

### **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, 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
- Research student representative [1] – Elected
- Student Representative [1] – Elected\*
- Student BAME representative [1] –Nominated\*\*

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 nominated by the Students Union.

The Constitution of the Committee is made by resolution of the Academic Board on 06 July 2016.

## Appendix 1

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

School	Amendment	Date ACB approved
ALL	Terms of Reference and Membership <ul style="list-style-type: none"><li>The School Representative (also Chair of the School Forum, elected by a vote of students within the school);</li><li>BAME student Ambassador, to be nominated by the Students' Union</li></ul>	07 November 2019
School of Social Sciences	Membership profile <ul style="list-style-type: none"><li>Subject Group academic representative [1] – Elected (one from each subject area within the School)</li></ul>	06 February 2019
School of Social Sciences	Membership prolife For non-ex-officio members, terms of office should normally be one years.	06 February 2019
Carnegie School of Sport	Membership profile <ul style="list-style-type: none"><li>Heads of Subject [4] – Ex-officio</li><li>Course Directors [4] – Ex-Officio</li></ul>	06 February 2019
School of Health & Community Studies	Membership profile <ul style="list-style-type: none"><li>Senior Lecturer/<b>Lecturer</b> [4]</li></ul>	03 July 2019