

## Ordinance 8

### **Faculties and Academic Schools**

#### **1 Faculties**

1.1 Faculties will have a Pro Vice-Chancellor & Executive Dean, a Faculty Board and a Faculty Assembly.

#### **1.2 Deans**

1.2.1 The Pro Vice-Chancellor & Executive Dean is the academic leader of the Faculty and is responsible for its effective leadership, management and development within the framework of the University's mission and strategic direction. The Pro Vice-Chancellor & Executive Deans report directly to the Deputy Vice-Chancellor & Provost. The Vice-Chancellor shall prescribe the title, role description and appointment process for the Pro Vice-Chancellor & Executive Deans.

1.2.2 The Pro Vice-Chancellor & Executive Dean are members of the Executive Group and will work to develop and implement University policy and strategy and to progress the University's long term aims and objectives. The Pro Vice-Chancellor & Executive Dean will play a key role in institutional strategic planning and decision-making.

1.2.3 A Pro Vice-Chancellor & Executive Dean's remuneration will be determined by the Remuneration Committee if they are included in the Remit Group specified in **Ordinance 4 Appendix C** (Remuneration Committee Terms of Reference).

#### **1.3 Faculty Boards**

##### **1.3.1 Responsibilities**

- (a) The Faculty Board advises the Pro Vice-Chancellor & Executive Dean on the education and research strategies of the Faculty and is responsible for their implementation. The Faculty Board complements the executive role and powers of the Pro Vice-Chancellor & Executive Dean, Deans, Associate Deans and Heads of Academic Schools and provides oversight of academic and related matters through its membership.
- (b) The Faculty Board is responsible to Senate for the implementation of the education and research strategies and other academic activities carried out by the Faculty, pursuant to the Senate Delegation Schedule.
- (c) The Faculty Board may delegate to Faculty committees or to any of its members such functions as it may consider appropriate, but shall remain responsible for all acts done and decisions made by its delegates.
- (d) The Faculty Board will adopt Standing Orders to govern its procedures as necessary in accordance with guidance provided by the Governance Team, subject to the approval of Senate.

##### **1.3.2 Composition**

- (a) The Faculty Board shall normally comprise:
  - (i) Pro Vice-Chancellor & Executive Dean (Chair).
  - (ii) Dean and Associate Dean (if applicable)

- (iii) Head of each constituent Academic School of the Faculty (or Deputy Head).
  - (iv) Faculty Research Director(s).
  - (v) Faculty Education Director(s).
  - (vi) Director of Faculty Operations.
  - (vii) Faculty Operations Manager.
  - (viii) Head of Finance (Faculty).
  - (ix) Faculty Head of HR Business Partnering.
  - (x) Additional members determined by the Faculty Board.
- (b) Other persons, including Student representatives, may attend one or more meetings of the Faculty Board at the invitation of the Chair.

## 1.4 Faculty Assemblies

### 1.4.1 Purpose

Faculty Assemblies are informal gatherings which provide an opportunity for the Pro Vice-Chancellor & Executive Dean and other senior Faculty Staff to communicate with Faculty Staff members about matters such as policy initiatives and for Staff and Students to ask questions. Faculty Assemblies also provide the opportunity for members to debate and discuss matters of importance for the Faculty, but do not have decision-making authority.

### 1.4.2 Composition

- (a) The Faculty Assembly will comprise:
- (i) all Staff members of the Faculty; and
  - (ii) not less than ten Students being elected Faculty or Academic School representatives.
- (b) The arrangements for appointment of the Chair of the Faculty Assembly and Student representatives will be determined by the Faculty Assembly's Standing Orders.
- (c) The Chair may invite other persons to attend meetings of the Faculty Assembly as appropriate.

### 1.4.3 Meetings

- (a) The Pro Vice-Chancellor & Executive Dean will schedule at least one meeting of the Faculty Assembly per Academic Year, and may schedule or call further meetings of the Faculty Assembly.
- (b) A meeting of the Faculty Assembly may also be called by constituent members of the Faculty Assembly in accordance with the Faculty Assembly's Standing Orders.
- (c) The Faculty Assembly may formulate for consideration by the Faculty Board a resolution or opinion on any matter of relevance to the Faculty and the

Faculty Board shall take into account in its future decision making any such resolution or opinion.

**1.4.4 Standing Orders**

Faculty Assemblies will adopt Standing Orders to govern their procedures as necessary in accordance with guidance provided by the Governance Team, subject to the approval of the Faculty Board.

**2 Academic Schools**

- 2.1 An Academic School plans, manages and delivers teaching and research either within a single discipline or within a group of cognate disciplines or jointly with other Academic Schools. Each Academic School shall be located in a Faculty and shall have a Head of School. All Staff appointed to an Academic School shall be members of that School.
- 2.2 The Vice-Chancellor shall prescribe the role description and appointment process for Heads of Schools.