanities (Stage & Screen; History; English) share many professional fields and interests; members of the board will be able to speak across these subjects as well as speaking directly to specific disciplines.  As this board will serve all courses in the Department, membership will be drawn from a wide range of professions, fields, and organisations. Humanities already has networks and partnerships with national and regional organisations across heritage, third sector, publishing, theatre, creative industries, which we draw on to help us ensure that our graduates are equipped to become future leaders shaping their chosen profession or field. We will also use our alumni networks, strengthening our current connections with past students, who have already demonstrated enthusiasm in working with current students to increase their confidence and opportunities.  We are ambitious in our plans to work with local, regional, and national organisations and individuals. In addition to biennial board meetings, we intend to bring members into discussions of curriculum design, student enrichment events, and to embed opportunities for challenge-based and ‘live-brief’ learning across the curriculum. In addition, our board will contribute to research events in the department, working with colleagues on projects where relevant and contributing to the impact of our ongoing research, already recognized as excellent (REF 2014).  ACTIONS:   * Meetings with Department and subject heads to collate recommendations for board memberships, as well as the ToR and guidelines, any access or privileges for Board members, communications strategies * Set up Google Form to collect recommendations from colleagues * Decide on appropriate name for the board and creation of database for tracking memberships * Schedule dates for first board meeting and begin planning * Liaise with Course Leaders, student reps, and department reps – student perspective on future careers and interests * Liaise with Employability Advisor (Laura Kerley), Course Leaders, HoSA, and HoDs about any ‘showcase’ opportunities as early points of contact for potential board members * Send first round invitations and track responses * Manage responses, build database, create welcome information materials * Planning for June event: catering, room booking, parking, travel * Meeting with HoSAs, CLs, and HoDs re: speakers, events, topics for the meeting * Send second-round invitations (as necessary) * Liaising with agreed and confirmed board members * Liaising with HoSAs/HoDs about staff members of the board from each subject area * Draft agenda for board meeting * Planning for event – including design of any materials for board members, student contributions, staff involvement * Confirm final membership of board and send official welcome information * Arrange travel and accommodation (if necessary) for board members attending June event * Finalise agenda for board meeting, including dates for meetings in 2020/21 * Create and send meeting information and materials to board members * Confirm attendance, travel arrangements, catering, room booking, speakers, events * First Humanities Advisory Board * Follow-up meeting with HoSAs, HoDs to plan forward, assign action points * Begin planning for meetings in 2020/21 academic year | October-December 2019  January 2020  January-February 2020  March-April 2020  May 2020  June 2020 | Kaley Kramer |

To be completed and submitted to Esther Kent [E.L.Kent@shu.ac.uk](mailto:E.L.Kent@shu.ac.uk) for each department by 20th September 2019.