



# Committees of the Senate

**2023-24**

Authors:	Emma Hardy, Academic Registrar's Office, Academic Section
Publication date:	1 August 2023
Version:	10.0

# Table of Contents

<b>Education Committee</b>	<b>3</b>
Ex officio members	3
Terms of reference	4
<b>Academic Quality and Standards Committee</b>	<b>6</b>
Ex officio members	6
Co-opted	6
Terms of reference	7
<b>Faculty Education Committee (Arts and Humanities)</b>	<b>8</b>
Ex officio members	8
Terms of reference	9
<b>Faculty Education Committee (Science and Health)</b>	<b>11</b>
Ex officio members	11
Terms of reference	12
<b>Faculty Education Committee (Social Sciences)</b>	<b>13</b>
Ex officio members	13
Terms of reference	14
<b>Student Experience Committee</b>	<b>16</b>
Ex officio members	16
Terms of reference	17
<b>Academic Staffing Committee</b>	<b>18</b>

Ex officio members	18
Appointed members	18
Terms of reference	18
<b>University of Essex International College Joint Academic Board</b>	<b>19</b>
<hr/>	
Appointed by the University of Essex	19
Terms of reference	20
<b>Ethics Committee</b>	<b>22</b>
<hr/>	
Ex officio members	22
Appointed members	22
Terms of reference	23
<b>Research Committee</b>	<b>23</b>
<hr/>	
Ex officio members	23
Appointed members from the Academic Staff	24
Terms of reference	24
<b>Joint Committee of the Council and the Senate</b>	<b>25</b>
<hr/>	
Honorary Degrees and Honorary Fellowships Committee	25
Ex officio members	25
Appointed members (recommended by Nominations Committee)	25
Elected members	25
Terms of reference	26
<b>Appendix 2</b>	<b>27</b>
<hr/>	
Ordinance 45 - External examiners	27
Taught provision	27

# **Education Committee**

## **Ex officio members**

Pro-Vice-Chancellor (Education): Professor Madeline Eacott (*Chair*)

Dean of Partnerships: Dr Anney Lax

Dean of Undergraduate Education: Professor Dominic Micklewright

Dean of Postgraduate Research and Education: Professor Shane Martin

Faculty Dean Undergraduate (Arts and Humanities): Professor Anna Hardiman-McCartney

Faculty Dean Undergraduate (Science and Health): Professor Louise Beard

Faculty Dean Undergraduate (Social Sciences): Dr Laurie James-Hawkins

Faculty Dean Postgraduate (Arts and Humanities): Dr Lisa Smith

Faculty Dean Postgraduate (Science and Health): Professor Leanne Andrews

Faculty Dean Postgraduate (Social Sciences): Dr Allyson Benton

Director of Organisational Development, People and Culture: Dr Jo Andrews

Director of Library and Cultural Services and University Librarian: Jonathan White

Academic Registrar: Richard Stock

Director of Academic Services: Maricia Klincke

Director of Student Life: Rachel Lucas

Chief Information Officer: Ian Arbuthnot

Director of Inclusion: Elaine Brown

President, Students' Union: Kieran Phillips

Vice-President (Education), Students' Union: Joe Holmes

## **Faculty Convenors:**

Arts and Humanities: Chloe Jeffery

Science and Health: Adelinna Soare

Social Sciences: Ife Babetunde

Postgraduate Convenor: Isabella Ciuta

### **Proposed number of meetings per academic year**

Five times per year

## **Terms of reference**

To be responsible for the development and recommendation for approval by the Senate of the University's Education Strategy, having due regard for issues of equality and diversity, and for oversight and monitoring of the effective implementation of the strategy, including the provision of an annual report to the Senate on strategy implementation;

To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee;

To receive reports from the Faculty Education Committees and Dean of Partnerships (Education, including regular reports on the delivery and implementation of the Education Strategy at Faculty and Departmental level and across collaborative partnerships;

To consider relevant issues related to all aspects of Education policy and practice across all University awards and to make recommendations to the Senate as appropriate;

To maintain oversight of the quality of the student experience in the broadest sense, including the monitoring of internal and external student satisfaction survey outcomes, oversight of action plans resulting from surveys and to receive termly reports from the Student Experience Committee and other relevant groups;

To be responsible for the University's overall policies and procedures for research degree programmes, and to make recommendations to the Senate as appropriate;

To develop and recommend to the Senate University policy regarding the admission of students;

To consider and propose recommendations on the standard rules for progression, degree classification and award for all University programmes of study, including significant variations to the rules, and to make recommendations for approval by the Senate;

To receive reports on variations to the standard rules of progression, degree classification and award for the specific courses and modules which have been granted through delegated authority and in line with University policy;

To develop and recommend to the Senate policies and procedures for maintaining the academic quality and standards of the University's educational provision, and to ensure the systematic enhancement of academic quality and the student experience, and ensure the effective implementation of the policies approved by the Senate;

To be responsible for the institutional oversight of major external quality assessments and reviews;

To consider and monitor relevant issues relating to student access, transition, engagement, retention, progression and success;

To monitor the implementation of specific Education initiatives funded by external or internal grants, and to act as an advisory body for professional development activity in Education practice, including receiving reports on specific initiatives in professional development;

To consider and recommend to the Senate proposals for the establishment of new types of award of the University;

Under delegated authority from the Senate, to approve proposals for the introduction, review and discontinuation of all University programmes of study;

To appoint the Chair of the Academic Quality and Standards Committee from within the membership of the Academic Quality and Standards Committee;

To report after each meeting to the Senate on relevant aspects of the Committee's areas of responsibilities and the work of its Committees, specifically:

- Faculty Education Committee (Arts and Humanities)
- Faculty Education Committee (Science and Health)
- Faculty Education Committee (Social Sciences)
- Academic Standards and Quality Committee
- Student Experience Committee
- University of Essex International College Joint Academic Board

# **Academic Quality and Standards**

## **Committee**

### **Ex officio members**

Pro-Vice-Chancellor (Education) or nominee: Professor Shane Martin

Dean of Undergraduate Education or Dean of Postgraduate Research and Education (*Chair*)  
(appointed by the Chair of Education Committee): Professor Dominic Micklewright

Faculty Dean Undergraduate (Arts and Humanities): Dr Anna Hardiman-McCartney

Faculty Dean Undergraduate (Science and Health): Professor Louise Beard

Faculty Dean Undergraduate (Social Sciences): Dr Laurie James-Hawkins

Faculty Dean Postgraduate (Arts and Humanities): Dr Lisa Smith

Faculty Dean Postgraduate (Science and Health): Professor Leanne Andrews

Faculty Dean Postgraduate (Social Sciences): Dr Allyson Benton

Dean of Partnerships (Education) or nominee: Dave Briggs

Deputy Director of Academic Services (Quality and Development): Claire Nixon

Assistant Director of People and Culture or nominee: Samer Gharib

One member of the Senate elected by academic members of the Senate for a 3 year term: Professor Winifred Eboh

### **Co-opted**

Education Manager, Students' Union: Chris Jakens

#### **Faculty Convenors:**

Arts and Humanities: Chloe Jeffery

Science and Health: Adelinna Soare

Social Sciences: Ife Babetunde

One Students' Union Sabbatical Officer (to be nominated by the Students' Union): Joe Holmes

Postgraduate Convenor: Isabella Ciuta

## **Proposed number of meetings per academic year**

Six times per year

## **Terms of reference**

To support the development and maintenance of the University's policies and procedures for assuring academic quality and standards, and enhancing academic quality and the student experience, with due regard for issues of equality and diversity, including determining and shaping policy and procedures for the development, validation, monitoring, periodic review and termination of all University programmes of study and regarding admissions policy and entry tariff;

To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee;

On behalf of the Education Committee, to approve as appropriate proposals and recommendations from the Faculty Education Committees and Partnerships Deans to revalidate (after Periodic Review) programmes of study and to report all decisions to the Education Committee;

As appropriate and on behalf of the Education Committee, to approve proposals and recommendations to establish programmes of study, or to receive report on programmes of study approved or discontinued through delegated authority in line with University policy, and to report all decisions to the Education Committee;

On behalf of the Education Committee, to approve as appropriate proposals and recommendations to establish, revalidate (after Periodic Review) and discontinue University-wide skills provision and to report all decisions to the Education Committee;

On behalf of the Education Committee, to approve, monitor and review all University of Essex awards offered by the University's partner institutions and to make recommendations to the Education Committee and to partner institutions on best practice and on the enhancement of the quality of collaborative education;

To ensure that quality assurance and enhancement policy and practice meets the requirements and needs of all University validated provision and of external agencies, and to make recommendations to the Education Committee as appropriate;

To assess the overall effectiveness of the policies and procedures for assuring academic quality and standards, and enhancing academic quality and the student experience in supporting the University's Education Strategy, with a focus on:



- curriculum renewal, development and innovation;
- student retention, progression and attainment and the impact of entry tariff and admissions policy;
- graduate employability;
- student survey outcomes and student feedback; and
- External Examiner and professional, accrediting and statutory body reports, receiving regular reports from the Faculty Deans and the Dean of Partnerships (or nominee)

To monitor and assess the impact of the work of the Office of the Independent Adjudicator and to make recommendations as appropriate to the Education Committee;

To receive an annual report on academic appeals, academic complaints and academic offences in order to identify emerging issues and trends relating to academic quality and standards and to recommend action as appropriate to the Education Committee;

To consider documents from external bodies, specifically but not exclusively the Office for Students (OfS) and the Quality Assurance Agency (QAA), concerning academic quality and standards issues and the implications for provision leading to University of Essex awards and to co-ordinate a University-level response where required;

On behalf of the Education Committee and related to all University awards, to ensure that the University identifies and disseminates systematically examples of good practice in Education, to oversee the conduct and development of sound pedagogic practice and to advise the Education Committee accordingly;

To report after each meeting to the Education Committee on relevant matters of policy and practice related to all University awards.

# **Faculty Education Committee (Arts and Humanities)**

## **Ex officio members**

Executive Dean: Professor Sanja Bahun

Faculty Dean Undergraduate: Dr Anna Hardiman-McCartney

Faculty Dean Postgraduate: Dr Lisa Smith

Chair of the committee to be either the Faculty Dean Undergraduate or Postgraduate (appointed by the Executive Dean)

### **Faculty Heads of Department, School and Centre:**

East 15: Dr Chris Main

Edge Hotel: Andrew Boer

Essex Pathways: Fiona Elsted

Literature, Film, and Theatre Studies: Matthew De Abaitua

School of Philosophical, Historical and Interdisciplinary Studies: Professor Diana Bullen Presciutti

Essex Law School: Professor Onyeka Osuji

### **Faculty Directors of Education:**

East 15: Dr Ainslie Masterton

Edge Hotel: Adrian Martin

Essex Pathways: Dr Anyarath Kitwiwattanachai

Essex Law School: Professor Karen Hulme

Literature, Film, and Theatre Studies: Dr Holly Pester

School of Philosophical, Historical, and Interdisciplinary Studies: Dr Joerg Schaub

Student Development Manager: Lynne Jordan

Faculty Convenor (nominated by the Students' Union): Chloe Jeffery

Three student representatives nominated from within the Faculty: Katelin McGonagle; Rebecca Roper; Bahar Aurangazeb

### **Proposed number of meetings per academic year**

Three times per year

## **Terms of reference**

To be responsible for oversight and delivery of all aspects of the University's Education Strategy within the Faculty;

To provide a forum for discussion of student and Education-related matters in the Faculty and to strengthen academic links between Departments, Schools and Centres within the Faculty, across the University and with collaborative partners;

To receive information on proposals to establish taught and research programmes of study within the Faculty;

To consider proposals to revalidate (after Periodic Review) and discontinue programmes of study and to make recommendations to Academic Quality and Standards Committee and the Education Committee as appropriate;

To ensure the effective implementation within the Faculty (including for articulation arrangements, dual and multiple awards) of the University's policies and procedures for assuring academic quality and standards, and enhancing academic quality and the student experience, with due regard to equality and diversity issues, and to report to the Education Committee and Academic Quality and Standards Committee as appropriate, with a focus on:

- curriculum renewal, development and innovation
- student recruitment, retention, progression and attainment and links with admissions policy and entry tariff
- graduate employability
- student survey outcomes and student feedback
- External Examiner report outcomes

To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee;

To consider and approve Departmental and School Annual Review of Courses Reports and to report relevant issues to the Education Committee and Academic Quality and Standards Committee as appropriate;

To receive reports from Periodic Review Panels for programmes offered by the Faculty and to make a recommendation to the Academic Quality and Standards Committee;

To monitor and review all undergraduate and postgraduate taught and research programmes of study offered by the Faculty and to make recommendations to the Academic Quality and Standards Committee and the Education Committee as appropriate;

To report and make recommendations to the Education Committee on developments that fall outside existing rules, policies and procedures;

To advise the Education Committee and the Academic Quality and Standards Committee on the effectiveness of the University's policies and procedures for assuring academic quality within the context of the work of the Faculty;

To report after each meeting to the Education Committee.

# **Faculty Education Committee**

## **(Science and Health)**

### **Ex officio members**

Executive Dean: Professor Maria Fasli

Faculty Dean Undergraduate: Professor Louise Beard

Faculty Dean Postgraduate: Professor Leanne Andrews

Chair of the committee to be either the Faculty Dean Undergraduate or Postgraduate (appointed by the Executive Dean)

### **Faculty Heads of Department, School and Centre:**

Computer Science and Electronic Engineering: Professor Reinhold Scherer

Health and Social Care: Professor Winifred Eboh

Life Sciences: Dr Terry McGenity

Mathematics, Statistics and Actuarial Science: Professor Spyridon Vrontos

Psychology: Professor Silke Paulmann

Sport, Rehabilitation and Exercise Sciences: Professor Nelson Cortes

### **Faculty Directors of Education:**

Department of Psychology: Dr Gethin Hughes

School of Computer Science and Electronic Engineering: Dr John Woods

School of Health and Social Care: Professor Chris Green

School of Life Sciences: Dr Ralf Zwacka

School of Mathematics, Statistics and Actuarial Science: Professor Chris Saker

School of Sport, Rehabilitation and Exercise Sciences: Barry Pryer

Student Development Manager: Dr Dave Rush

Faculty Convenor (nominated by the Students' Union): Adelinna Soare

Three student representatives nominated from within the Faculty: Grant Hibbert; Stephanie Purcell; Isabella Ciuta

### **Proposed number of meetings per academic year**

Three times per year

## **Terms of reference**

To be responsible for oversight and delivery of all aspects of the University's Education Strategy within the Faculty;

To provide a forum for discussion of student and Education-related matters in the Faculty and to strengthen academic links between Departments, Schools and Centres within the Faculty, across the University and with collaborative partners;

To receive information on proposals to establish taught and research programmes of study within the Faculty;

To consider proposals to revalidate (after Periodic Review) and discontinue programmes of study and to make recommendations to Academic Quality and Standards Committee and the Education Committee as appropriate;

To ensure the effective implementation within the Faculty (including for articulation arrangements, dual and multiple awards) of the University's policies and procedures for assuring academic quality and standards, and enhancing academic quality and the student experience, with due regard to equality and diversity issues, and to report to the Education Committee and Academic Quality and Standards Committee as appropriate, with a focus on:

- curriculum renewal, development and innovation
- student recruitment, retention, progression and attainment and links with admissions policy and entry tariff
- graduate employability
- student survey outcomes and student feedback
- External Examiner report outcomes

To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee;

To consider and approve Departmental and School Annual Review of Courses Reports and to report relevant issues to the Education Committee and Academic Quality and Standards Committee as appropriate;

To receive reports from Periodic Review Panels for programmes offered by the Faculty and to make a recommendation to the Academic Quality and Standards Committee;

To monitor and review all undergraduate and postgraduate taught and research programmes of study offered by the Faculty and to make recommendations to the Academic Quality and Standards Committee and the Education Committee as appropriate;

To report and make recommendations to the Education Committee on developments that fall outside existing rules, policies and procedures;

To advise the Education Committee and the Academic Quality and Standards Committee on the effectiveness of the University's policies and procedures for assuring academic quality within the context of the work of the Faculty;

To report after each meeting to the Education Committee.

# **Faculty Education Committee**

## **(Social Sciences)**

### **Ex officio members**

Executive Dean: Professor John Preston (from 1 February 2024)

Faculty Dean Undergraduate: Dr Laurie James-Hawkins

Faculty Dean Postgraduate: Dr Allyson Benton

Chair of the committee to be either the Faculty Dean Undergraduate or Postgraduate (appointed by the Executive Dean)

### **Faculty Heads of Department, School and Centre:**

Department of Economics: Professor Carlos Carrillo Tudela

Department of Government: Professor Faten Ghosn

Department of Language and Linguistics: Dr Tracey Costley

Department of Psychosocial and Psychoanalytic Studies: Dr Jessica Battersby

Department of Sociology and Criminology: Professor Linsey McGoey

Essex Business School: Professor Claudia Girardone

Institute for Social and Economic Research: Professor Meena Kumari

UK Data Archive: Joanne Webb

### **Faculty Directors of Education:**

Department of Economics: Professor Gianluigi Vernasca

Department of Government: Dr John Bartle

Department of Language and Linguistics: Ignazia Posadinu

Department of Sociology and Criminology: Dr Katy Wheeler

Essex Business School: Dr Noelia-Sarah Reynolds

Institute for Social and Economic Research: Dr Cara Booker

School of Psychosocial and Psychoanalytic Studies: Dr Orsolya Lukacs

UK Data Archive: Joanne Webb

Student Development Manager: Caterina Sinibaldi

Faculty Convenor (nominated by the Students' Union): Ife Babetunde

Three student representatives nominated from within the Faculty: Fay Ekinci; Elizabeth Saint-Wonder; Rishikeshav Saravanan

### **Proposed number of meetings per academic year**

Three times per year

## **Terms of reference**

To be responsible for oversight and delivery of all aspects of the University's Education Strategy within the Faculty;

To provide a forum for discussion of student and Education-related matters in the Faculty and to strengthen academic links between Departments, Schools and Centres within the Faculty, across the University and with collaborative partners;

To receive information on proposals to establish taught and research programmes of study within the Faculty;

To consider proposals to revalidate (after Periodic Review) and discontinue programmes of study and to make recommendations to Academic Quality and Standards Committee and the Education Committee as appropriate;

To ensure the effective implementation within the Faculty (including for articulation arrangements, dual and multiple awards) of the University's policies and procedures for assuring academic quality and standards, and enhancing academic quality and the student experience, with due regard to equality and diversity issues, and to report to the Education Committee and Academic Quality and Standards Committee as appropriate, with a focus on:

- curriculum renewal, development and innovation
- student recruitment, retention, progression and attainment and links with admissions policy and entry tariff
- graduate employability
- student survey outcomes and student feedback
- External Examiner report outcomes

To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee;

To consider and approve Departmental and School Annual Review of Courses Reports and to report relevant issues to the Education Committee and Academic Quality and Standards Committee as appropriate;

To receive reports from Periodic Review Panels for programmes offered by the Faculty and to make a recommendation to the Academic Quality and Standards Committee;

To monitor and review all undergraduate and postgraduate research programmes of study offered by the Faculty and to make recommendations to the Academic Quality and Standards Committee and the Education Committee as appropriate;

To report and make recommendations to the Education Committee on developments that fall outside existing rules, policies and procedures;



To advise the Education Committee and the Academic Quality and Standards Committee on the effectiveness of the University's policies and procedures for assuring academic quality within the context of the work of the Faculty;

To report after each meeting to the Education Committee.

# Student Experience Committee

## Ex officio members

Pro-Vice-Chancellor (Education) (or nominee): Professor Dominic Micklewright

Academic Registrar: Richard Stock (*Chair*)

Director of Campus Services (or nominee): Helena Newton

Director of Finance, Planning and Resourcing, Campus Services (or nominee): To be confirmed (from 1 March 2024)

Chief Information Officer (or nominee): Tessa Rogowski

Director of Student Life: Rachel Lucas

Director of Communications or nominee: Liam Preston

A Faculty Dean Undergraduate (nominated by the Pro-Vice-Chancellor (Education)): Professor Louise Beard

A Faculty Dean Postgraduate (nominated by the Pro-Vice-Chancellor (Education)): Dr Allyson Benton

President of the Students' Union: Kieran Phillips

Four student members from within the Sabbatical Officers or Faculty Convenors (nominated for the year by the President of the Students' Union: Isabella Ciuta, Joar Blume-Robertson, Adrian Wong, Maium Masroor

One member of Students' Union permanent staff (nominated by the Students' Union): Steve Haugh

Southend Campus Manager: Zoe Manning

Loughton Campus representative: Caroline Ibrahim-Hansford

## Proposed number of meetings per academic year

Up to four times per year

# Terms of reference

On behalf of the Education Committee and in line with the University Strategy, to consider issues related to the oversight and development of the student experience in its broadest sense, from pre-arrival to graduation and beyond, having due regard for equality and diversity, providing a forum for promoting creativity and innovation and enhancing connections across the University and with the Students' Union.

To establish sub-groups and communities of interest to consider specific aspects of the student experience, and to receive reports as appropriate, facilitating relevant Higher Education sector developments and research relating to the student experience are embedded into the work of the University.

To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee;

To provide a forum for overseeing the operation and development of the mechanisms that harness and champion the student voice, underpinned by innovation and effectiveness, and to make related recommendations to Education Committee and Senate and elsewhere as appropriate.

To consider outputs from Student Voice Groups, student surveys and other mechanisms for seeking student feedback in order to identify emerging issues and trends, share good practice, monitor agreed institutional action in response, and to recommend action to Education Committee, Senate and elsewhere as appropriate.

To consider and promote student experience activities, facilitating collaboration across the institution and contributing to effective prioritisation of issues and links with the Education Strategy, other Supporting Strategies, and associated Education Action Plans.

To advise Senate and Education Committee on the enhancement and development of the extra-curricular elements of the student experience as part of the delivery of the University's Education Strategy, including, on behalf of, and under delegated authority from, Senate via the Education Committee, to maintain oversight of the Higher Education Achievement Report (HEAR) and to be responsible for the regular review and approval of the protocols by which applications for the inclusion of extra-curricular achievements on the HEAR are considered and for the approval of recommendations for the inclusion of individual extra-curricular awards, prizes and activities.

To receive reports as appropriate on matters affecting the student experience in order to identify emerging issues and trends and to recommend action as appropriate to the Education Committee and Senate.

To co-opt members as appropriate in support of the Committee's work.

To make recommendations to the Education Committee and Senate, and elsewhere as appropriate, and/or to escalate matters for action under the leadership of the Pro-Vice-Chancellor (Education).

To report after each meeting to the Education Committee.

# Academic Staffing Committee

## Ex officio members

Deputy Vice-Chancellor: Professor Lorna Fox O'Mahony (*Chair*)

The Pro-Vice-Chancellor (Research): Professor Chris Greer

Pro-Vice-Chancellor (Education): Professor Madeline Eacott

Executive Dean (Arts and Humanities): Professor Sanja Bahun

Executive Dean (Science and Health): Professor Maria Fasli

Executive Dean (Social Sciences): Professor John Preston (from 1 February 2024)

## Appointed members

Four appointed members of academic staff from each of the faculties of which at least two must be professors and at least one must be a Senior Lecturer or Reader.

Faculty of Arts and Humanities: Professor Katharine Cockin, Professor Ting Xu, Dr Joerg Schaub, Professor Rosemary Klich

Faculty of Social Sciences: Dr Maria Hudson; Professor Lawrence Ezrow, Professor Katharine Rockett, Professor Neli Demireva

Faculty of Science and Health: Professor Jo Jackson, Dr Michelle Taylor, Professor Nikolaos Thomas, Dr Murat Akman

## Terms of reference

In the following terms of reference 'staff' means all academic and research staff:

- (a) To report to the Senate on the terms and conditions of appointment of staff or of sections of the staff;
- (b) to keep under review and advise the Senate on procedure for the appointment of staff;
- (c) to conduct the annual review of staff and to determine and report to the Senate on:
  - (i) extensions of Pathway to Permanency periods;
  - (ii) confirmation of appointments as permanent;

- (iii) promotion to Lecturer/Senior Research Officer (Grade 8), Lecturer/Research Fellow (Grade 9), Senior Lecturer/Senior Research Fellow (Grade 10), Reader (Grade 10) and Professor (Grade 11);
- (d) to have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee;
- (e) to monitor matters relating to equality and diversity within its overall consideration and report to the Senate at any time on any matter relating to the staff, including such matters as may be referred to it by the Senate.

### **Conditions governing the granting of permanency**

The conditions governing the granting of permanency are specified in the following Ordinances:

**Ordinance 39.3** 'Professors, Readers and Senior Lecturers shall, provided that they hold permanently established posts in the University, normally be appointed with permanency of office (subject to the provisions of the Ordinances as to termination). Lecturers who have held a permanent appointment in a teaching post in a university may, provided that they hold permanently established posts in the University, be appointed with permanency of office (subject to the provisions of the Ordinances as to termination). Lecturers who are appointed without having held a permanent appointment in a teaching post in a university shall normally be appointed subject to confirmation after a Pathway to Permanency period of three years, and if this appointment as Lecturer is confirmed they shall then have permanency of office (subject to the provisions of the Ordinances as to termination)'

**Ordinance 39.4** 'Decisions as to confirmation of an appointment which has been made with a view to permanency are made by Academic Staffing Committee. The Committee may make a decision on confirmation at any point prior to the end of the Pathway to Permanency period and the decision will be based on evidence that, having regard to their standing, experience and the opportunities which have been afforded to them, the member of Academic Staff under review has met the criteria laid down for Pathway to Permanency academics by the Committee'

# **University of Essex International College Joint Academic Board**

## **Appointed by the University of Essex**

Deputy Dean of Partnerships: Dave Briggs (from 22 December 2023)

Dean of Partnerships: Dr Anney Lax

A Faculty Dean from each Faculty nominated by the Executive Dean and approved by the Chair of Education Committee:

Faculty of Arts and Humanities: Dr Anna Hardiman-McCartney, Faculty Dean Undergraduate

Faculty of Science and Health: Professor Louise Beard, Faculty Dean Undergraduate

Faculty of Social Sciences: Dr Laurie James-Hawkins, Faculty Dean Undergraduate

Director of Admissions or a nominee: Liz Guyar-Brown

### **Appointed by Kaplan International Pathways**

College Director of the University of Essex International College or their nominee: Daniel Martin

Learning and Teaching Director of the University of Essex International College or their nominee: Michelle Gibbons

Head of College Services of the University of Essex International College or their nominee: Nathan Whittaker

Director of Student Learning or their nominee: Dr Victoria Wilson-Crane

University of Essex International College Student Representative: to be confirmed

The Board has the power to co-opt up to two members at any one time for special purposes on a fixed term, normally for one year; suggested to include:

A representative from Essex Pathways

A further member of academic staff from either the University of Essex or the University of Essex International College

Additional representatives of either the University of Essex or Kaplan International Pathways may attend the meeting where appropriate by prior agreement of the Chair.

### **Quoracy**

Quorum for meetings should be equivalent to half the total number of members rounded up to a whole number. The Chair has a casting vote.

## **Terms of reference**

The remit of the JAB is to oversee the establishment and effective operation of academic governance for the partnership, including robust procedures for programme approval, development and review. In addition, the Board will facilitate an effective academic dialogue between the college and the University to ensure that teaching quality and standards are maintained across the partnership, with due regard for issues of equality and diversity. Any proposed change to scholarship or other material policy shall be

referred to the JAB prior to implementation. The Board reports to the University's Education Committee following each meeting.

In fulfilling its remit and purpose, the Board will:

- (a) Oversee the development and implementation of new University of Essex International College programmes and to monitor the agreed programme plan for each programme with particular reference to:
  - (i) student number projections, recruitment, retention, progression and achievement; and
  - (ii) compliance and regulatory requirements.
- (b) Review and approve any curriculum changes to the existing University of Essex International College programmes based upon evidence gained from:
  - (i) student attainment at the College
  - (ii) student attainment at the University of Essex following progression from the College
  - (iii) a robust external examiner procedure
  - (iv) feedback from academics from the College and University on student progress and curriculum content
  - (v) student consultations and evaluations; and/or
  - (vi) input from other external sources (eg employers, regulatory bodies, market analysis), where appropriate
- (c) Receive, approve and manage changes to the Progression Route List.
- (d) Receive notification of the appointment of External Examiners to programmes at the University of Essex International College.
- (e) Review and deliver a response to the Annual Programme Reports from the University of Essex International College.
- (f) Facilitate the exchange of student performance data between the College and the University.
- (g) Receive changes to existing Kaplan International Pathways academic regulations, policies and procedures and consider the development of new ones, where appropriate.
- (h) Monitor, and report to the Joint Strategic Management Board on:
  - (i) the academic standards and quality of all the programmes of study and the associated teaching, learning, assessment and academic resources;
  - (ii) staffing, staff development and student matters (such as learning support, discipline, appeals and expulsions for academic reasons).
- (i) Have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Board.
- (j) Receive an update on joint College-University activities and recommend further enhancements to the joint work of the partnership.

- (k) Ensure there is an awareness of the College and its work at the University and promote an understanding of the partnership and its priorities.
- (l) Receive relevant strategic and operational updates from the College, University and Kaplan International Pathways.

### **Frequency of Meetings**

The Board will meet twice per academic year.

# **Ethics Committee**

## **Ex officio members**

Pro-Vice-Chancellor (Research): Professor Chris Greer (*Chair*)

Dean of Postgraduate Research and Education: Professor Shane Martin

Health and Safety Representative: Caroline Smith

Information Assurance Manager: Clare Chatfield

Head of Research Governance and Planning: Phin Wenlock

Vice-President (Education), Students' Union: Joe Holmes

## **Appointed members**

Alan Cullen

Dr Tony Elston

Dr Caroline Lohmann-Hancock

Professor Wayne Martin

Mark Mills

Professor Sabine Michalowski

James Sherrett

Two vacancies

## Terms of reference

- (a) To advise the Senate on matters pertaining to the ethics of research;
- (b) to consider the ethical implications of all research involving human participants, the processing of personal data, or animal subjects carried out at the University or under the auspices of the University, including the use of the University's name and/or logo, or facilities for research purposed, where the University is the data controller or processor;
- (c) to consider the ethical implications of all research involving human participants, the processing of personal data, or animal subjects carried out by staff and students of the University in places other than the University, including the use of the University's name and/or logo, where the University is the data controller or processor; Where there is no Ethics committee at the other institution, the University's Ethics Committee will act, where a committee exists at the other institution, the University's Ethics Committee must be notified and will determine whether or not to be involved;
- (d) to provide authoritative and definitive guidance to the University on any specific ethical issue that might affect the University;
- (e) to have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee;
- (f) to have due regard of issues of equality and diversity in its work and make an annual report to the Senate.

## Research Committee

### Ex officio members

Pro-Vice-Chancellor (Research): Professor Chris Greer (*Chair*)

Director of the Research and Enterprise Office: Dr Rob Singh

Dean of Partnerships (Research): Professor David O'Mahony

Faculty Dean Research (Arts and Humanities): Professor Stavroula Karapapa (from 1 May 2024)

Faculty Dean Research (Science and Health): Professor Edward Codling

Faculty Dean Research (Social Sciences): Professor Thankom Arun

Dean of Postgraduate Research and Education: Professor Shane Martin

Chief Information Officer: Ian Arbuthnot



Director of Library and Cultural Services and University Librarian: Jonathan White

Director of Organisational Development, People and Culture: Dr Jo Andrews

Vice-President (Education), Students' Union: Joe Holmes

## **Appointed members from the Academic Staff**

Professor Alex Dumbrell

Professor Peter Fussey

Dr Ruth Lowry

Professor Noam Lubell

Professor Melissa Tyler

Dr Michael Tymkiw

## **Terms of reference**

The Committee will:

- (a) have oversight of research strategy at University and department levels;
- (b) on behalf of Senate, monitor and review progress and development of the University's research performance with a view to sustainability and improvement;
- (c) on behalf of Senate, prepare the University's submission to the Research Excellence Framework;
- (d) establish and promote models of good practice for the management of research at departmental level, and to ensure that all departments have suitable structures in place;
- (e) advise departments on the strategic use of the centrally-provided research funds available to them, and receive annual reports from departments on their strategic research investments and the outcomes;
- (f) have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee;
- (g) have due regard of issues of equality and diversity in its work and report to each meeting of Senate on relevant aspects of the Committee's areas of responsibilities.

# **Joint Committee of the Council and the Senate**

## **Honorary Degrees and Honorary Fellowships Committee**

### **Ex officio members**

Chair of Council: Jane Hamilton (*Chair*)

Vice-Chancellor/Chair of Senate: Professor Anthony Forster

Registrar and Secretary: Bryn Morris

President, Students' Union (or nominee): Kieran Phillips

### **Appointed members (recommended by Nominations Committee)**

One External member of Council: Mickola Wilson

### **Elected members**

Three members of Senate, elected by the Senate, representing the range of disciplines within the University:

Arts and Humanities: Professor David O'Mahony

Science and Health: to be confirmed

Social Sciences: Professor Róisín Ryan-Flood

One member of Professional Services, elected by Professional Services staff at the University: Kate Clayton

### **Observer**

Melanie Leech

## **In attendance**

A representative from the Development and Alumni Office: Director of Advancement, Jo Rogers

Graduation and Awards Manager: Chelsey Smith

## **Terms of reference**

- (a) To consider nominations for the conferment of honorary degrees of the University and to make recommendations for such awards to the Senate and the Council;
- (b) to consider nominations for the award of honorary fellow of the University and to make recommendations for such awards to the Senate and the Council;
- (c) to consider nominations for the award of honorary degrees by the University's major partner institutions in accordance with procedures agreed from time to time with those institutions and to make recommendations for such awards to the Senate and Council;
- (d) to consider nominations for the award of the Alumnus or Alumna of the Year and to make recommendations for such awards to the Senate and Council;
- (e) to consider such nominations in accordance with the criteria for eligibility and procedures as approved by the Council;
- (f) to have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee;
- (g) to monitor matters relating to equality and diversity within its overall consideration;
- (h) to determine the arrangements for seeking nominations from the community of the University and to approve procedures and guidance notes relating to nominations.

# Appendix 2

## Ordinance 45 - External examiners

1. For every assessment for an award of the University there shall be at least one External Examiner.

### Taught provision

2. An External Examiner may be appointed as an 'Award External Examiner' or a 'Module External Examiner'. No External Examiner shall be a current member of staff or shall have been a member of staff within the previous five years, either of the University of Essex or of a partner institution delivering programmes of study leading to a degree of the University. The Senate may designate awards of the University other than degrees, for which External Examiners should be appointed.
3. External Examiners shall be appointed for a period of four years by the Chair of the relevant Faculty Education Committee or nominee appointed by the Chair, or by the Dean of Partnerships or nominee appointed by the Dean of Partnerships, under powers delegated by the Senate, receiving nominations from the Departments or partner institutions concerned. Appointments may be terminated with two months' notice by either party. External Examiners for taught degree courses may not normally be re-appointed by the University for four years. Exceptional cases may require approval by the Pro-Vice-Chancellor (Education).
4. Decisions as to the classification of a degree and the conferment or not of a Bachelor's degree shall normally require the consent of the appropriate Award External Examiner. If the External Examiner cannot consent, the decision requires the consent of a two-thirds majority of the examination board, including the Chair. The exception to this is when the board is suspended under Regulation 6.28.
5. Research provision In any examination for a research degree of the University there shall be at least one External Examiner.
6. External Examiners for research degrees shall be appointed by the Chair of the relevant Faculty Education Committee or nominee appointed by the Chair under powers delegated by the Senate, receiving nominations from the Departments or partner institutions concerned.
7. No External Examiner for research provision shall be a current member of staff or shall have been a member of staff within the previous five years, either of the University of Essex or of a partner institution delivering programmes of study leading to a degree of the University. Exceptional cases may require approval by the Pro-Vice-Chancellor (Education).