

Terms of Reference

The School Academic Committee is responsible to the Research & Enterprise Committee and the Academic Quality & Standards Committee for general issues relating to all academic matters in the School.

The School Academic Committee's terms of reference are to:

- (a) oversee the sustainable development of the School within the University's overall strategic framework, taking account of developments in the external environment;
- (b) analyse and evaluate the School's performance against agreed KPIs and make recommendations for continuous improvement and the enhancement of the student experience;
- (c) oversee the quality and standards of the School's teaching and research and the implementation in the School of the University's Academic Principles, Regulations and Procedures and wider quality assurance framework including activity in relation to PSRBs;
- (d) promote academic enhancement across the School in line with University strategies and associated priorities;

Delegated Authority

The School Academic Committee has authority from the Research & Enterprise Committee and the Academic Quality & Standards Committee to:

- (a) approve, and monitor the implementation of, school-level academic and operational plans and associated success measures which are aligned to the University strategic plan and strategies;
- (b) approve the School's annual quality plan;
- (c) review and approve the School's annual report on how it is working towards achieving the University's success measures concerning research & enterprise, learning & teaching and other academic related matters;

Reporting Line

The School Academic Committee reports to the Research & Enterprise Committee for matters relating to research & enterprise and to the Academic Quality & Standards Committee for matters relating to taught programmes of the University. In addition, it may report to Academic Board and other sub-committees as required.

Delegation

The School Academic Committee has established, as required by Academic Board, a School Research & Knowledge Exchange Sub-Committee and Course Committees which shall exercise the functions and powers stipulated in their terms of reference.

Membership Profile

Members [various depending on School]

Quorum [50% of the membership]

- Dean of School (Chair) [1] – Ex-officio
- Heads of Subject – Ex-officio
- Director(s) of Research – Ex-officio
- Course Directors – Ex-Officio
- Senior School Administrative Manager [1] - Nominated
- Senior Lecturer representatives [X] – Elected (one from each subject area within a School)
- Undergraduate student representative [1] – Elected*
- Taught Postgraduate student representative [1] – Elected*
- Postgraduate Research student representative [1] – Elected**
- Research student representative [1] – Elected*
- Student Academic Representation Assistant [1] – Ex-officio***
- Global Majority Students' Ambassador [1] – Elected**

The Pro Vice Chancellor is entitled to attend School Academic Committee Meetings

For non-ex-officio members, terms of office should normally be three years. Students' terms of office should normally be one year.

* Elected by a vote of students within the school

**to be Elected by a vote of students (PGR students for PGR Representative) within the Students' Union

***A part-time fixed-term post of the Students' Union

The Constitution of the Committee is made by resolution of the Academic Board on 03 July 2019.

Appendix 1

Amendments to Standard School Academic Committee Terms of Reference and Membership Profiles

School	Amendment	Date ACB approved
ALL	<p>Terms of Reference and Membership</p> <ul style="list-style-type: none"> The School Representative (also Chair of the School Forum, elected by a vote of students within the school); BAME student Ambassador, to be nominated by the Students' Union 	07 November 2019
	<p>Membership profile</p> <ul style="list-style-type: none"> Postgraduate Research Student [1] (Elected by Students' Union) 	10 February 2021
	<p>Membership profile</p> <ul style="list-style-type: none"> School Representative replaced by Student Academic Representation Assistant [1] – Ex-officio (A part-time fixed-term post of the Students' Union) Student BAME Representative replaced by Global Majority Student Representative [1] – Elected (by a vote of students within the Students' Union) <p>Delegation, following creation of School Research & Knowledge Exchange Sub-committees:</p> <ul style="list-style-type: none"> The School Academic Committee has established, as required by Academic Board, a School Research & Knowledge Exchange Sub-Committee and Course Committees which shall exercise the functions and powers stipulated in their terms of reference. 	06 July 2022
School of Social Sciences	<p>Membership profile</p> <ul style="list-style-type: none"> Subject Group academic representative [1] – Elected (one from each subject area within the School) 	06 February 2019
	<p>Membership profile</p> <p>For non-ex-officio members, terms of office should normally be one year.</p>	06 February 2019
	<p>Delegation</p> <ul style="list-style-type: none"> The School Equality, Diversity and Inclusion Committee reports to the School Academic Committee. <p>Membership profile</p> <ul style="list-style-type: none"> Subject Group Academic representatives [1] - Elected (one from each subject area within a School). Colleagues who are already ex officio members of School Academic Committee are excluded from standing and voting. <p>Elected positions</p> <ul style="list-style-type: none"> Expressions of interest will be requested for elected positions. If more than one expression of interest is received an election will be held. A nomination will be made by the Dean of School in the event that no expressions of interest are received. 	06 July 2022
Carnegie School of Sport	<p>Membership profile</p> <ul style="list-style-type: none"> Heads of Subject [4] – Ex-officio Course Directors [4] – Ex-Officio 	06 February 2019

School of Health & Community Studies	<p>Membership profile</p> <ul style="list-style-type: none"> • Senior Lecturer/Lecturer [4] 	03 July 2019
School of Health	<p>Membership profile following creation of the School</p> <ul style="list-style-type: none"> • Course Directors (or equivalent) – at Dean’s discretion, to attend on timed business/deputise for Heads of Subject if required • Lecturer/Senior Lecturer representatives (tenure for this group to be one year) 	28 September 2021
Carnegie School of Education	<p>Membership profile</p> <ul style="list-style-type: none"> • Senior School Administrative Manager [1] – Ex-officio 	06 July 2022
School of Events, Tourism & Hospitality Management	<p>Delegation, following removal of reference to Course Committees and the establishment of a School Research Board, a School Board for Equality, Diversity and Inclusion (EDI) and a School Board for the Environment and Sustainability</p> <ul style="list-style-type: none"> • The School Academic Committee has established a School Research Board, a School Board for Equality, Diversity and Inclusion (EDI) and a School Board for the Environment and Sustainability which shall exercise the functions and powers stipulated in their terms of reference. • The School Academic Committee is informed by discussion, deliberation and decision-making across the School via Subject Group meetings, administration team meetings, the School professoriate and the School’s Senior Leadership Team. <p>Membership profile</p> <ul style="list-style-type: none"> • Removal of Director(s) of Research – this post does not exist within the School • Addition of Professors [2] – Ex-officio • Addition of Director of Postgraduate Research Degrees [1] – Ex-officio 	06 July 2022
Leeds Business School	<p>Membership profile</p> <ul style="list-style-type: none"> • Senior School Administrative Manager [1] – Ex-officio 	06 July 2022
School of Built Environment, Engineering and Computing	<p>Membership profile. Additional members include:</p> <ul style="list-style-type: none"> • Academic Services Manager [1] – Ex-officio • Academic Services Team Leader [2] - Ex-officio • School Academic Librarian [1] - Ex-officio • School Practitioner [1] - Ex-officio • School Disability Advisor [1] - Ex-officio • Leeds Sustainability Institute Representative [1] - Ex-officio • Networked Systems Manager [1] - Ex-officio • School Research Ethics Coordinator [1] - Ex-officio <p>Not included:</p> <ul style="list-style-type: none"> • Senior School Administrative Manager [1] - nominated 	06 July 2022