CODE OF PRACTICE FOR ACADEMIC GOVERNANCE

Purpose

This Code articulates the standardised structures, responsibilities and roles within the academic governance of the University of Leicester. It was approved by Senate on 27 June 2018.

The implementation and management of a standardised structure for the governance of learning, teaching and assessment is designed to ensure the consistent, effective and transparent operation of:

- core quality assurance processes;
- enhancement of student learning opportunities at the University;
- enhancement of wider aspects of the student life at Leicester; and
- how the institution involves the student voice.

The Code also brings together and streamlines the governance structures for research and enterprise and presents a standardised structure for the development and implementation of policy relating to research and enterprise at each level of the institution.

This code sets out how Senate, as the ultimate academic authority of the institution, delegates various elements of its responsibilities in the area of learning, teaching and assessment. Where appropriate, these are also set out in the University Schedule of Delegation. Senate receives periodic/regular reports on the operation of the powers and processes delegated to subsidiary Committees.

The Governance Office, within the Division of Student and Academic Services, is responsible for the implementation and ongoing management of the structures set out within this code.

This Code is reviewed annually with any significant amendments presented to Senate for approval.

Reference points used to inform this Code

The development of this Code has been informed by a number of external documents and benchmarks including:

- Committee of University Chairs (CUC) Code of Governance
- Office for Students guidelines

This Code links to a number of wider documents for the operation of various quality assurance and other academic management activities including:

- Code of Practice on the Development, Approval and Modification of Taught programmes
- Code of Practice on Annual and Periodic Developmental Review
- Code of Practice for the Personal Support of Students
- Senate Regulations
- Schedule of Delegation
- Standard University Structure guidelines

This Code is comprised of three sections.
Section 1 – Underpinning principles

Section 2 - Committee structure and Terms of Reference

Section 3 – Role descriptors and Appointment Procedures
Section 1: Underpinning Principles

A standardised Structure

The standard descriptors and terminology used within this code to describe roles and processes were approved by the Senate and should be applied consistently across all colleges, schools and departments of the University. No alternative terminology or role descriptors should be used.

Below the level of the School/Departmental Committees for Learning and Teaching and Research and Enterprise, individual Schools or Departments may define their organisational structure so as to best reflect their disciplinary coverage, in accordance with the principles of the Standard University Structure. The role of the Departmental Learning and Teaching Committee is, however, fixed and this body retains responsibility for directly overseeing the maintenance, development and continuous enhancement of the quality of taught programmes. In the same manner, the role and remit of the Departmental Research and Enterprise Committee is fixed.

For the purpose of this code, it is expected that every academic programme has a single, defined host department or school.

A standardised cycle of business

The timing and process for the consideration of certain core aspects of academic governance, academic standards and quality assurance are defined centrally via a published calendar of Quality and Standards processes.

All of the following processes should be considered in line with the schedule released annually by the Division of Student and Academic Services:

- Terms of Reference
- Annual Developmental Review
- Periodic Developmental Review
- Curriculum Planning
- External Survey Outputs
- Module Evaluation Procedures
- External Examining reports and responses

A standardised system of recording and reporting

Resources for the effective support for University Committees are maintained by the University Governance Office, within the Division of Student and Academic Services.

In addition to the standard cycle of business, all Committees that fall under the remit of this Code will use the standard University templates for the production of agendas and minutes and observe all of the conventions set out within the Guidelines for the Support of University Committees.

Copies of agendas and minutes relating to all Committees under the remit of this Code will be retained for the periods specified in the University Retention Schedule. This schedule has been informed by the requirements of the General Data Protection Regulations, which came into force in May 2018.

Standing Orders

Consistent Standing Orders for the management of any Committee named within the academic governance framework will be developed and issued annually by the Division of Student and Academic Services.
Training

All members of staff responsible for chairing or supporting a Committee that falls under the remit of this Code will be required to undertake a standard training course in the management and support of a Committee. This will form part of the induction for new members of staff in this role. Committee secretaries will also be required to undertake an annual update course.

Effectiveness Reviews

Effectiveness Reviews of Senate and all Standing Committees of Senate (LTC, REC, HDC) will be undertaken at minimum once every four years, and will be conducted in line with the University Protocol for Effectiveness Reviews as published by the Governance Office.

The outcome of an effectiveness review may require amendments to this Code of Practice. Depending on the nature of the amendments these will be considered by the Academic Registrar in the first instance, and approval sought via Senate, if required.

Monitoring and Review

The wider operation of this Code of Practice will be reviewed at least annually in light of developments in the internal or external policy landscapes, specifically where amendments may be required to meet additional requirements from national or other regulatory bodies, particularly the Office for Students.
Section 2 - Committee structure and reporting lines for academic processes and policies

Senate Sub-Structure and reporting lines

Senate and its subsidiary Committee structure form the academic governance framework of the institution. There are five levels of defined academic governance:

This structure is concerned with the bodies reporting into Senate as part of the institution’s formal academic governance. As such it does not incorporate:

- Task and finish or other working groups which may be established periodically, and on a fixed-term basis, to consider individual issues. The reporting line for these groups will be defined by their focus, remit and the approval route for their output.
- Groups or bodies which are part of the management structure of the institution and which operate outside the direct remit of Senate.

Committees at all levels will routinely receive and consider reports from committees that sit within their remit further down the governance structure. They have a responsibility to facilitate effective two-way communication and to receive and consider recommendations for the enhancement to institutional policy and practice. Committees at all levels have a critical role to play in enhancing teaching and learning practice, the student experience, quality assurance processes, and responsiveness to the student voice.

Level 1

Senate

Senate, as ultimate academic authority of the institution, is a level 1 body and has authority to define the organisation of all governance bodies beneath it. The Membership and Powers of Senate are set out in Statutes and Ordinances respectively and cannot be altered without approval of Council.
Level 2

Standing Committees

Standing Committees of Senate have authority, delegated from Senate, to approve policies, codes of practice, and procedures which ensure the effective operation of all procedures relating to learning and teaching, or research and enterprise.

Level 3

Sub Committees

Sub Committees of the Standing Committee typically do not have any delegated authority from Senate. They have authority to consider and recommend policy/code of practice changes to the Standing Committee. They have delegated authority to approve changes to operating procedures which support the effective operation of processes.

The one exception to this general principle is the authority to approve new taught programmes of study and appoint External Examiners, which is delegated to the Quality and Standards Sub-Committee.

Level 4

Groups

Groups do not have any delegated authority for making any changes to regulations, policy or procedure. They are an operational part of the institution’s academic governance.

College level Committees

College level Committees do not have any delegated authority for making any changes to institutional regulations, policy or procedure. They are, however, encouraged and expected to identify potential enhancements to institutional policy and practice, recommending these to the relevant University committee or sub-committee for consideration.

College Learning and Teaching Committees oversee and coordinate the work of Departmental Learning and Teaching Committees as part of the institution’s academic governance. They ensure colleges have in place a Learning & Teaching Strategy which is aligned to the institutional strategy and associated targets.

College Research and Enterprise Committees are key in ensuring that College approaches and activities in these areas are aligned with institutional strategy and priorities.

Level 5

Departmental Learning and Teaching Committees

Every department will have a single Learning and Teaching Committee to cover all levels of taught provision. Departments may create sub-committees that report to the Departmental Learning and Teaching Committee, where needed, to consider separately subject-specific business or undergraduate and postgraduate taught provision. Authority resting with the Departmental Learning and Teaching Committee may not be delegated to its sub-committees.

For all joint programmes the Departmental Learning and Teaching Committee in the lead department for the joint programme will have responsibility for conducting all of the standard programme management and quality assurance processes for the joint programmes.
Distance Learning programmes will sit within the remit of the Departmental Learning and Teaching Committee for the relevant level.

**Committee operations**

The terms of reference and membership for all Committees are set out in this Code.

**Senate**

The terms of reference and membership of Senate are set out in Statute and Ordinance and therefore may only be altered with the approval of Senate and Council.

**Standing Committees and Sub-Committees of Senate**

No significant amendment can be made to the Terms of Reference of a Standing Committee of Senate or a Sub Committee of Senate without the approval of Senate.

**College Committees**

The terms of reference of the College Committees for Learning and Teaching, and Research and Enterprise will remain consistent across all of the Colleges. No individual College Committee may amend its Terms of Reference. Amendments which have the support of all three Colleges may be submitted to the relevant Committee of Senate to which the College Committee reports, for approval.

**Departmental and School Committees**

Similarly, Terms of Reference for Departmental Committees for Learning and Teaching, and Research and Enterprise are consistent and defined at University level. No individual departmental Committee may amend its terms of reference, but may request amendments via the relevant College Committee to the relevant Committee of Senate, which will consider whether the change should be implemented for all equivalent departmental committees.

**Groups**

Terms of reference for Groups of Senate may be amended on the approval of the relevant Committee of Senate.
Committee terms of reference

Terms of reference for the following Committees within the Senate Sub Structure are provided in the following section of this Code:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Structural level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senate</td>
<td>Level 1 – Senate</td>
</tr>
<tr>
<td>Honorary Degrees Committee</td>
<td>Level 2 – Standing Committee of Senate</td>
</tr>
<tr>
<td>Learning and Teaching Committee</td>
<td>Level 2 – Standing Committee of Senate</td>
</tr>
<tr>
<td>Research and Enterprise Committee</td>
<td>Level 2 – Standing Committee of Senate</td>
</tr>
<tr>
<td>Admissions and Widening Participation Sub-Committee</td>
<td>Level 3 – Sub Committee of Senate</td>
</tr>
<tr>
<td>Postgraduate Research Sub-Committee</td>
<td>Level 3 – Sub Committee of Senate</td>
</tr>
<tr>
<td>Quality and Standards Sub-Committee</td>
<td>Level 3 – Sub Committee of Senate</td>
</tr>
<tr>
<td>Research Ethics Sub-Committee</td>
<td>Level 3 – Sub Committee of Senate</td>
</tr>
<tr>
<td>Student Partnership Sub-Committee</td>
<td>Level 3 – Sub Committee of Senate</td>
</tr>
<tr>
<td>Collaborative Partnerships Group</td>
<td>Level 4 – Group of Senate</td>
</tr>
<tr>
<td>College Learning and Teaching Committees</td>
<td>Level 4 – College level Committee</td>
</tr>
<tr>
<td>College Research and Enterprise Committees</td>
<td>Level 4 – College level Committee</td>
</tr>
<tr>
<td>Student Conduct Group</td>
<td>Level 4 – Group of Senate</td>
</tr>
<tr>
<td>Departmental Learning and Teaching Committees</td>
<td>Level 5 – Departmental level Committee</td>
</tr>
<tr>
<td>Departmental Research and Enterprise Committees</td>
<td>Level 5 – Departmental level Committee</td>
</tr>
</tbody>
</table>

Note – Terms of reference for College and Departmental Research and Enterprise Committees are to be finalised and will be incorporated into this code once complete.
**Senate**

**Role and responsibilities:**

The Powers of Senate are set out in *Ordinance 10*

**Membership:**

The Membership of Senate is set out in *Section 6 of the Statutes*

**Modus operandi:**

- Three meetings per year
- Quorum: 26 members
Honorary Degrees Committee

Role:
To approve or reject nominations for Honorary Degrees and Distinguished Honorary Fellowships; to ensure that appropriate awards are given.

Responsibilities:
1. To consider nominations for Honorary Degrees and Distinguished Honorary Fellowships.
2. To recommend nominations for Honorary Degrees and Distinguished Honorary Fellowships to Senate and Council.
3. To consider, record and address the potential equal opportunity impacts of decisions made by the Committee (in accordance with the ‘due regard’ provisions of the Equality Act 2010).

Membership:

<table>
<thead>
<tr>
<th>Role</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>The President and Vice-Chancellor (Chair)</td>
<td>Ex officio</td>
</tr>
<tr>
<td>The Chair of Council</td>
<td>Ex officio</td>
</tr>
<tr>
<td>The Treasurer</td>
<td>Ex officio</td>
</tr>
<tr>
<td>The Pro-Vice-Chancellor (International)</td>
<td>Ex officio</td>
</tr>
<tr>
<td>The Deputy Pro-Vice-Chancellor, Equalities</td>
<td>Ex officio</td>
</tr>
<tr>
<td>The Pro-Vice-Chancellors and Heads of College:</td>
<td>Ex officio</td>
</tr>
<tr>
<td>The Public Orators</td>
<td>Ex officio</td>
</tr>
<tr>
<td>The President of the Students’ Union</td>
<td>Ex officio</td>
</tr>
<tr>
<td>The Registrar and Chief Operating Officer</td>
<td>Ex officio</td>
</tr>
</tbody>
</table>

Modus operandi:
- Meetings normally occur once per annum, usually in the Autumn Term, with a further meeting taking place in the Spring Term should sufficient nominations not be approved
- Quorum: 5 members

Reports to:
Senate and Council

Secretariat:
College of Life Sciences (Nigel Siesage, Public Orator)
Learning and Teaching Committee

Role:
To oversee the continuous development and implementation of the University’s Learning Strategy, and the underpinning institutional regulatory and policy framework.

Responsibilities:
1. To formulate, continuously develop and enhance the Learning Strategy, embedding excellence and ensuring articulation with the University’s wider Strategic Plan.
2. To monitor the Strategic Implementation Plan for the Learning Strategy, set targets and key performance indicators and monitor progress against these.
3. To identify key strategic risks and mitigate risks to the effective implementation of the Strategy, recommending areas for management action.
4. To review and approve aligned strategies such as the University’s Learning Spaces Strategy and Assessment Strategy.
5. To consider amendments to Senate Regulations for submission to Senate for approval.
6. To approve, monitor and review University level policy and procedure, and academic codes of practice relating to learning, teaching, assessment and quality assurance for taught programmes.
7. To oversee strategic alignment of learning and teaching activities with wider student life activities, to ensure delivery of a coordinated and integrated student experience.
8. To provide reports to Senate regarding the operation of academic quality assurance processes and the management of academic risk within the institution, to feed into the Annual Assurances given by Council.
9. To provide strategic oversight and governance of the University’s ongoing registration as an Approved Provider with the Office for Students, ensuring that all associated compliance requirements are met.
10. To monitor relevant internal and external development to inform future strategy and policy, and making recommendations as appropriate to Senate.
11. To receive reports from other bodies within its sub-structure, considering enhancement opportunities and providing feedback, ensuring a continuous improvement approach to quality enhancement across the University.
12. To have due regard to the student interest in all consideration and decision making.
13. To consider, record and address the potential equal opportunity impacts of decisions made by the Committee (in accordance with the ‘due regard’ provisions of the Equality Act 2010).

Membership:

<table>
<thead>
<tr>
<th>Role</th>
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</thead>
<tbody>
<tr>
<td>Pro-Vice-Chancellor (Students) (Chair)</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Deputy Pro-Vice-Chancellor (Digital)</td>
<td>Ex officio</td>
</tr>
<tr>
<td>The College Directors of Learning and Teaching</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Academic Registrar</td>
<td>Ex officio</td>
</tr>
<tr>
<td>University Librarian</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Director of Leicester Learning Institute</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Role</td>
<td>Term</td>
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<tr>
<td>----------------------------------------------------------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>Director of Education Excellence</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Lay member of Council (appointed by Nominations Committee)</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Students’ Union (SU) Education Officer</td>
<td>1 year, which may be renewed should the post-holder be re-elected</td>
</tr>
<tr>
<td>Students’ Union representative, nominated by the SU</td>
<td>1 year, which may be renewed should the post-holder be re-elected</td>
</tr>
</tbody>
</table>

Modus operandi:
- Two hour meetings every second month
- Annual away day
- Quorum: 50% of the membership

Reports to:
Senate

Receives reports from:
- Admissions and Widening Participation Sub Committee
- Quality and Standards Sub-Committee
- Student Partnerships Sub-Committee
- College Learning & Teaching Committees
- University Portfolio Management Group as required*
- Competition and Markets Authority Steering Group as required*

*sit outside the governance structure

Secretariat:
Quality Office
Research and Enterprise Committee

Role:
To oversee matters related to research and enterprise strategy, policy and performance at the University.

Responsibilities:
1. To develop the Institutional Research and Enterprise Strategies for incorporation within the University’s Strategic Plan and Annual Budget.
2. To progress and monitor the implementation of the University’s Research and Enterprise Strategies and to promote integration, coordination and interaction between College research and enterprise strategies.
3. To embed a culture of knowledge exchange and research excellence with impact within the University, by encouraging and promoting appropriate initiatives in education, development and training.
4. To develop and monitor the strategic coherence and alignment of the University’s research and enterprise ecosystems.
5. To monitor the research and enterprise performance of the Colleges, to undertake reviews of research activity and to coordinate and integrate enterprise activity in the Colleges and determine and agree appropriate actions to be taken by the Colleges in respect of future research and enterprise activities.
6. To inform institutional policy in respect of preparations for external assessment and evaluation of University research and enterprise activities.
7. To inform approaches for proactively increasing research and enterprise income at institutional and College level and to provide oversight as appropriate for strategic initiatives and bids.
8. To consider institution-wide issues, provide appropriate institutional responses and receive reports from and consider the work of Committee sub-groups in areas relating to research and enterprise.
9. To ensure the University has in place appropriate policies and procedures to meet the requirements of research and enterprise funders, and institutional needs.
10. To determine the appropriate allocation of such resources as are available from time to time.
11. To consider, record and address the potential equal opportunity impacts of decisions made by the Committee (in accordance with the ‘due regard’ provisions of the Equality Act 2010).

Membership:

<table>
<thead>
<tr>
<th>Role</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Pro-Vice-Chancellor (Research and Enterprise) (Chair)</td>
<td>Ex officio</td>
</tr>
<tr>
<td>The Director of Research and Enterprise</td>
<td>Ex officio</td>
</tr>
<tr>
<td>The Director of Research Services</td>
<td>Ex officio</td>
</tr>
<tr>
<td>The Director of the Doctoral College</td>
<td>Ex officio</td>
</tr>
<tr>
<td>The Deputy Pro-Vice Chancellor: International and Development Research</td>
<td>Ex officio</td>
</tr>
</tbody>
</table>
One lay member of Council, appointed by the Nominations Committee | 3 years in the first instance, renewable, but maximum length of service is normally six years

Six members of the academic staff, two from each of the three Colleges, appointed by the Senate on the recommendation of the relevant Head of College:
- (Normally College Director of Research and College Director of Enterprise) (CLS)
- (Normally College Director of Research and College Director of Enterprise) (CSE)
- (Normally College Director of Research and College Director of Enterprise) (CSSAH) | 3 years in the first instance, renewable, but maximum length of service is normally six years

One representative of the Directors of the Institutes: | 3 years in the first instance, renewable, but maximum length of service is normally six years

Three College Impact leads: | 3 years in the first instance, renewable, but maximum length of service is normally six years

A postgraduate research student, early career, or research staff member, from each College, nominated by the relevant Head of College, of whom one will usually have experience of enterprise: | 1 year in the first instance, renewable annually, but maximum length of service is normally three years

Other members of staff, whom the Committee may wish to co-opt | 1 year in the first instance, renewable annually, but maximum length of service is normally three years

**Normally in attendance at meetings:**
- Director of Commercialisation
- Director of Leicester Innovation Hub
- University Librarian

**Modus Operandi:**
- The Committee will normally meet at least six times in each academic year
- Quorum: 7 members, including at least 1 academic representative from each College

**Reports to:**
Senate

**Receives reports from:**
- Research Ethics Sub-Committee
- Research Sponsorship Committee
- College Research and Enterprise Committees
- Open Research Group
- Research Infrastructure Advisory Group
- Doctoral College ECR Group

Secretariat:

Research and Enterprise Division Secretariat
Admissions and Widening Participation Sub-Committee

Role:
To oversee, monitor and review the University’s policy and regulatory framework governing admissions and widening participation for taught programmes

Responsibilities:
1. To regularly review the University’s entry requirements as set out in Senate Regulation 2 governing Admission to Taught Programmes and all relevant associated policies and procedures, and to make recommendations for their amendment.
2. To regularly review and approve the University’s Access and Participation Plan, keeping its development, implementation and impact under regular review to ensure institutional metrics are achieved and student success is maximised.
3. To consider and keep under regular review the University’s Schools Strategy.
4. To receive reports on the effectiveness of the University’s main student recruitment activities, specifically open days, conversion campaigns, and clearing/confirmation planning, with a view to sharing good practice and joining up communication.
5. To receive reports on national and international developments affecting recruitment, admissions, access, widening participation and transition.
6. To oversee the development of Admission and Widening Participation policy with regard to compliance with Consumer Law.
7. To have due regard to the student interest in all consideration and decision making.
8. To consider and record the potential equal opportunity impacts of decisions made by the Committee (in accordance with the ‘due regard’ provisions of the Equality Act 2010).

Membership:

<table>
<thead>
<tr>
<th>Role</th>
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</tr>
</thead>
<tbody>
<tr>
<td>College Learning and Teaching Director (Chair)</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Chief Marketing and Engagement Officer</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Academic Registrar</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Group Director, Future Students Office</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Head of Admissions</td>
<td>Ex officio</td>
</tr>
<tr>
<td>One Admissions Tutor from each College</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Widening Participation Manager</td>
<td>Ex officio</td>
</tr>
<tr>
<td>A Sabbatical Officer of the Students’ Unions (SU), nominated by the SU</td>
<td>1 year, which may be renewed should the post-holder be re-elected</td>
</tr>
<tr>
<td>A Students’ Union representative, nominated by the SU</td>
<td>1 year, which may be renewed should the post-holder be re-elected</td>
</tr>
</tbody>
</table>

The Committee may co-opt additional members for particular projects.

Modus operandi:
- Minimum of four meetings per year
- Annual away day
• Quorum: 50% of membership

Reports to:
University Learning and Teaching Committee

Receives reports from:

• College Learning & Teaching Committees as required
• University Portfolio Management Group as required*
• Competition and Markets Authority Steering Group as required*

*sit outside the governance structure

Secretariat:
Future Students Office
Postgraduate Research Sub-Committee

Role:
To oversee the academic standards and quality assurance of the University’s doctoral programmes and the underpinning regulatory and policy framework for doctoral level study.

Responsibilities:
1. To develop, implement and monitor policy and regulation of postgraduate research students.
2. To work with Colleges to develop a postgraduate research strategy.
3. To develop and monitor research training for research students.
4. To support new initiatives and offer advice on funding bids for research students.
5. To develop and monitor policies on supervisory practice and support training events for supervisors.
6. To monitor submission and qualification rates for research students.
7. To promote and disseminate best practice relating to doctoral studies.
8. To develop and monitor policies for research students undertaking teaching and demonstrating duties within the University.
9. To support and monitor the performance of Doctoral Training Partnerships, Centres for Doctoral Training, and other equivalent schemes in which the University is a partner.
10. To report to the Quality and Standards Sub-Committee to ensure that the University’s requirements in relation to research student policies and regulations, as well as the assessed components (excluding the thesis) of professional doctorate programmes are met.
11. To have due regard to the student interest in all consideration and decision making.
12. To consider and record the potential equal opportunity impacts of decisions made by the Committee (in accordance with the due regard provision of the Equality Act 2010)

Membership:

<table>
<thead>
<tr>
<th>Role</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Director of the Doctoral College (Chair)</td>
<td>Ex officio</td>
</tr>
<tr>
<td>3 College PGR Directors</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Deputy Director of Academic Services</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Head of Doctoral College</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Member of the University Library Senior Management team (nominated by the University Librarian)</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>A member of the Doctoral Training Partnerships/Centres for Doctoral Training Steering Group (nominated by the Doctoral Training Partnership/Centre for Doctoral Training academic leaders)</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Postgraduate Research Students (1 per College), nominated by the Head of College</td>
<td>1 year, which may be renewed for one further term</td>
</tr>
</tbody>
</table>

Modus operandi:
• 6 meetings per year
• Annual away day
• Quorum: 50% of the membership

Reports to:
Research and Enterprise Committee

Received reports from:
• College PGR Committees
• University Portfolio Management Group, as required*

*Sit outside the governance structure

Secretariat:
Doctoral College
Quality and Standards Sub-Committee

Role:

To oversee the academic standards and quality assurance of the University’s taught programmes.

Responsibilities:

1. To monitor and review the implementation of Senate Regulations, Academic Codes of Practice and associated policies for the management of academic standards and the quality of student learning opportunities ensuring compliance with the requirements of external bodies, and to recommend amendments for consideration by the Learning and Teaching Committee.
2. To consider and approve requests for dispensation from Senate Regulations for individual programmes.
3. To ensure the effective operation of the external examiner system in the University, including approval of external examiner appointments, and annual review of examiners’ reports and departmental responses.
4. To assure the academic standards and enhance the quality of new taught programmes of study by overseeing the effective operation of Programme Development and Approval processes, and approving the introduction of new programmes on behalf of Senate.
5. To assure the academic standards and enhance the quality of existing taught programmes by overseeing the effective operation of the Annual and Periodic Developmental Review processes.
6. To have oversight of the annual process of curriculum planning.
7. To approve major new collaborative partnerships, and to receive an annual report from the Collaborative Partnerships Group on the operation all existing partnerships, ensuring they continue to operate within the HE Quality Code and in the best interests of students.
8. To ensure the effective operation of appeals and complaints procedures, keeping these under regular review to ensure compliance with the Office of the Independent Adjudicator (OIA) Good Practice Framework.
9. To receive an annual report on the operation of the Student Discipline processes and consider recommendations for further action.
10. To have due regard to the student interest in all consideration and decision making.
11. To consider, record and address the potential equal opportunity impacts of decisions made by the Committee (in accordance with the ‘due regard’ provisions of the Equality Act 2010).

Membership:

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<tr>
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</thead>
<tbody>
<tr>
<td>College Learning and Teaching Director (Chair)</td>
<td>Ex officio</td>
</tr>
<tr>
<td>College Learning and Teaching Directors (or Deputy in the case of the Chair’s college)</td>
<td>Ex officio</td>
</tr>
<tr>
<td>A Departmental Learning &amp; Teaching Director from each College</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Academic Registrar/Director of Academic Services</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Deputy Director of Academic Services</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Education Officer, Students’ Union (SU)</td>
<td>1 year, which may be renewed should the post-holder be re-elected</td>
</tr>
</tbody>
</table>
Students’ Union representative, nominated by the SU | 1 year, which may be renewed should the post-holder be re-elected

Modus operandi:
- Monthly two hour meetings
- Annual away day
- Quorum: 50% of the membership

Reports to:
Learning and Teaching Committee

Received reports from:
- Collaborative Partnerships Group
- Student Conduct Group
- College Learning & Teaching Committees as required
- Programme Approval Panels
- Periodic Developmental Review Panels
- University Portfolio Management Group as required*
- Competition and Markets Authority Steering Group as required*

* Sit outside the governance structure

Secretariat:
Quality Office
Research Ethics Sub-Committee

Role:
To lead the development and implementation of policy with regard to University research ethics.

Responsibilities:
1. To ensure that the dignity, rights and well-being of all research participants and the interests, needs and safety of researchers are protected.
2. To act as a policy formation and strategic body in relation to research ethics issues and to review, monitor, and oversee the University ethics review process.
3. To issue and keep under review the University’s Research Ethics Code of Practice, and, where necessary, propose amendments to the Code for approval by the Research and Enterprise Committee.
4. To monitor the application of the Research Ethics Code of Practice and take appropriate action.
5. To keep under review the Research Ethics Committees’ terms of reference and operations.
6. To receive and consider reports from the Research Ethics Committees and offer recommendations as appropriate on the operation of ethics review.
7. To consider applications for ethical review referred by the Research Ethics Committees or appeals from these Committees.
8. To advise on ethical issues generally where appropriate.
9. To consider and propose additional policies related to ethics to enhance the quality of research within the University and to enable compliance with research funder requirements.
10. To assure the provision of appropriate ethics training for members of the Research Ethics Committees and all members of academic staff and students involved in research activities.
11. To exert influence and maintain oversight on key emerging issues such as data security regulations, research integrity and the PREVENT duty.
12. To seek advice, when needed, from expert bodies on research ethics where appropriate.
13. To consider, record and address the potential equal opportunity impacts of decisions made by the Committee (in accordance with the ‘due regard’ provisions of the Equality Act 2010).

Membership:

<table>
<thead>
<tr>
<th>Role</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair (appointed by the Research and Enterprise Committee)</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Deputy Chair (appointed by the Research and Enterprise Committee)</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Chair of the Arts, Humanities and Law and Science and Engineering Research Ethics Committee</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Chair of the Medicine and Biological Sciences Research Ethics Committee</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Chair of the Psychology Research Ethics Committee</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Chair of the Media, Communications and Sociology Research Ethics Committee</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Chair of the Criminology and Education Research Ethics Committee</td>
<td>1 year, which may be renewed should the post-holder be re-elected</td>
</tr>
<tr>
<td>Position</td>
<td>Duration</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Chair of the School of Business Research Ethics Committee</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Representative from University Council, appointed by the Nominations Committee</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Two Lay Members</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Representative from NHS Research Ethics Committee)</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Representative of Doctoral College (Staff Training)</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Representative of Estates (Insurance and Risk Management)</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Representative for international-based research</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Research Governance Manager</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Representative of IT Services</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Member from the Student Body</td>
<td>1 year, which may be renewed should the post-holder be re-elected</td>
</tr>
</tbody>
</table>

**Modus operandi:**

- Three meetings per year
- Quorum: 50% of the membership

**Reports to:**

Research and Enterprise Committee

**Receives reports from:**

- Arts, Humanities and Law and Science and Engineering Research Ethics Committee
- Medicine and Biological Sciences Research Ethics Committee
- Psychology Research Ethics Committee
- Media, Communications and Sociology Research Ethics Committee
- Criminology and Education Research Ethics Committee
- School of Business Research Ethics Committee

**Secretariat:**

Research and Enterprise Division Secretariat
Student Partnership Sub-Committee

Role:

To work in partnership with students in the strategic management of the enhancement of student life and responsiveness to the student voice at the University.

Responsibilities:

1. To maintain strategic oversight of the Education Excellence Programme at the University.
2. To monitor the effective operation of the Student-Staff Committee system and consider reports on the operation of the system from Colleges and Departments.
3. To monitor the effective operation of the Personal Tutor system.
4. To consider the University’s student support and student development arrangements, identifying opportunities for enhancement and recommending improvements as appropriate.
5. To consider and approve the University’s annual student engagement plan.
6. To consider the annual student survey plan and consider the outcomes of surveys.
7. To oversee student experience facing initiatives.
8. To consider and approve partnership projects between the University and the Students’ Union.
9. To have due regard to the student interest in all consideration and decision making.
10. To consider, record and address the potential equal opportunity impacts of decisions made by the Committee (in accordance with the ‘due regard’ provisions of the Equality Act 2010).

Membership:

<table>
<thead>
<tr>
<th>Role</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>President of the Students’ Union (Co-Chair)</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Academic Director of the Education Excellence Programme (Co-Chair)</td>
<td>Ex officio</td>
</tr>
<tr>
<td>4 Departmental Learning &amp; Teaching Directors (at least one from a</td>
<td>3 years, and can be renewed for one further</td>
</tr>
<tr>
<td>department/school with a significant distance learning provision)</td>
<td>term</td>
</tr>
<tr>
<td>4 members of the Students’ Union Sabbatical Team</td>
<td>1 year, which may be renewed should the post-</td>
</tr>
<tr>
<td></td>
<td>holder be re-elected</td>
</tr>
<tr>
<td>Academic Registrar</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Chief Executive of the Students’ Union</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Director of Student Life</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Director of Campus Services</td>
<td>Ex officio</td>
</tr>
<tr>
<td>3 Students’ Union representatives (1 per College), nominated by the</td>
<td>1 year, which may be renewed should the post-</td>
</tr>
<tr>
<td>Students’ Union</td>
<td>holder be re-elected</td>
</tr>
</tbody>
</table>

Modus operandi:

- Six meetings per academic year
- Quorum: 6 members

Reports to:
University Learning and Teaching Committee

Receives reports from:

Student Communications Steering Group*

*sits outside governance structure

Secretariat:

Education Excellence Team
Collaborative Partnerships Group

Role:
To manage the operation of the Code of Practice on the University’s Procedures for Managing Higher Education Provision with others on behalf of the Quality and Standards Committee.

Responsibilities:
1. To advise the Quality and Standards Committee on the formulation, development and implementation of policies relating to the management of Higher Education provision with others.
2. To consider proposals for articulation agreements, educational delivery partners, support providers and make recommendations on their approval to the Quality and Standards Committee.
3. To review partnership agreements and make recommendations to the Quality and Standards Committee on whether agreements should be renewed.
4. To consider annual reports on the operation of partnerships identifying any issues requiring action or areas of good practice for dissemination and providing a formal report to the Quality and Standards Committee.
5. To provide an annual report on the operation of the Code of Practice and amendments to the Collaborative Register to the Quality and Standards Committee.
6. To have due regard to the student interest in all consideration and decision making.
7. To consider, record and address the potential equal opportunity impacts of decisions made by the Group (in accordance with the ‘due regard’ provisions of the Equality Act 2010).

Membership:

<table>
<thead>
<tr>
<th>Role</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Learning &amp; Teaching Director (Chair)</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Director of the Doctoral College</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Director of Academic Services</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Head of Academic Partnerships</td>
<td>Ex officio</td>
</tr>
<tr>
<td>College academic representatives x3</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Partnership Managers x3</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Representative of the Future Students Office</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Education Officer, Students’ Union (SU)</td>
<td>1 year, which may be renewed should the post-holder be re-elected</td>
</tr>
<tr>
<td>Students’ Union representative, nominated by the SU</td>
<td>1 year, which may be renewed should the post-holder be re-elected</td>
</tr>
</tbody>
</table>

Modus operandi:
- Six meetings per year
- Quorum: 50% of the membership

Reports to:
Quality and Standards Committee

Receives reports from:

University Portfolio Management Group as required*

*sits outside the academic governance structure

Secretariat:

Academic Partnerships
College Learning and Teaching Committee

Role:
To develop and monitor the delivery of the College’s Learning & Teaching Strategy, ensuring the effective operation of Departmental Learning & Teaching Committees, facilitating the continuous enhancement of taught programmes. To approve minor amendments to existing curricula.

Responsibilities:

1. To develop, implement and monitor the College Learning Strategy with reference to University level strategic priorities and aligned policies.
2. To approve amendments to existing curricula that fall below the threshold for major changes set out in the Code of Practice on Programme Development, Approval and Modification.
3. To assure the effective operation of Departmental Learning and Teaching Committees in the management of the maintenance, development and continuous enhancement of the quality of taught programmes.
4. To identify good practice and quality enhancements within the College and to disseminate these across all taught programmes where appropriate.
5. To identify potential enhancements to institutional policy and practice, recommending these to the relevant University committee or sub-committee for consideration.
6. To have due regard to the student interest in all consideration and decision making.
7. To consider, record and address the potential equal opportunity impacts of decisions made by the Committee (in accordance with the ‘due regard’ provisions of the Equality Act 2010).

Membership:

<table>
<thead>
<tr>
<th>Role</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Learning &amp; Teaching Director (Chair)</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Deputy College Learning &amp; Teaching Director (if applicable)</td>
<td>Ex officio</td>
</tr>
<tr>
<td>School/Departmental Directors of Learning and Teaching (Schools/Departments with a campus undergraduate intake of 200+ students may elect to appoint a second representative onto the Committee)</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Foundation Year Director of Learning and Teaching (if applicable)</td>
<td>Ex officio</td>
</tr>
<tr>
<td>College PGT Director</td>
<td>Ex officio</td>
</tr>
<tr>
<td>College Leicester Learning Institute (LLI) &amp; Library representative</td>
<td>Ex officio</td>
</tr>
<tr>
<td>College Student Success Team representative</td>
<td>Ex officio</td>
</tr>
<tr>
<td>College Professional Services representative, nominated by the College Director of Operations</td>
<td>1 year, and can be renewed for one further term</td>
</tr>
<tr>
<td>Up to three Lead Students’ Union representatives (one or two undergraduate students and one postgraduate taught student), nominated by the Students’ Union</td>
<td>1 year, which may be renewed should the post-holder be re-elected</td>
</tr>
</tbody>
</table>
Modus operandi:

- A minimum of 6 meetings per year
- Quorum: 50% of the membership

Reports to:

University Learning and Teaching Committee, minutes also received at College Leadership Team

Receives reports from:

Departmental Learning & Teaching Committees

Secretariat:

Quality Office
Student Conduct Group

Role:
To oversee matters relating to student conduct in the University.

Responsibilities:
1. To contribute to processes for the consideration of allegations of student misconduct, as set out in the Regulations for Student Discipline.
2. To meet at least annually to review matters relating to student discipline, including the sufficiency of the regulations and procedures in place for their management.
3. To report at least annually to Senate on matters relating to student discipline, including the sufficiency of the regulations and procedures in place for their management.
4. To have due regard to the student interest in all consideration and decision making.
5. To consider and record the potential equal opportunity impacts of decisions made by the Committee (in accordance with the ‘due regard’ provisions of the Equality Act 2010).

Membership:

<table>
<thead>
<tr>
<th>Role</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Students (Chair)</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Up to 16 members drawn from the academic staff across all the Colleges of the University</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>The Authorised Officers</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Up to 4 members of the Students’ Union (SU), nominated by the SU*</td>
<td>1 year, which may be renewed should the post-holder be re-elected</td>
</tr>
</tbody>
</table>

* who shall also be members of the Panel of students nominated by the SU to sit on Student Discipline Panels and Student Discipline Appeal Panels

Modus operandi:
- At least one meeting per year
- Quorum: 9 members

Reports to:
Quality and Standards Committee

Receives reports from:
Student Discipline Panels

Secretariat:
Quality Office
School / Departmental Learning and Teaching Committee

Role:
To oversee the maintenance, development and continuous enhancement of the quality of taught programmes.

Responsibilities:
1. To annually review the size, shape and structure of taught programmes, taking into account changes in the external landscape, market, student numbers, and Professional, Statutory and Regulatory Bodies (PSRB) requirements.
2. To assure and enhance the academic quality of programmes, through annual and periodic monitoring, such as the Annual Developmental Review, which includes consideration of key data sets in relation to degree outcomes, student employability, academic progress, retention and student achievements.
3. To identify potential enhancements to institutional policy and practice, recommending these to the relevant College or University committee/sub-committee for consideration.
4. To ensure that, at a programme level, assessment patterns, methods and load are designed and managed in such a way that they are appropriate and distributed evenly across the academic year, wherever possible.
5. To engage the student body directly in the development and enhancement of programmes, through consideration of Student-Staff Committee issues, National Student Survey, Module Evaluation, Year Surveys, and any other indicators of student satisfaction.
6. To ensure the effective operation of the external examiner process in the school/department, undertaking an annual review of examiners’ reports and responses.
7. To provide a forum to consider and discuss sharing of best practice across programmes.
8. To ensure compliance of programmes with University Regulations, national standards, and relevant PSRB requirements.
9. To have due regard to the student interest in all consideration and decision making.
10. To consider, record and address the potential equal opportunity impacts of decisions made by the Committee (in accordance with the ‘due regard’ provisions of the Equality Act 2010).

Membership:

<table>
<thead>
<tr>
<th>Role</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental Learning &amp; Teaching Director (chair)</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Up to 3 academic officers in a leadership role (e.g. Senior Tutor, Exams Officer, Admissions Tutor, Welfare Officer)</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Up to 6 academic teaching leaders, normally Programme Directors or Core Module Convenors</td>
<td>3 years, and can be renewed for one further term</td>
</tr>
<tr>
<td>Representative from LLI</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Representative from Quality Office</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Representative from Student Life</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Lead Students’ Union representative, nominated by the Students’ Union (SU)*</td>
<td>Ex officio</td>
</tr>
</tbody>
</table>
Departmental Student Equality and Liberation Champion | 1 year, which may be renewed should the post-holder be re-elected
---|---
2 x student representatives, nominated by the SU | 1 year, which may be renewed should the post-holder be re-elected

*Student (Co-) Chair of the Departmental Staff Student Committee

**Modus operandi:**
- Minimum of six meetings per year
- Annual away day
- Quorum: 50% of membership

**Reports to:**
College Learning and Teaching Committee, with minutes received at Departmental Academic Staff meetings

**Receives reports from:**
Student Staff Liaison Committee

**Secretariat:**
Departmental Business Administration Manager
Section 3 - Role Descriptors

The following role descriptors set out the core roles in the management of learning, teaching and assessment within the University.

Dean of Education
Dean of Students
Departmental Director of Learning and Teaching
Programme Director
Module Convenor
Dean of Education

Purpose:
To provide strategic academic leadership for learning, teaching, employability, student admissions and the student experience in the College.

Duties

Strategic Leadership
- To lead the development and implementation of the College Learning Strategy, ensuring that it aligns with the core principles, commitments and priorities set out in the institutional Learning Strategy.
- To provide strategic leadership on matters relating to students: quality assurance, learning, teaching, programme development, employability, admissions and the student experience across the College and its constituent schools, departments and units.
- To work to support effective communication between the College’s constituent schools and departments, and with the College and the University in the above areas.
- To contribute to the general management of the College, as instructed by the Head of College, including representing the Head of College when required.

Governance and Management
- To serve ex officio on the College Leadership Team and take responsibility for ensuring that issues relevant to the role are brought to the attention of the Team and are addressed appropriately.
- To Chair a Sub-Committee of the University Learning and Teaching Committee, and the College Learning & Teaching Committee.
- To serve on relevant University-level strategic bodies, in order to ensure that the College’s views are represented in deliberations pertinent to this role and that there is two-way communication between the College and those bodies, including (but not limited to):
  - Senate;
  - Quality and Standards Committee; and
  - University Learning and Teaching Committee.
- To lead and/or serve on University and College working groups that have been established to address specific issues relevant to the role.
- To participate in the regular business meetings of the Head of College, Director of Research and Director of Operations; in the reviews of academic staff activities undertaken by that group; and in reviews of academic and professional services staffing structures, with the aim of ensuring maximum productivity and efficiency.

Portfolio development and Quality Assurance
- To contribute to portfolio and programme development and review processes at University level, and lead on the equivalent processes at College level.
• To identify opportunities for enhancement and innovation across the College’s taught provision, and lead and support College initiatives to drive improvements in teaching and learning and student experience.

• To encourage creativity and innovation in teaching that feeds directly into enhancements in student learning and the student experience.

• Contribute to quality assurance processes at University level including serving on Periodic Developmental Review Panels.

• To ensure the effective operation of Departmental Learning & Teaching Committees.

Professional Development

• To raise the profile of quality assurance, teaching, learning and employability throughout the College, including supporting the development of colleagues.

• To provide a strategic coordinating role in relation to the activities of other leaders in College and departmental Learning and Teaching, such as Departmental Directors of Learning and Teaching and the Directors of Postgraduate Research and Taught Postgraduate Programmes

• To contribute to the professional development of colleagues in Learning and Teaching Leadership roles.

Reports to:

Head of College, with dotted reporting line to the PVC Student Experience.

Term of Office:

Two years, with possible extension for two further years.

Appointment Process:

Vacancies will be advertised to all academic staff within the relevant College, and applicants will be asked to provide a letter of interest and a CV.

Applicants will be short-listed in accordance with the appropriate University HR procedures.

Applicants will be interviewed by a panel including as a minimum:

• Head of College (Panel Chair)
• Pro Vice-Chancellor Student Experience or Academic Registrar
• One other academic members of a College Leadership Team
• College Director of Operations
• Student representation
Dean of Students

Purpose:
The Dean of Students is a senior academic officer role responsible for academic practice and input in relation to student discipline and complaints, the personal tutor system, student welfare and the system of student representation that operates in the University.

The Dean of Students plays a key role in coordinating the sharing of best practice across academic departments in relation to the areas of responsibility, at all times ensuring a focus on the student experience.

Duties

- To chair Student Conduct Group, and as such be responsible for the relevant Senate Regulations and Codes of Practice.
- To provide an academic focal point for the consideration of academic appeals and Stage Two complaints.
- To be responsible for the effective operation of the Personal Tutor system across the University, including coordination of the new Senior Tutor roles being created at College level.
- To be responsible, from the perspective of the University, for the effective operation of the Student Staff Committee system and the Course Representatives system.
- To bring together departmental plagiarism officers on a regular basis as a community of practice, to ensure widespread and consistent understanding/interpretation of how the preventing and dealing with instances of plagiarism is handled in departments.
- To coordinate experience, expertise and precedents in relation to mitigating circumstances, through bringing together relevant academic officers from departments to ensure the regular sharing of practice.
- To oversee the handling of significant student welfare, student hardship and student misconduct cases, as required and as defined by the University’s regulations.
- To contribute to the development of an over-arching student communications strategy and implementation, to create a stronger sense of belonging across the student body.

Reports to:
PVC Student Experience.

Term of office:
Two Years.

Appointment process:
Vacancies will be advertised to all academic staff within the relevant College, and applicants will be asked to provide a letter of interest and a CV.

Applicants will be short-listed in accordance with the appropriate University HR procedures.

Applicants will be interviewed by a panel including as a minimum:
• Pro Vice-Chancellor Student Experience (Panel Chair)
• Academic Registrar
• A Dean of Education
• A Head of College
• Student representation
School / Departmental Director of Learning and Teaching

Purpose:
As part of a department or school management team, to lead the scoping, planning and delivery of a high quality student experience through a group of undergraduate and postgraduate taught programmes across the relevant area(s) of the school or department.

Duties:

Quality and innovation in teaching delivery
- To exercise delegated authority to ensure a high-quality teaching and learning culture and student experience (encompassing teaching practice, assessment, development of materials and delivery consistency).
- To support teaching enhancement and innovation through identification of opportunities, sharing of good practice across departments, schools and colleges, and celebrating success.
- To lead on regular quality assurance processes (inc. TEF, annual developmental review and compliance with standards).

Strategy, programme development and co-ordination
- To plan teaching provision, including planning for growth.
- To instigate regular reviews of the department’s academic offer, portfolio and curriculum.
- To lead on the development and implementation of the University’s Learning Strategy within the department, ensuring that departmental provision aligns with the core principles and targets set at institutional level.
- To lead and supporting change initiatives to drive improvements in teaching and learning and student experience.
- To provide a strategic coordinating role in relation to the activities of programme directors and their teams.
- To sit on agreed Departmental and Education committees.

Student trends and interactions
- To oversee, advise and guide response to academic issues and concerns.
- To identify and advise on responses to trends regarding student experience and interactions.
- To advise on student partnerships and other student facing initiatives.

Professional development
- To lead professional development of colleagues (specifically in relation to teaching and learning).
- To maintain professional development of self to ensure awareness and currency with new and innovative teaching and learning approaches, and translate into practice at the University.

Reports to:
Head of Department, with dotted reporting line to Dean of Education

Term of office:
Three years, with possible extension for two further years.
Programme Director

Purpose:
To lead the planning, scoping and delivery of a taught programme within the department's portfolio

Duties:

- To lead and oversee all aspects of the development and approval of the taught programme, including ensuring compliance with the approval processes for the introduction of new programmes and/or the major modification of existing courses.
- To lead and oversee all aspects of the delivery and assessment of the taught programme, including managing the work of module convenors and teaching teams.
- To work with module convenors and departmental professional services staff to ensure that the programme complies with all relevant Senate Regulations and Codes of Practice, and works to published deadlines.
- To work with the departmental Director of Learning and Teaching and any other Programme Directors on the continuous improvement of the department's taught programmes, high quality teaching and learning culture and the student experience, including soliciting, considering and responding to student feedback.
- To contribute to reviews of the department’s academic offer, portfolio and curriculum.
- To ensure development of and academic sign-off of the Student Handbook.

Reports to:
Departmental Director of Learning and Teaching.
Module Convenor

Purpose:
To manage the effective set-up and delivery of a module to a group of students, and coordinate the teaching materials in relation to the topic; to assess the students in an appropriate manner in line with the published module specification, and provide appropriate feedback at the relevant times and in line with turnaround timescales.

Duties:

- To coordinate, plan and provide documents for the module, including the set-up of Blackboard sites and teaching and learning materials.
- To update the module handbook where relevant, outlining expectations on attendance and the teaching methods.
- To liaise with administrative colleagues over timetable requirements.
- To coordinate the setting of examination paper(s) and any other assessment and publishing due dates.
- To ensure the return of marked work and feedback in line with the University policy for return of marked work.
- To arrange for marking/moderating of examinations and coursework in line with Senate Regulations, collating marks and transmitting an accurate record of them through the relevant system in line with the published deadlines.
- To prevent and deal with instances of plagiarism at a module level, engaging with the Plagiarism Officer, as appropriate.
- To attend the panel of examiners dealing with their module and report on student attainment, commenting where necessary on patterns of achievement and actions required.
- To respond to queries from students or staff about module content or organisation.
- To issue student questionnaires and prepare module feedback reports.
- To review the module in conjunction with others teaching on the module, and provide an annual summary report for the Director of Teaching and Learning.
- To review and where necessary update the module specification, learning outcomes and assessment annually.
- To manage any teaching assistants providing support to the module.

Reports to:
Programme Director.
Appendices:

Calendar of Business for QA processes (to follow)
Standing Orders for the Senate Sub Structure (to follow)
Protocol for committee effectiveness reviews
Schedule of delegation (to follow)