

Faculty Academic Standards and Quality Committee (one per Faculty): Terms of Reference



Purpose

Faculty Academic Standards and Quality Committees (ASQCs) are accountable to the relevant Faculty Board and oversee the implementation of quality and standards for learning and teaching by academic departments within the Faculty and the student experience within the Faculty.

In fulfilling this purpose, each ASQC delegates aspects of its work to and takes advice from the following committees:

- Faculty Curriculum Review Group (or equivalent)
- Programme Management Committees (PMCs)
- Department Student Partnership Forums

Each ASQC also takes direction from and provides reports to the Learning, Teaching and Student Experience Committee (LTSEC) on matters within its area of competence.

Membership

Associate Dean: Learning and Teaching (Chair)

Faculty staff with senior responsibility for learning, teaching and the student experience

One Programme Leader and one Module Leader from each department, rotated on an annual basis or more frequently if deemed appropriate

Lead Department Student Representatives

Representation from Library, Careers and Inclusivity (1)

Representation from Student & Academic Services (1)

Representation from Academic Practice Directorate (1)

In Attendance

Committee Officer

The membership can also include additional members in attendance, who do not have voting rights. The Chair has discretion to determine whether and how many post-holders or other individuals may attend a meeting in a non-voting capacity.

The membership can include up to two co-opted members with voting rights. Co-opted members are appointed by the Committee in consultation with the Chair.

Responsibility

The Faculty Academic Standards and Quality Committee is responsible for:

- Ensuring the ongoing enhancement of all learning and teaching provision based within the Faculty, including collaborative provision in line with University strategy and quality frameworks;
- Overseeing all Faculty-led curriculum developments, ensuring arrangements are in place within the Faculty to enable robust scrutiny and approval of low and medium impact curriculum changes and providing summary reports to the Learning, Teaching and Student

- Experience Committee (LTSEC) of decisions taken;
- Noting decisions of the University Curriculum Panel (UCP) for the suspension or closure of programmes and monitoring actions plans for teach-out of programmes where required;
 - Considering reports from Professional, Statutory and Regulatory Body activities, Programme Enhancement Review Panels and University Validation Panels, monitoring action plans and advising the Faculty Board as necessary on measures to address matters raised;
 - Considering reports from Department Student Partnership Forums outlining student voice matters within the department that require escalation to Faculty level;
 - Recommending to Academic Board, through Faculty Boards, nominations for external examiner appointments and the removal of examiners where necessary;
 - Ensuring active consideration of equality, diversity and inclusion in the conduct of its business;
 - Evaluating annually its own performance and that of its Sub-Committees to ensure academic governance arrangements enhance institutional performance and add value;
 - Ensuring any task-and-finish groups or special interest groups it creates can discharge their functions, having Terms of Reference with clear responsibilities and delegated authorities.

Accountability

Each ASQC is accountable to the relevant Faculty Board and reports to it on:

- Ongoing enhancement of the Faculty's learning and teaching portfolio and of the student experience, including collaborative provision;
- Proposals for changes to its terms of reference, membership or priorities or to those of any sub-groups established to support delivery of its terms of reference;
- Any matters or priority areas referred to it for action by the PVC/Executive Dean.

Each ASQC must also take direction from and provide reports to the Learning, Teaching and Student Experience Committee (LTSEC) on issues and developments within its area of competence, including providing regular and ad hoc reports on matters which require University-level consideration and developing/monitoring action plans as appropriate.

Each ASQC provides an annual assurance report to Faculty Board, through which it demonstrates how it has fulfilled its Terms of Reference and assesses its own effectiveness and that of its Sub-Committees. The requirements for the report will be specified by Faculty Board, in consultation with LTSEC.

Administration

Faculty Academic Standards and Quality Committees will meet a minimum of five times a year. The duration of meetings will be no longer than three hours. The Quorum for meetings is one-third of members eligible to attend.

Representative members who are nominated to represent a particular constituency will be rotated annually.

Co-opted members will serve a maximum three-year term.

A committee officer will be appointed to support the Chair in the effective and efficient conduct of

the Committee's business.

Review

The Terms of Reference for Faculty Academic Standards and Quality Committees will be reviewed annually to ensure they are still relevant, decision-making structures are effective and they can effectively discharge their duties. As part of the review consideration should be given to how the Committee can improve and better integrate practices which support equality, diversity and inclusivity.