

Faculty Boards: Terms of Reference

Purpose

Each Faculty Board is accountable to Academic Board and oversees the development, implementation and enhancement of the University's strategy within the Faculty, shapes the Faculty's contribution into University-wide initiatives and provides a consultative forum through which representatives of Faculty staff provide advice to the wider Faculty Executive on matters related to Faculty performance.

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

- Faculty Research Knowledge Exchange Committee
- Faculty Academic Standards Quality Committee

In conducting their business, Faculty Boards take direction from and report as required to the Learning, Teaching and Student Experience Committee and the Research and Knowledge Exchange Committee in relation to matters within their respective areas of competence.

Membership

Executive members:

PVC/ Executive Dean (Chair)

All members of the Faculty Executive, typically:

Deputy Dean

Associate Deans for Research, Learning and Teaching, and Partnerships

All Heads of Departments

Faculty Business Manager

Faculty Technical Manager

Faculty Directors with responsibility for Employability & Enterprise, Access and Participation and Quality as appropriate

Faculty Research Degree Director

Up to two members appointed by the PVC/Dean which can include representation from technical or professional services.

Elected members:

6 members of academic staff elected from across the Faculty representing:

Professoriate (2)

Learning & Teaching Management (2)

Teaching staff (2)

Students' Union elected officer

In attendance

Committee Officer

The membership can also include additional members in attendance, these members 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 Board in consultation with the Chair.

Responsibility

Each Faculty Board is responsible for:

- Monitoring and assuring the quality, performance and market attractiveness of the academic provision within the Faculty;
- Improving, enhancing and promoting within the Faculty good practice and innovation in learning, teaching and the student experience, and in research, knowledge exchange and enterprise;
- Considering and shaping the Faculty's input and contribution to University-level initiatives;
- Advising the Faculty Executive on the development and implementation of the Faculty strategy and supporting the development of new ideas;
- Highlighting to Academic Board matters of concern in the Faculty which are within the remit of Academic Board;
- Taking direction from and reporting as required to the Learning, Teaching and Student Experience Committee and the Research and Knowledge Exchange Committee on matters within their respective areas of competence;
- Establishing appropriate procedures to ensure effective communications within the Faculty, of issues discussed and decisions taken by Academic Board, as appropriate;
- 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 Faculty Board is accountable to Academic Board and reports to it on:

- Developments and progress with the implementation of University strategy within the Faculty;
- Proposals for changes to the academic governance structure within its area of competence, including the establishment or closure of Sub-Committees intended to support it to deliver its terms of reference and changes to any Sub-Committees' terms of reference, priorities and memberships;
- Any matters or priority areas referred to it for action by the Vice-Chancellor.

Each Faculty Board provides an annual assurance report to Academic Board, through which it demonstrates how it has fulfilled its Terms of Reference and assesses its own effectiveness and that of its Sub-Committees.

Administration

Faculty Boards will meet a minimum of three times a year. Meetings will be scheduled to enable each Faculty Board to fulfil its accountabilities to Academic Board, supporting timely updates on progress and new developments. The duration of meetings will be no longer than three hours. The Quorum for meetings is one-third of members eligible to attend.

The term of office for elected members of Faculty Board will not normally exceed 3 years and will be stated in the published Election Notice. All elected positions will be filled in accordance with the University's Elections Procedure.

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

A committee officer will be identified to support the Chair in the effective and efficient conduct of the Committee's business.

Review

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