Guidance 1(i)	Local Academic Committees (for faculties and other areas that deliver academic provision)

Committee structures

Faculties need to ensure that the functions of their academic committees mirror the functions of the key University sub-committees of Academic Board.

Specifically, Faculty committees need to ensure that the following are covered:

- Academic Planning, quality and learning enhancement, which considers issues related to academic planning and development, assurance/maintenance of academic standards and the quality of the student experience
- Research related issues   - such as considering issues relating to quality assurance and enhancement of research degree provision and any other the faculties see fit

Faculties can decide to establish their own committee structure, so as to be appropriate for local circumstances, and may, for example, choose to establish three separate committees to deal with the business of the Academic Planning, Quality and Learning Enhancement Committee, or merge them into one. Faculties are free to determine the precise membership of each committee tailored to local conditions, however students will have representation at the Faculty Academic Planning, Quality and Learning Enhancement Committee and the Research Committee. Faculties may also choose to establish further sub-committees for specific purposes if they wish.

Terms of reference and membership

Each committee should have standard terms of reference produced in a format similar to that of committees of Academic Board. An example is outlined below.

Academic Planning, Quality and Learning Enhancement Committee

Terms of Reference

The committee will:

- *Contribute to the development of University academic, quality assurance and learning enhancement policies, strategies, procedures and regulations.*
- *Approve the faculty or Faculty's academic, quality assurance and learning enhancement policies*
- *Consider policies, strategies and the Academic Plan and monitor their implementation*
- *Lead the strategic planning of the faculty or school's academic portfolio.*
- *Facilitate the spread of good practice in quality assurance and enhancement of student learning.*
- *Develop effective collaboration with other faculties and Services in development and revision of academic programmes to enhance academic quality and the quality of the student experience.*

- *Advise the Executive Dean/Dean of School on resource needs from programme development and to maintain academic standards and enhance the quality of the student experience.*

Indicative membership

- *Dean (or nominee) - Chair*
- *Deputy Deans*
- *Heads of Departments*
- *Director of Programmes representatives*
- *Marketing representative*
- *LSS representative*
- *Quality Enhancement Manager/Officer (from AQS)*
- *Student representatives*
- *And any others as required*

Suggested frequency of meetings: three times a year

The business of Faculty committees

The business of Faculty committee(s) should include the following aspects (where committees are established at School level terminology should be applied as appropriate):

- (Where applicable) develop, monitor implementation and review Faculty policies and strategies for scrutiny by external bodies (e.g. QAA, Ofsted, PSRBs).
- Initiate training for Faculty staff in these matters as appropriate.
- Agree and monitor the Faculty's annual validation and review schedule (including collaborative provision).
- Consider the outcomes of validations, programme reviews and PSRB accreditations and monitor the timeliness of fulfilment of conditions and the implementation of actions in response to report recommendations for all the Faculty's taught in-house and collaborative provision.
- Consider and approve the Faculty's EME reports and collaborative annual monitoring reports, identifying and initiating action in response to, areas where performance falls below expectations.
- Consider External Examiner appointment proposals (including collaborative provision) and monitor subject specific induction of External Examiners. Monitor issues arising from External Examiner reports, responses to External Examiner reports and actions taken in response to issues raised in reports (including collaborative provision).
- (If appropriate) monitor the effectiveness of the Faculty's quality assurance arrangements for placement learning.
- Consider the outcomes of internal academic reviews and monitor the implementation of actions in response to report recommendations.
- Promote and encourage developments to meet the wider key strategic objectives of the Faculty and the University (e.g. collaboration, widening participation, distance and flexible learning).
- Consider programme development proposals (initial proposals and proposals for submission for approval to the University's Portfolio Development Committee) for all Faculty taught provision including collaborative provision and ensure all developments are in accordance with the Faculty Academic Plan.

- Assess financial viability of new developments (including collaborative provision) and revisions to existing provision in accordance with budgets and funding mechanisms.
- Consider if new developments and revised provision meet professional and contractual demands.
- Monitor recruitment targets to programmes.
- Consider closure of existing programmes and subjects (including collaborative provision) for approval by the University's Portfolio Development Committee.
- Coordinate and monitor implementation of actions arising from curriculum review in the faculty.
- Consider and respond to issues arising from student feedback forms and Programme Voice Groups and other sources related to the effectiveness of teaching, learning and assessment.
- Consider, and where, appropriate award credit in respect of RPL claims for entry to programmes offered by the Faculty.

Faculty Research Committee[1] - The business of this committee(s) should include the indicative list of business below (the quality functions of the committee), but may additionally include other functions.

- Contribute to the development of University quality assurance procedures for research degree provision and monitor their implementation at local level
- Approve the local Research Strategy and Plan
- Develop and monitor implementation of the local quality assurance procedures for research degree provision
- Develop and monitor implementation of the local Research Strategy and Plan and ensure these are aligned with University strategies and plans
- Monitor applications, registration, induction, progress and achievement of research students
- Monitor appointment, training and performance of supervisors and examiners
- Consider and respond to the outcomes of internal audits of postgraduate and research degree provision and monitor the implementation of actions in response to report recommendations