

# Faculty Education Committee

## Terms of Reference and Constitution

**Governance reporting line:**.....Reports to the Education and Student Experience Committee. It may also submit reports to the Academic Quality and Standards Committee.

**Document owner:**.....Education and Student Experience Committee

### 1. Origin

The Education and Student Experience Committee is a Committee of Senate and has delegated responsibility from Senate to oversee the development, implementation and evaluation of the University Education Strategy. The Faculty Education Committee was implemented to support the Education and Student Experience Committee in carrying out its delegated responsibilities.

### 2. Purpose

- To oversee the development, implementation monitoring and evaluation of the Faculty Education Strategy in line with the University Education Strategy.
- To make recommendations to Senate for the award of taught and doctoral degrees, diplomas and certificates.
- The Chair is responsible for ensuring that any equality impacts against each project/policy/process/procedure have been considered as part of the decision-making process.

### 3. Responsibilities and activity

- To develop, implement and monitor the Faculty Education Strategy in line with the University Education Strategy as it relates to education and student experience.

- To evaluate the impact and effectiveness of the Faculty Education strategy and of the University Education Strategy as it applies to the Faculty.
- To ensure the equivalence of the learning opportunities, research environments and the student experience across the Faculty.
- To receive and consider the reports of programme approvals and reviews and collaborative activity within the Faculty.
- To make recommendations to the Vice-Chancellor as Chair of Senate on the advice of Boards of Examiners for the award of taught and doctoral degrees, diplomas and certificates and to monitor the progression of students on taught and doctoral programmes.
- To establish student prizes, and the award of those prizes.
- To monitor the consistency of decisions made within the Faculty on issues such as Academic Integrity and Special Considerations, noting the changes undertaken and advising the Faculty and University on any changes to policy which may be needed.
- To consider data relevant to all aspects of the student experience, including (but not limited to) the National Student Survey, other experience surveys, and the Graduate Outcomes survey.
- To receive reports from time to time from Deputy Heads of School (Education) on education activities within their School.
- To work with the Faculty Graduate School on issues affecting the research student environment
- To receive reports from time to time from the Faculty Director of Graduate School on research student activities.
- To receive minutes and reports from additional governance committees or working groups as established by the Chair.
- To report on matters of education to Faculty Board, and to the Education and Student Experience Committee as appropriate and/or as requested

#### **4. Reporting arrangements**

- The Faculty Education Committee reports to the Education and Student Experience Committee and to Faculty Board.
- It may also submit reports to the Academic Quality and Standards Committee on programme validation.
- The Committee may set up and disband from time to time such working groups and sub-committees as it decides is required to execute its business.

#### **5. Constitution**

- Chair: Associate Dean (Education)
- Dean
- Deputy Heads of School (Education)
- Faculty Director of Graduate School
- Faculty Academic Registrar/ Head of Taught Programme Administration
- Students' Union Faculty Officer
- Faculty Academic Integrity Officer
- Faculty Liaison link from the Centre for Higher Education Practice
- Secretary

The Chair may co-opt additional members as necessary (including to act as chairs of subcommittees).

Members who are unable to attend may send a substitute with permission of the Chair.

#### **6. Quorum and frequency**

##### **6.1 Quorum**

The Faculty Education Committee will be quorate with one third of the membership plus one in attendance.

**6.2 Frequency of meetings**

The Faculty Education Committee will meet at least three times per year.

**7. Resources**

Secretariat support is provided.

**8. Terms of Reference review**

Date of last review:..... October 2022

Date of next review: ..... October 2023