ACADEMIC BOARD AND ITS STANDING COMMITTEES
CONSTITUTION AND TERMS OF REFERENCE

Contents

A  Terms of Reference and Constitution of Academic Board and its Standing Committees
1. Academic Board
2. Admissions Committee
3. Academic Planning Committee (APC)
4. Sub-Committee for Collaborative Provision (Sub-Committee of APC)
5. Academic Quality & Standards Committee (AQSC)
6. External Examiners Audit Group (Sub-Committee of AQSC)
7. External Examiners Appointments Sub-Committee (Sub-Committee of AQSC)
8. Academic Standards Audit Group (Sub-Committee of AQSC)
9. Quality Assurance Procedures Audit Group (Sub-Committee of AQSC)
10. FE Quality Group (Sub-Committee of AQSC)
11. Learning & Teaching Committee
12. Higher Degrees Committee
13. Research Committee
14. University Human Research Ethics Committee
15. Modularity Management Group
16. Postgraduate Taught Programmes Committee
17. Scholarship Board
18. Widening Participation Strategy Committee
19. Faculty Academic Committees
B  Standing Orders of Academic Board and its Committees
1. Academic Board

Terms of Reference

excerpt from the Articles of Government

3.3 Subject to the provision of these articles, to the overall responsibility of the Board of Governors, and to the responsibilities of the Principal, the Academic Board (see Article 4) shall be responsible for:-

(a) general issues relating to the research, scholarship, teaching and courses at the University, including criteria for the admission of students: the appointment and removal of internal and external examiners: policies and procedures for assessment and examination of the academic performance of students: the content of the curriculum; academic standard and the validation and review of courses; the procedures for the award of qualifications and academic titles; and the procedures for the expulsion of students for academic reason. Such responsibilities shall where relevant be subject to the requirements of validating and accrediting bodies;

(b) considering the development of the academic activities of the University and the resources needed to support them and for advising the Principal and the Board of Governors thereon; and

(c) advising on such matters as the Board of Governors or the Principal may refer to the Academic Board.

The Academic Board may establish such committees as it considers necessary for the purposes enabling it to carry out its responsibilities provided that each establishment is first approved by the Principal and the Board of Governors. The number of members of any such committee and the terms on which they are to hold and vacate office shall be determined by the Academic Board.

There shall be an Academic Board of no more than 35 members, comprising the Principal (who shall be Chairman) and such other numbers of staff and students as may from time to time be approved by the Board of Governors. The Principal may nominate a Deputy Chairman from among the members of the Academic Board to take chair in his or her place. The period of appointment of members and the selection or election arrangements shall be subject to the approval of the Board of Governors.

Constitution (subject to Privy Council approval)

Class A  The Vice-Chancellor, Pro Vice-Chancellors, the Academic Registrar.

Class B  Deans and Directors (and/or those in posts of such equivalence as may at any time be established as decided by the Board of Governors) e.g. Deans; Director of Educational Partnerships; Director of Information Services and Systems; Director of Library Services.
Class C 1 Head of Department or Head of Study for each Faculty, to be nominated by the Dean after consultation with the Faculty Executive.

Class D 1 member of academic staff per Faculty other than Deans and Directors or Heads of Departments or Heads of Study, elected from among such staff. [For election purposes members of academic staff who are located in central units or departments will be allocated to a Faculty of their choice, so that they remain enfranchised in relation to the Academic Board].

Class E 3 students nominated by the Students' Union

Subject to the approval of the Board of Governors, the Academic Board shall determine the period of appointments of members in Classes C, D, and E and the arrangements for their election or selection and the procedure for dealing with casual vacancies. Taken together, Classes A and B shall comprise no less than 50% of the Academic Board. The term of office of elected staff members is three years. The maximum number of members of the Board shall be 35.

Note: All Standing Committees of Academic Board may co-opt up to four members unless otherwise specified – see Standing Orders section 1: 1.5.

2. Admissions Committee

Terms of Reference

1. Review and development of the University’s admissions policies, for recommendation to Academic Board.

2. Provision of institutional guidelines on admissions and selection criteria and processes.

3. Oversight of the admissions process across the institution in relation to taught programmes to ensure that it is in line with these institutional policies and guidelines. In order to undertake this function the committee will receive annual reports from Faculties on admissions.

4. Review of admissions and selection practice to ensure that approaches and methods within Faculties comply with institutional guidelines and with relevant legislation. This will be on the basis of periodic audit of activity.

5. Commissioning and consideration of analyses of applications and offers for the purpose of furtherance of University policies such as for widening participation and in relation to national benchmark information.

6. Monitoring and review of training and support for admissions staff and making recommendations to the executive as appropriate.

---

1 The Higher Degrees Committee will perform this function in relation to research degree applications.
Constitution

Academic Registrar (Chair).
Senior Registry member with admissions responsibility (Deputy Chair).
One member of staff from each Faculty with a major responsibility for the undergraduate admissions function in that Faculty.
One member of staff from each Faculty with a major responsibility for the postgraduate admissions function in that Faculty.
Director of Educational Partnerships or nominee.
Director of Marketing or nominee.
President of the Students’ Union or nominee.
Vice-Chancellor.

3. Academic Planning Committee

Academic Planning Committee shall review the overall academic portfolio and the academic strategy of the University and make recommendations as necessary to Academic Board, the Vice-Chancellor and Faculty Management Boards.

Academic Planning Committee has specific responsibilities as follows:

1. To co-ordinate the overall academic planning cycle of the University and its relationship with the business and financial processes and cycles of the University.

2. To co-ordinate Faculty academic planning and development, including reviewing Faculty academic plans and the development of Faculty academic portfolios.

3. To advise on the development of the University’s academic strategy so that the academic portfolio is periodically updated on the basis of appropriate analysis.

4. To consider and promote innovative academic developments, modes of delivery and awards. To receive and consider recommendations from, and make recommendations to the Learning and Teaching Committee, Modular Management Group and Faculties on these issues.

5. To consider and promote inter-Faculty issues and developments.

6. To consider, scrutinize and advise on the promotion of academic developments with collaborative partners in the UK and overseas. This work is to be undertaken initially by the APC Collaborative Sub-Committee.

7. To operate the University’s agreed programme viability policy and make recommendations to the Academic Board regarding programme suspension and closure arising from the operation of this policy.

8. To receive, note and consider as necessary minutes and reports of Faculty Academic Planning Committees, including new programme proposals and programme withdrawals.
9. To receive and consider on behalf of Academic Board reports from the Curriculum Planning Office on new programmes and withdrawn programmes.

10. To take cognisance of national and international academic developments and their implications for the University’s academic planning agenda.

13. To review the Committee’s effectiveness annually and plan its annual work.

**Constitution**

Vice-Chancellor
Deputy Vice-Chancellor
Pro Vice-Chancellor (Academic Processes and Quality) (Chair)
Pro Vice-Chancellor (International Strategy and Overseas Relations)
Deans (longest serving Dean to act as Deputy Chair)
Faculty Heads of Studies
Director of Strategic Planning Services
Head of Curriculum Planning
Director of Library Services
Director of Educational Partnerships
Head of Department of Academic Quality
Director of Marketing

Relevant Faculty and central staff may be invited to specific meetings to participate in agenda items relevant to their roles and responsibilities.

4 **Sub-Committee for Collaborative Provision**

**Terms of Reference**

1. To receive and consider all new programme proposals for provision to be delivered at collaborative partners, both in the UK and overseas.

2. Where proposals are initiated by a collaborative partner, to review and assign ownership of them to an appropriate Faculty and SAB.

3. To receive and consider all new proposals to deliver existing DMU provision at a collaborative partner, both in the UK and overseas.

4. To undertake risk assessment of all new proposals as detailed above and in order to identify the level of support required to bring proposals to a successful validation.

5. To receive and make recommendations upon requests from either collaborative partners or Faculties relating to the suspension or closure of provision delivered at collaborative partners.

6. To make recommendations to the Faculty Academic Planning Committee and University Academic Planning Committee on all the above.
Constitution

Pro Vice-Chancellor nominated by the Vice-Chancellor (Chair)
One representative from the Deans (Deputy Chair)
Quality Assurance Manager, Department of Academic Quality
Director of Marketing
Director of Educational Partnerships
Partnership Development Manager
Head of Curriculum Planning
Faculty Collaborative Co-ordinator for each Faculty
A senior representative from amongst partner college staff
Director of Library Services or nominee

5 Academic Quality and Standards Committee

Terms of Reference

The Academic Standards and Quality Committee (AQSC) shall be responsible to the Academic Board for overseeing, developing and, where appropriate, implementing agreed policies for maintaining and enhancing the quality and standards of the provision for which the University has academic authority.

The particular duties of the Committee are to engage in the activities set out below according to such means as the Committee, subject to the Academic Board’s approval, may determine and to report to the Academic Board on its proceedings.

1. Academic Approval and Related Modifications Procedures

To ensure that programmes satisfy stated design requirements (based on quality criteria laid down by the University or other external bodies) and academic standards appropriate to the type and level of award.

This will include protocols for:

- the approval of new named awards and programmes;
- the approval of new modules;
- the approval of modifications to approved provision;
- the review of existing subjects, programmes and modules where necessary;
- the approval and review of academic provision within collaborative partners;

2. Academic Review

To oversee and report on the management (including monitoring and evaluation) of module, programme and subject provision undertaken within constituent Faculties of the University, by the Department of Academic Quality and the Curriculum Planning Office, and within collaborative partners.

3. Academic Audit
To oversee and report on the effectiveness of systems for self-evaluation and monitoring as operated within Faculties, and by the Department of Academic Quality and the Curriculum Planning Office. This will include:

- scrutiny of independent feedback from students and employers;
- the independent examination of performance data of module, programme and subject operations;
- oversight of co-ordination and preparation for externally-arranged audit activities;
- receipt and consideration of reports from external quality agencies;
- receipt and consideration of reports from Faculty audit activity.

AQSC may use review to focus on relevant University strategic issues, and monitor how these are being addressed at faculty and subject level.

4. Academic Standards

To oversee the development and maintenance of such other means as are considered necessary in addition to the above for maintaining comparability of standards in academic provision within the University and across collaborative and recognised operations, in relation to internal, national and international norms.

To manage the appointment of external examiners, and to monitor the response to their reports to the University.

**Constitution**

**Ex Officio**
- Chief Executive and Vice-Chancellor
- Pro Vice-Chancellor Academic Processes and Quality (Chair)
- Dean of Faculty (Deputy Chair)
- Academic Registrar
- Head of Academic Quality
- Quality Assurance Manager
- Quality Improvement Manager
- Head of Curriculum Planning
- Director of Education Partnerships or nominee
- Director of Library Services
-Faculty Heads of Quality (one per Faculty)
- Associate College Network representative

**Nominated**
- Two Students Union Representatives

**Elected**
- Two Heads of Department/Heads of Studies

6 **External Examiners Audit Group**

**Terms of Reference**

The External Examiner Audit Group shall be responsible to the Academic Quality and Standards Committee for overseeing the External Examiner report and response process.
The work of the Audit Group will be informed by the Faculty logs, identifying issues of concern and areas of good practice arising from External Examiner reports.

1. SAB and Faculty Issues

The Audit Group will:

- Monitor the Faculty Academic Committees discharge of their role in overseeing SAB and Faculty responses to issues raised by External Examiners.
- Identify outstanding issues and request action accordingly.
- Oversee the dissemination of good practice within Faculties.

2. Institutional Issues

The Audit Group will:

- Identify common issues arising from External Examiner reports and recommend action, where appropriate, to the AQSC.
- Initiate and monitor selective audit on critical issues under the direction of the AQSC.
- Identify areas of good practice and ensure the systematic dissemination of information.
- Identify areas for refinement to ensure continuous improvement of the External Examiner system.

**Constitution**

Chair (a Head of Quality)
Academic Registrar
Representatives from Department of Academic Quality (2)
Head of Curriculum Planning
Faculty Representatives, including Heads of Quality (2 per Faculty)

7 External Examiners Appointments Sub-Committee

**Terms of Reference**

The External Examiners Appointments Sub-Committee shall be responsible to the Academic Quality and Standards Committee for overseeing the external examiner appointment process.

The sub-committee will be serviced by the Quality Officer (External Examiners / Awarding Bodies) in the Department of Academic Quality and will conduct most of its business by correspondence.
On behalf of AQSC it will approve / not approve External Examiner nominations against the criteria for appointment specified by Academic Board, and report appointments and process failure to AQSC.

**Constitution**

Academic Registrar (Chair)
3 Faculty Representatives

8 **Academic Standards Audit Group**

**Terms of Reference**

The Academic Standards Audit Group shall be responsible to the Academic Quality and Standards Committee for overseeing that due consideration is given to performance information on academic standards.

The work of the Audit Group will be informed by summary reports, produced by SPS and from MIS, covering admissions data, pass and progression rates and final results.

1. SAB and Faculty Issues

   The Audit Group will:
   - Monitor the Faculty Academic Committees’ discharge of their role in overseeing SAB and Faculty scrutiny of performance data.
   - Identify areas where performance is below agreed benchmark levels and request action accordingly.
   - Oversee the dissemination of good practice within and between Faculties.

2. Institutional Issues

   The Audit Group will:
   - Identify common issues arising from FAC annual reports and recommend action, where appropriate, to the AQSC.
   - Initiate and monitor selective audit on critical issues under the direction of the AQSC.
   - Identify areas of good practice and ensure the systematic dissemination of information.

**Constitution**

A Head of Quality (chair)
Chair of External Examiners Audit Group
Chair of Quality Assurance Procedures Audit Group
Department of Academic Quality representatives (2)
Director of SPS or nominee
Student Experience Unit representative
Faculty representatives for any Faculty not otherwise represented
9 Quality Assurance Procedures Audit Group

Terms of Reference

The Quality Assurance Procedures Audit Group shall be responsible to the Academic Quality and Standards Committee for overseeing that the QA procedures, as defined in the Academic Quality Guides and other Academic Quality publications, are being implemented effectively. The work of the Audit Group will be to monitor the effectiveness of procedures using a variety of indicators including SAB minutes, programme journals, validation and review reports, and FAC minutes.

1. SAB and Faculty Issues

The Audit Group will:

- Monitor the Faculty Academic Committees' discharge of their role in overseeing SAB and Faculty validation, review and monitoring procedures.
- Identify outstanding issues and request action accordingly.
- Oversee the dissemination of good practice within and between Faculties.

2. Management of Curriculum Approval and Modification Data

The Audit Group will:

- Audit areas as identified by the Curriculum Planning Office, where ad hoc changes to curriculum data on the student data system have been made to test the integrity of the approval and modification processes when used for urgent logistical changes;
- Report on the effectiveness of Faculty arrangements to ensure that urgent changes are managed through agreed protocols and that key stages in the processes are followed.

3. Institutional Issues

The Audit Group will:

- Identify common procedural issues and recommend action, where appropriate, to the AQSC.
- Initiate and monitor selective audit on critical issues under the direction of the AQSC.
- Identify areas of good practice and ensure the systematic dissemination of information.

Constitution
10 FE Quality Group

Terms of reference

The FE Quality Group is a cross-University advisory group. Its overall purpose is to monitor the development and implementation of the FE self-assessment report and to identify and share operational best practice.

The Group will:

- Oversee the preparation of the FE Self Assessment Report (SAR), draft the critical commentary and take editorial responsibility for the complete document;
- Draft the QA section of the SAR;
- Review the SAR prior to presentation to AQSC;
- Monitor and progress the FE Development Plan;
- Monitor that programme leaders, SABs and heads of central departments are effectively self-evaluating and implementing appropriate improvement plans;
- Alert the Chair of AQSC of provision it considers to be at risk;
- Provide training and support for the delivery of the FE QA systems;
- Provide advice on how to deliver and operate FE QA Systems;
- Provide advice to AQSC on FE QA issues;
- Act as a forum for the Faculty Heads of Quality and key staff associated with FE to discuss FE QA issues

Constitution

Head of Academic Quality (Chair)
Department of Academic Quality Representatives (3)
SPS Representative
Faculty Representatives (one per Faculty)
Educational Partnerships Representative
FE Administrators, Art and Design (2)

11. Learning & Teaching Committee

Terms of Reference

To consider and advise the Academic Board, Faculties and the senior executive as appropriate on the development and application of policies relating to learning and teaching that are aligned with University strategic objectives.

To develop and advise on protocols and procedures relating to learning and teaching and their implementation in Faculties.
To advise on any issues referred to the Committee by the Academic Board or the senior executive or Faculties.

**Constitution**

*Ex Officio*
- The Vice Chancellor and Chief Executive
- Pro Vice Chancellor (Academic Processes and Quality) (Chair)
- Chairs of Faculty Learning and Teaching committees
- A Dean of Faculty (Deputy Chair)
- Director of Library Services
- E-Learning Coordinator
- Learning and Teaching Senior Adviser (Secretary)
- Head of the Department of Academic Quality
- Quality Improvement Manager
- 3 Student Representatives (2 nominated by De Montfort Students' Union)
- Representative of the Associate College Network
- Head of Student Learning Advisory Service or nominee
- Manager of the Academic Professional Development Unit

**12 Higher Degrees Committee**

**Terms of Reference**

To monitor, develop and amend as necessary the Research Degree and Higher Doctorate Regulations, policies, protocols and codes of practice of the University and to ensure that they are complied with.

To manage, regulate, monitor and review arrangements for the admission, registration and effective supervision of students for research degrees. The Committee has formal responsibility for the registration of students for research degrees of the University. The Committee shall have powers of delegation to Faculty Research Degrees Committees (see below), so that where accredited by the Higher Degrees Committee, a Faculty Research Degrees Committee may approve registrations and allocate supervisors to research degree students of the Faculty.

To manage, regulate, monitor and review arrangements for the progression of students for research degrees, including transfer, interruption and extension arrangements. The Committee shall have powers of delegation to Faculty Research Degrees Committees, so that where accredited by the Higher Degrees Committee, a Faculty Research Degrees Committee may approve, transfer, suspension and extension arrangements in respect of research degree students of the Faculty.

To appoint examiners for candidates for research degrees.

To consider examiners’ recommendations concerning the award of research degrees and to recommend appropriately.

To consider and decide upon requests by candidates for a review of an examination decision, where appropriate.
To manage and develop policies for maintenance of standards and for quality assurance processes in relation to research degree provision.

To consider for accreditation Faculty Research Degrees Committees proposed by Deans, and to monitor, audit and review the work of such Faculty Research Degree Committees as are accredited.

To be responsible to the Academic Board for matters relating to the award of Higher Doctorate degrees of the University, including consideration of applications for Higher Doctorates. In order to effect this responsibility the Higher Degrees Committee shall establish in respect of each application for a Higher Doctorate, a Panel with appropriate membership to:

- receive and consider the application and determine whether it meets, prima facie, the criteria for registration and examination;
- appoint examiners and approve examination arrangements;
- receive and consider reports and recommendations from examiners and, where appropriate, recommend the granting and conferment of a Higher Doctorate of the University.

**Ex Officio**
- The Vice-Chancellor and Chief Executive
- The appropriate Pro Vice-Chancellor nominated by the Vice-Chancellor
- Academic Registrar or nominee
- 2 research degree student representatives

**Nominated**
- Two members of staff of each Faculty, nominated by the Dean of Faculty as having significant responsibility for research student provision within the Faculty, one of whom must be the chair of the Faculty Research Degrees Committee, where devolved powers is granted.

13 Research Committee

**Terms of Reference**

To advise the Vice-Chancellor and Academic Board as appropriate on the development and application of policies relating to research.

To advise on and develop protocols and procedures relating to the research activities of the University.

To develop the communication of information concerning research issues across the University and maintain dialogue with research councils and other appropriate external bodies.

To continue to monitor research activity, its quality and standards across Faculties and Research Centres.

To advise on the Research Assessment Exercise.
14 University Human Research Ethics Committee

Terms of Reference
To develop and keep under review the ethical policies and principles of De Montfort University in research and scholarship and make recommendations regarding these to Academic Board as appropriate

To monitor the performance of Faculty Human Research Ethics Committees.

To offer advice and guidance in respect of referrals made to it by a Faculty Human Research Ethics Committee

To act as a mechanism for disseminating good ethical practice across the University including updating its guidelines in accordance with national/international practice

To receive annual reports from Faculty Human Research Ethics Committees. These reports will include an itemised record of cases and issues dealt with by the Committee during the year

To consider appeals against the decisions of Faculty Human Research Ethics Committees.

To receive for information reports from the other University Ethics Committees that may be established.

Constitution

Pro Vice Chancellor (nominated by the Vice Chancellor) (Chair)
Chairs of Faculty Human Research Ethics Committees
Chair of University Research Committee
1 representative from the Students Union
1 Lay member (e.g. University chaplain)
2 external members
15. Modularity Management Group

Terms of Reference

The group reports to the Academic Board and is responsible for the implementation and review of the University's undergraduate scheme, and for recommending amendments and refinements as necessary. In operational terms the group informs the work of the Curriculum Planning Office and Academic Registry in relation to the modular scheme and is the principal conduit for the exchange of information, ideas and opinions between the Faculties, the Curriculum Planning Office and Academic Registry. The group's role is "hands on" and duties include:

- identifying scheme weaknesses and issues of concern and working to resolve these;
- testing the robustness of generic regulations and recommending amendments and improvements as appropriate;
- monitoring and reviewing programme specific regulations and other deviations from the generic scheme;
- evaluating staff development initiatives and reviewing further staff development needs as part of the implementation and continuous improvement process;
- reviewing the module catalogue to eliminate duplication and ensure efficiency in module offerings;
- monitoring the student data system to ensure that it is sufficiently responsive to the needs of the University's curriculum and award structures;
- ensuring co-ordination between Faculties of programme offerings and acting as a conduit for the promotion of inter-faculty studies;
- serving as the principal forum for raising and addressing day-to-day issues associated with scheme implementation and management.

Constitution

The Head of Curriculum Planning (Chair),
Faculty Heads of Studies,
Academic Registrar,
Deputy Academic Registrar,
Two representatives from Faculty Managers and Faculty Data Managers,
Head of Timetabling,
One representative from Heads of Quality,
Representatives as necessary from ISAS,
One representative from the Department of Academic Quality
One representative from the Students' Union
16 Postgraduate Taught Programmes Committee

Terms of Reference

To consider issues relating to taught postgraduate provision, with particular reference to policy, regulatory framework and procedures.

Constitution

Academic Registrar (Chair)
Head of Curriculum Planning
One representative of each faculty (normally the Head of Postgraduate Studies)
Two representatives of the Administrative staff with significant experience of taught postgraduate provision
One representative of ISAS

17 Scholarship Board

Terms of Reference

1. To take a strategic overview of the award of scholarships and prizes.
2. To advise on the development and promotion of scholarships and prizes.
3. To determine criteria for awards where these are not otherwise clear from the terms of the scholarship or prize.
4. To review donor arrangements and arrangements for management of scholarships and prizes.
5. To review and ensure that scholarships and prizes are awarded are awarded in accordance of any terms or conditions associated with the scholarship or prize.
6. To determine the procedure and process for application for a scholarship or prize.
7. To review applications received and grant scholarships or prizes.
8. To ensure that the payments of scholarship and prize funds are properly accounted for within the University’s accounts.

Constitution

Pro Vice-Chancellor (nominated by the Vice-Chancellor) – ex-officio [Chair]
The Academic Registrar – ex officio
The Manager of the Development Office – ex officio
Representative of Student Services – ex officio
A lay member of the Board of Governors and/or a Senior Fellow
A Dean of Faculty – elected by Academic Board
A Head of Academic Department – nominated by Academic Board
The President of the Students Union - ex-officio

In attendance: Financial Accountant

In exceptional circumstances the Board may co-opt an individual to provide particular expertise or advice to the Board; the justification for the co-option shall be recorded in the minutes.
Tenure of Office

Except for ex-officio members, no member serves for more than three years on the Committee. There is a rolling system of tenure to ensure continuity.

Where a co-opted member remains on the Board for longer than one year, then a record of the justification for the member’s continued co-option shall be recorded in the minutes each year for a maximum of three years.

Quorum

The quorum for meetings of the Committee is four members of whom no more than two may be ex-officio members

18. Widening Participation Strategy Committee

Terms of Reference

1. Oversee and monitor/track strategic progress of University Widening Participation Framework.

2. Coordinate and monitor faculty widening participation plans.

3. Oversee HEFCE annual operating return of widening participation activities.

4. Ensure effective dissemination and sharing of good practice on a University-wide basis.

5. Ensure University access other forms of widening participation funding opportunities such as Aimhigher and the European Social Fund.

6. Develop and lead an overview of the university’s revised objectives for De Montfort University as follows:
   o An annual review of the ACN
   o Part time provision action plan
   o Further developments on the mainstreaming of the WP agenda
   o Enhancement of outreach activities with the introduction of De Montfort University’s Access Agreement in 2006

7. Keep under review the terms of reference, membership and operation of the committee

8. Review current developments in the widening participation agenda.

Constitution

Associate Pro Vice-Chancellor, Widening Participation (Chair)
Director of Educational Partnerships or nominee
Representative with responsibility for widening participation from:
Faculty of Art & Design
19. Faculty Academic Committees

Terms of Reference

The Faculty Academic Committee (FAC) is responsible to the Academic Board for the functions set out below. In undertaking these functions it will establish sub-committees and both the FAC and its sub-committees will liaise with Academic Board and its standing committees as appropriate. The sub-committees will report both to the FAC and directly to the relevant standing committees of Academic Board as required. The FAC is responsible for assuring the quality and standards of the Faculty’s undergraduate and postgraduate taught provision and will report directly to AQSC regarding these matters. It will similarly report to the Higher Degrees Committee as necessary in relation to research degree students.

1. Receiving and considering reports and recommendations on academic issues, policies and procedures from Academic Board and its standing committees. Making recommendations to these bodies and raising issues for debate.
2. Managing academic development and approval and curriculum modification processes under the University’s devolved academic approval scheme (reporting to AQSC).
3. Monitoring and reviewing approved academic provision in accordance with University quality management processes (reporting to AQSC and the Higher Degrees Committee as appropriate).
4. Managing the operation of the Faculty’s academic provision delivered in collaborative partners or at remote (including overseas) locations.
5. Referring issues or recommendations which have Faculty strategic, resource, planning or management implications to the Faculty Executive. Considering issues referred to it by the Faculty Executive.
6. Commissioning work from its sub-committees, overseeing their work and considering reports and recommendations from them.
7. By means of its Subject Authority Boards, Postgraduate Boards, its Progression and Awards Board and its Research Committee, managing the academic provision of the Faculty, determining student achievement and progression and making recommendations for granting University awards to students as appropriate.
8. Managing personal tutor functions in the Faculty.

In the discharge of these duties the FAC may establish such working groups as are necessary and, subject to the approval of the Academic Board, may establish further sub-committees.

Constitution
Dean (Chair)
Faculty Manager (Secretary)
Head of Undergraduate Studies
Head of Postgraduate Studies
Head of Quality (Deputy Chair)
Head of Research
Chair of each SAB (or nominee)
Heads of School/Department (if not SAB chairs)
Two students elected by students of the Faculty
Faculty Collaborative Co-ordinator
Academic Registrar or nominee
Head of Department of Academic Quality or nominee
Director of Library Services or nominee
Two elected academic staff members elected by permanent academic staff of the Faculty
Chair of the Faculty Learning and Teaching committee if not otherwise a member.
B. **STANDING ORDERS FOR ACADEMIC BOARD, ITS STANDING COMMITTEES AND RELATED COMMITTEES**

The following Standing Orders, agreed by the Board at its meeting on 10 November 1999 are based on examples of best practice elsewhere, with particular thanks to Cheryl Penna, Registrar at the University of Northumbria. The main aim has been to provide a clear and concise framework which is unobtrusive.

**Membership**

The maximum and minimum number of members of a committee should be specified in the terms of reference of the committee. (Note that the maximum membership of Academic Board is set by the Articles of Government of the University).

A Standing Committee of Academic Board may vary its formal composition by advance agreement of the Board, although advice may be sought and may be given from other bodies.

Ex officio members have an indefinite period of office. Elected members will serve for three years unless otherwise agreed. Immediate re-election is permissible. Nominated members will serve for three years and are eligible for re-nomination. Nominated members will be requested from the constituency concerned via the appropriate line manager.

Unexpected vacancies should be filled as soon as possible with the new member seeing out the remaining term of office.

Co-opted members are regarded as full members of a committee. Unless otherwise specified in a committee’s Terms of Reference, the maximum number of concurrent co-options is four. Co-options are made for a finite period, normally one year, and are renewable.

Except in cases where the constitution requires the nomination of a Deputy Chair, members will elect a Deputy Chair from the members of the committee to stand in for the Chair if required. In the absence of the Chair and Deputy Chair at a particular meeting members shall elect a Chair for the meeting.

Except where a committee has expressly agreed otherwise, a member unable to attend a meeting can, with the agreement of the Chair, ask a substitute to attend the meeting to represent him or her without voting rights.

Members are expected to demonstrate commitment to a committee/group. If members do not attend meetings on a regular basis, attending at least half of the scheduled committees in a session, the Chair may ask the member to step down and be replaced.

Nominated and elected members are expected to consult and report back to their constituencies.
Convening Meetings

Meetings are normally fixed annually in advance. For a meeting of a committee to be properly constituted, members must receive advance notice of a meeting in writing (including via email) at least three working days beforehand.

All meetings should begin punctually at the appointed time and should be closed formally at the end of business.

At every meeting attendance shall be recorded, and all proceedings entered in minute books (or electronic equivalent) which shall be kept in accordance with arrangements notified by the Academic Registrar.

(a) Unless otherwise specified in the Terms of Reference for a particular committee, or as specified below, the quorum of a committee will be 50% of the current appointed membership, minus one.

(b) For small committees, with a composition of less than ten, the quorum will be three.

(c) For board of assessment staff are expected to attend but meetings can proceed in the absence of any member provided the Chair and secretary and external examiner (where present) agree that the board has sufficient expertise available to enable it to make informed decisions.

If the quorum is not achieved within 15 minutes of the formal start time of the meeting as indicated on the agenda, then the meeting can either be dismissed by the Chair or carried out on an informal basis.

If a meeting is inquorate, decisions are not valid. Recommendations of inquorate meetings can, however, be ratified at the next quorate meeting.

Officers or other persons may be invited to attend for all or part of a meeting in an advisory capacity only.

Chair’s action is normally only taken with the advance agreement of the Committee, on specific, approved items, and within a specified time limit. Chair’s actions are reported in full to the next available meeting for note and ratification.

Committee Administration

A Secretary for each committee will be appointed from a relevant area of the University’s administration.

All members should receive papers for the meeting in hard copy format ideally at least three working days beforehand.

All documents for a committee should be produced in the standard format and include a recommendation to the committee/group in respect of action required, the author of the document, and the date the document was produced. The electronic file name of the document should also be added for future reference.
Agendas should state clearly what the purpose of an item is.

Minutes will be taken at all meetings of formal committees and formally constituted groups according to the agreed University house style (as determined by the Academic Registrar).

As soon as possible after meetings, and in line with agreed good practice guidelines, minutes will be circulated to members. If they are circulated by email, then a hard copy will be provided as part of the papers for the next meeting.

Minutes can be circulated to other groups for information.

The Committee Secretary is responsible for advising members and officers of any actions required and for ensuring that progress is reported back to the committee.

**Points of Order for the Conduct of the Business in Meetings**

The business of the meeting will be as set out on the agenda in the order specified unless the meeting agrees to change it. Members wishing to raise items for discussion under “Any Other Business” should notify these to the Chair preferably two days in advance of the meeting, otherwise at the start of the meeting. The Chair has the authority to refuse to accept items of other business.

Members should restrict comments/points to the subject under discussion and should direct questions, observations, comments etc., to the Chair and to the proposer/other members only through the Chair.

Members have a duty to read the papers for a meeting beforehand and to be prepared to contribute to debates and carry out any actions asked of them.

Tabled papers will only be accepted and considered with the consent of the committee.

Debates should be conducted in an orderly and civil fashion, with members invited to speak by the Chair.

Motions and amendments to motions should be formally proposed and agreed by the committee.

Once a decision has been made, no further discussion should take place of the topic at the same meeting. Normally no decision taken by a committee should be revisited by that committee for the remainder of the academic session.

Whilst there is no regulatory limit on the number of times a member may speak for or against a motion/point of discussion or on the length of comments, the proposer’s right of reply is to be respected. The Chair may limit opportunities to speak if debates become lengthy or unfocused.

Voting can only take place at quorate meetings, and only members can vote.

Voting, if necessary, will be by a show of hands during the meeting as called by the Chair who will not participate, except to exercise a casting vote. Details of the decision will be recorded in the minutes on the following basis, including the number of votes cast:
- Motion carried unanimously, i.e. all voting in favour
- Motion carried nem con, i.e. none vote against but some abstain
- Motion carried by a large majority, i.e. only a few abstain or vote against.
- Motion carried by a majority, the voting is close
- Motion lost

4.11 If at any meeting any question arises regarding the committee’s procedures or the conduct of the meeting or the conduct of any member, the Chair of the meeting will make a decision on the matter, which shall be binding.

4.12 Members must declare any pecuniary, family or other personal interest that they may have in any matter under discussion, and shall withdraw from the meeting while the matter is under consideration.

4.13 All students, whether members or in attendance, must withdraw from a meeting when the Chair declares that a meeting is about to discuss a reserved item of business. Students may return to the meeting once the reserved business is concluded. Students will not receive any papers or information relating to a reserved item of business. Reserved items comprise:

- Matters affecting the admission, academic management and withdrawal on grounds of academic failure of individual students
- The procedures of boards of assessment
- Matters affecting the personal affairs of individual members of staff
- Any other matters declared as reserved business by the Chair.

5. Suspension of Standing Orders

When circumstances justify, an individual standing order can be suspended by a Chair of a committee or by the agreement of the committee itself. This is regarded as an exceptional proceeding.