

Common responsibilities for Faculty Education Committee (or equivalent title)

Notes:

- The terms of reference allow the committee to convene separately to consider undergraduate and taught postgraduate matters.
- The Committee may have reserved and unreserved business.

Purpose

The main purposes of the Committee within the Faculty are:

- (a) To have oversight of taught education provision in the Faculty;
- (b) To enhance the student learning experience in the Faculty;
- (c) To ensure that the Faculty's policies and procedures aligns with the University's policy framework;
- (d) To engage with and address faculty-level matters raised through quality mechanisms or by students directly;
- (e) To act as a conduit for communications.

Terms of Reference

Oversight of taught education provision and the student experience

1. Provide educational leadership within the Faculty and act in an advisory capacity to the Dean in relation to the strategic and operational management of education and the overall quality of the student learning experience. This will involve acting jointly with the faculty committee for PGR programmes where there are overlapping considerations related to education or student experience.
2. Have oversight of student feedback for the faculty, including from student surveys and Student-Staff Liaison Committees, and take any relevant action.
3. Consider and advise the Faculty Board and University on new or revised forms of provision, including any new collaborative partnerships.
4. Receive, review and make decisions on proposals for programmes and units, in accordance with University policy.
5. Have oversight of practice and processes that sustains the academic operation of the Faculty, ensuring a common approach across the schools that, where applicable, accords with the University, such as in examinations, the provision of feedback, suspension or extension to studies, transfers, academic misconduct and student academic support.

Policies and procedures

6. Oversee policy and procedure covering taught programmes in the faculty and routinely review such policy and monitor its implementation, ensuring a consistent approach and continued alignment with the University's policy framework.

Quality considerations

7. Engage with and address faculty-level matters raised through quality assurance mechanisms, interacting with the University Quality Team as necessary, and ensure that best practice is shared.
8. Have oversight of any visits or matters relating to the accreditation of programmes in the faculty.
9. Periodically review relevant Education Action Plans to ensure that they are up-to-date, the actions are appropriate, and progress is being made against them.
10. Consider faculty-level student data and discuss any trends that emerge with regards to: student progression, degree classifications, numbers of transfers, suspensions, withdrawals, etc.

Communication

11. Act as a conduit for the communication and dissemination of new or revised University educational initiatives and policies.
12. Consider and respond to any requests for feedback on proposed university educational initiatives or policies or any other education matters that are referred to it by Education Committee or its sub-groups.
13. Provide a forum for any school issues that would benefit from a wider faculty perspective. Accordingly, any such matter can subsequently be raised with the relevant University committee.

Membership

The membership of the Committee will normally include:

- Faculty Education Directors (one of whom will be Chair)
- School Education Directors (or equivalent)
- Other relevant education leads (determined by the Chair)
- Undergraduate student representative
- Taught postgraduate student representative
- Faculty Education Manager
- Graduate Education Manager, as appropriate
- Another representative/s from the Faculty's Professional Services (e.g. a Faculty or School Manager or Student Administration Manager), as appropriate
- Dean of the Faculty (Ex-Officio), to attend as appropriate

By invitation:

- Other faculty officers with a responsibility for education, which may include

- Faculty Examinations Officer
- Faculty International Director
- A representative from the Senior Tutors
- A representative from another Faculty where this is a cross-over of work

In attendance:

- A member of the Faculty Office (Secretary)
- A standing invitation may be issued to all Student Administration Managers and Graduate Administration Managers