



University of Essex

# Committees of Senate

University of Essex, Academic  
Registrar's Office, Academic Section

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## **Committees of the Senate ..... 3**

Education Committee.....	3
Academic Quality and Standards Committee .....	5
Faculty Education Committee (Humanities) .....	7
Faculty Education Committee (Science and Health) .....	8
Faculty Education Committee (Social Sciences) .....	10
Partnerships Education Committee .....	11
Student Experience Committee.....	13
Academic Staffing Committee .....	14
The Joint Academic Committee for the University of Suffolk .....	15
University of Essex International College Joint Academic Board.....	17

## **Senate Committees which report annually. 18**

Ethics Committee.....	18
Research Committee .....	20

## **Joint Committee of the Council and the Senate..... 20**

Honorary Degrees and Honorary Fellowships Committee.....	20
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# Committees of the Senate

## Education Committee

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### EX OFFICIO MEMBERS

Vice-Chancellor: Professor Anthony Forster  
Pro-Vice-Chancellor (Education): Professor Madeline Eacott (*Chair*)  
Executive Dean (Humanities): Professor Andrew Le Sueur  
Executive Dean (Science & Health): Professor Maria Fasli  
Executive Dean (Social Sciences): Professor Moya Lloyd  
Dean of Partnerships: Professor Dominic Micklewright  
Dean of Postgraduate Research and Education: Professor Sanja Bahun  
Deputy Dean (Education) (Humanities): Dr Ilaria Boncori  
Deputy Dean (Education) (Science and Health): Dr Murray Griffin  
Deputy Dean (Education) (Social Sciences): Professor Natasha Lindstaedt  
Assistant Director (Organisational Development): Dr Jo Andrews  
Head, Equality, Diversity and Inclusion: Karen Bush  
University Librarian and Director of Library Services: Cathy Walsh  
Academic Registrar: Richard Stock  
Director of Academic Services: Emma Hardy  
Director of Student Life: Rachel Lucas  
Director of Innovation and Technology Solutions: Jots Sehmbi  
President, Students' Union: Asha Ali  
Vice-President (Education), Students' Union: Laura Robinson

### Faculty Convenors:

Humanities: to be confirmed  
Science and Health: Hope Alexander  
Social Sciences: EJ-Francis Caris-Hamer

A Postgraduate Research Student: to be confirmed

### 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 receive reports from the Faculty Education Committees and Partnerships Education Committee, 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

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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 assurance audits 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 (Humanities)
- Faculty Education Committee (Science and Health)
- Faculty Education Committee (Social Sciences)
- Partnerships Education Committee
- Academic Standards and Quality Committee
- Student Experience Committee
- The Joint Academic Committee for the University of Suffolk
- University of Essex International College Joint Academic Board

# **Academic Quality and Standards Committee**

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## **EX OFFICIO MEMBERS**

Vice-Chancellor: Professor Anthony Forster

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

Deputy Dean (Education) (Humanities): Dr Ilaria Boncori

Deputy Dean (Education) (Science and Health): Dr Murray Griffin (*Chair*)

Deputy Dean (Education) (Social Sciences): Professor Natasha Lindstaedt (*Deputy Chair*)

Dean of Partnerships or nominee: Allan Hildon (until 31 December 2019), Professor Nancy Kula (from 1 January 2020)

Dean of Postgraduate Research and Education: Professor Sanja Bahun

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

Assistant Director of Human Resources or nominee: Paul Smart

One member of the Senate elected by academic members of the Senate for a 3 year term: Dr Nilüfer Demirkan-Jones

## **Co-Opted**

Education Manager, Students' Union: Danny Douglas

Faculty Convenors:

Humanities: to be confirmed

Science and Health: Hope Alexander

Social Sciences: EJ-Francis Caris-Hamer

One Students' Union Sabbatical Officer (to be nominated by the Students' Union): Laura Robinson

Postgraduate Convenor: to be confirmed

## **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;

On behalf of the Education Committee, to approve as appropriate proposals and recommendations from the Faculty Education Committees and Partnerships Education Committee to revalidate (after Periodic Review) and discontinue 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 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;

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On behalf of the Education Committee, to approve, monitor and review all University of Essex awards offered by the University's partner institutions (except those that fall within the remit of the Joint Academic Committee for the University of Suffolk); 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 Deputy Deans (Education), the Dean of Partnerships (or nominee) and the Dean of Postgraduate Research and Education (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 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 (Humanities)

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## EX OFFICIO MEMBERS

Vice-Chancellor: Professor Anthony Forster  
Pro-Vice-Chancellor (Education): Professor Madeline Eacott  
Executive Dean: Professor Andrew Le Sueur  
Deputy Dean (Education): Dr Ilaria Boncori (*Chair*)  
Deputy Dean (Postgraduate Research Education): Professor David O'Mahony

Faculty Heads of Department, School and Centre:

East 15: Dr Chris Main  
Edge Hotel: Andrew Boer  
History: Dr Mark Frost (until 31 December 2019), Dr Andrew Priest (from 1 January 2020)  
Essex Pathways: Dr Nilüfer Demirkan-Jones  
Literature, Film, and Theatre Studies: Professor Elizabeth Kuti  
Philosophy and Art History: Professor Timo Jütten  
Law: Professor Karen Hulme  
Interdisciplinary Studies Centre: Dr Diana Presciutti

Faculty Directors of Education:

East 15: Dr Ainslie Masterton  
Edge Hotel: Adrian Martin  
History: Dr Nadine Rossol  
Essex Pathways: Dr Ritta Husted  
Law: Dr Ana Hardiman-McCartney  
Literature, Film, and Theatre Studies: Dr Jordan Savage  
Philosophy and Art History: Dr Natasha Ruiz-Gomez  
Student Development Manager: Lynne Jordan  
Faculty Convenor (nominated by the Students' Union): Lauren Young  
Three student representatives nominated from within the Faculty: to be confirmed

## 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 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)**

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### **EX OFFICIO MEMBERS**

Vice-Chancellor: Professor Anthony Forster

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

Executive Dean: Professor Maria Fasli

Deputy Dean (Education): Dr Murray Griffin (*Chair*)

Deputy Dean (Postgraduate Research Education): Dr Leanne Andrews

Faculty Heads of Department, School and Centre:

Life Sciences: Professor Philip Mullineaux

Computer Science and Electronic Engineering: Professor Anthony Vickers

Health and Social Care: Vikki-Jo Scott (until 31 December 2019), Professor Victoria Joffe (from 1 January 2020)

Mathematical Sciences: Professor Berthold Lausen

Psychology: Professor Paul Hibbard

Sport, Rehabilitation and Exercise Sciences: Professor Ian Maynard



Faculty Directors of Education:

Life Sciences: to be confirmed

Computer Science and Electronic Engineering: Dr John Woods

Health and Human Sciences: Professor Peter Martin

Mathematical Sciences: Professor Edward Codling

Psychology: Dr Jonathan Rolison

Sport, Rehabilitation and Exercise Sciences: Barry Pryer

Student Development Manager: Nicholas Goodman

Faculty Convenor (nominated by the Students' Union): Hope Alexander

Three student representatives nominated from within the Faculty: to be confirmed

**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 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)**

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### **EX OFFICIO MEMBERS**

Vice-Chancellor: Professor Anthony Forster

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

Executive Dean: Professor Moya Lloyd

Deputy Dean (Education): Professor Natasha Lindstaedt (*Chair*)

Deputy Dean (Postgraduate Research and Education): Professor Ismene Gizelis

Faculty Heads of Department, School and Centre:

Economics: Professor Christian Ghiglini

Essex Business School: Professor Neil Kellard

Government: Professor Shane Martin

Institute for Social and Economic Research: Professor Emily Grundy

Language and Linguistics: Professor Monika Schmid

Psychosocial and Psychoanalytic Studies: Dr Chris Nicholson

Sociology: Professor Andrew Canessa

UK Data Archive: Professor Matthew Woollard

Faculty Directors of Education:

Economics: Professor Gianluigi Vernasca

Essex Business School: to be confirmed

Government: Dr Paul Bou-Habib

Institute for Social and Economic Research: Dr Malcolm Brynin

Language and Linguistics: Jessie Mallinson

Psychosocial and Psychoanalytic Studies: Dr Julie Walsh

Sociology: Dr Michael Halewood

UK Data Archive: Louise Corti

Student Development Manager: Dave Rush

Faculty Convenor (nominated by the Students' Union): EJ-Francis Caris-Hamer

Three student representatives nominated from within the Faculty: to be confirmed

### **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 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.

## Partnerships Education Committee

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### EX OFFICIO MEMBERS

Vice-Chancellor: Professor Anthony Forster

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

Dean of Partnerships: Professor Dominic Micklewright

Deputy Dean of Partnerships (*Chair*): Allan Hildon (until 31 December 2019) Professor Nancy Kula (from 1 January 2020)

Deputy Dean (Education), Humanities: Dr Ilaria Boncori

Deputy Dean (Education), Science and Health: Dr Murray Griffin

Deputy Dean (Education), Social Sciences: Professor Natasha Lindstaedt

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

Senior Partnership Manager: Rachel Frost

Partner representatives:

Colchester Institute: Chris Mills, Nils Franke

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Kaplan Open Learning: David Dixon, Nicola Pittman  
South Essex College: Tracy Maule, Abi Thompson  
The Tavistock and Portman NHS Foundation Trust: Dr Simon Carrington, Brian Rock  
Writtle University College: Dr Anya Perera

Partner student representatives:

Colchester Institute: to be confirmed

Kaplan Open Learning: to be confirmed

South Essex College: to be confirmed

The Tavistock and Portman NHS Foundation Trust: to be confirmed

Writtle University College: to be confirmed

#### **PROPOSED NUMBER OF MEETINGS PER ACADEMIC YEAR**

Three times per year

#### **TERMS OF REFERENCE**

To be responsible for University of Essex awards offered by the University's partner institutions excepting those that fall within the remit of the Joint Academic Committee of the University of Suffolk.

To be responsible for the oversight and delivery of the University's Education Strategy within the context of the University's collaborative partnerships;

To provide a forum for discussion of student and Education-related matters across the University's collaborative partners and to strengthen academic links between the University's Departments, Schools and Centres and partner institutions;

To receive information on proposals to establish taught and research programmes of study offered by partner institutions that would lead to a University of Essex award.

To consider proposals to revalidate (after Periodic Review) and discontinue programmes of study offered by partner institutions that would lead of a University of Essex award, and to make recommendations to Academic Quality and Standards Committee and the Education Committee as appropriate;

To ensure the effective implementation across the University's collaborative provision 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 and to report to the Education Committee and Academic Quality and Standards Sub-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 consider and approve Annual Review of Courses and Institutional Annual Review Reports related to collaborative provision and to report relevant issues to the Academic Quality and Standards Committee and the Education Committee as appropriate;

To receive reports from Periodic Review Panels related to collaborative provision and to make recommendations to the Academic Quality and Standards Committee;

To consider new partner institutions for the delivery of research degrees and to make recommendations to the Education Committee as appropriate;

To monitor and review all undergraduate and postgraduate taught and research programmes of study offered by partner institutions that lead to a University of Essex award, and to make recommendations to the Academic Quality and Standards Committee and the Education Committee as appropriate;

To approve, monitor and review all international partnership arrangements involving progress arrangements (with recognition of credit), articulation arrangements, dual or multiple awards and validation arrangements, and to make recommendations to the Education Committee as appropriate;

To report and make recommendations to the Education Committee on developments which 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 University's collaborative provision;

To establish panels for the approval of new partner institutions, for the review of institutions, to consider institutional validation and institutional review reports and to make recommendations to the Education Committee;

To report after each meeting to the Education Committee.

## **Student Experience Committee**

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### **EX OFFICIO MEMBERS**

Vice-Chancellor: Professor Anthony Forster

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

Academic Registrar: Richard Stock (*Chair*)

A Deputy Dean (Education) (nominated by the Pro-Vice-Chancellor (Education)): Professor Natasha Lindstaedt

Dean of Postgraduate Research and Education (or nominee): Dr Leanne Andrews

President of the Students' Union: Asha Ali

Four student members from within the Sabbatical Officers or Faculty Convenors (nominated for the year by the President of the Students' Union: Ana-Maria Bichir, Michael Banehene, Greta Remeikaite, one vacancy to be confirmed

One member of Students' Union permanent staff (nominated by the Students' Union): Craig Stephens

Southend Campus Manager: Zoe Manning

Loughton Campus representative: to be confirmed

### **PROPOSED NUMBER OF MEETINGS PER ACADEMIC YEAR**

Up to four times per year

### **TERMS OF REFERENCE**

To consider issues related to the student experience in its broadest sense on behalf of the Education Committee and in line with the University Strategy, 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 provide a forum for overseeing the mechanisms for harnessing and championing the student voice, including oversight of the management and development of innovative ways of capturing student input, and facilitation coherence in the University's approach to seeking student feedback, and to make 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**

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### **EX OFFICIO MEMBERS**

The Vice-Chancellor: Professor Anthony Forster

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

The Pro-Vice-Chancellor (Research): Professor Christine Raines

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

Executive Dean (Humanities): Professor Andrew Le Sueur

Executive Dean (Science and Health): Professor Moya Lloyd

Executive Dean (Social Sciences): Professor Maria Fasli

### **APPOINTED MEMBERS**

Faculty of Humanities: Professor Lucy Noakes, Dr Susan Oliver, Professor Katharine Cockin

Faculty of Social Sciences: Professor Florence Myles, Dr Svetlana Warhurst, to be confirmed

Faculty of Science and Health: three vacancies to be confirmed

### **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 probationary 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 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 probationary 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 probationary 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 probationary staff by the Committee'.

## **The Joint Academic Committee for the University of Suffolk**

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### **Appointed by the University of East Anglia**

#### **EX OFFICIO MEMBERS**

Academic Director of Partnerships (or nominee): Professor Ian Dewing (*Joint Chair*)

Head of Partnerships (or nominee): Gavin Tash

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

#### **EX OFFICIO MEMBERS**

Dean of Partnerships (or nominee): Professor Dominic Micklewright (*Joint Chair*)

Deputy Dean of Partnerships (or nominee): Allan Hildon (until 31 December 2019), Professor Nancy Kula (from 1 January 2020)

Head of Quality and Development (or nominee): Claire Nixon

### **Appointed by the University of Suffolk**

#### **EX OFFICIO MEMBERS**

Deputy Vice-Chancellor: Professor Mohammed Dastbaz

Academic Registrar: Fiona Fisk  
Deputy Academic Registrar: Laura Pennie  
Head of Quality Enhancement: Dr Mark Lyne

**APPOINTED OR ELECTED VIA THE UNIVERSITY OF SUFFOLK STUDENTS' UNION**

President (Education and Engagement), University of Suffolk Students' Union: Georgia Downe

**TERMS OF REFERENCE**

- (a) To consider all matters related to the quality and standards of the academic provision of the University of Suffolk, which lead to a joint award of the University of East Anglia and the University of Essex, with due regard for issues of equality and diversity and to make recommendations to the Education Committee of the Senate of the University of Essex and the Learning and Teaching Committee of the Senate of the University of East Anglia accordingly;
- (b) to prescribe and keep under review the quality assurance policies and procedures to be followed by the University of Suffolk to satisfy the requirements of joint awards of the two Universities;
- (c) to maintain an overview of the quality of the student experience for all University of Suffolk students registered on programmes leading to University of East Anglia and University of Essex joint awards, including the monitoring of internal and external student satisfaction survey outcomes; to receive annual reports on complaints, academic appeals and student discipline;
- (d) to have oversight of the Risk-based Monitoring and Enhancement (RiME) process for all University of Suffolk academic provision on which students remain registered on programmes leading to University of East Anglia and University of Essex joint awards, through the annual Academic report;
- (e) to receive reports of institution reviews of the University of Suffolk Learning Network partner colleges, to make recommendations to the Education Committee of the Senate of the University of Essex and the Learning and Teaching Committee of the Senate of the University of East Anglia as appropriate;
- (f) to receive reports of external reviews of the University of Suffolk Learning Network partner colleges or programmes, including QAA reports and reports from professional, statutory and regulatory bodies;
- (g) to agree arrangements for the appointment of External Examiners for all University of Suffolk programmes on which students are registered for University of East Anglia and University of Essex joint awards and have oversight of the External Examiner procedures for these awards;

**QUORACY**

If a face-to-face meeting is held, the quorum for meetings of JAC shall be not less than six members, including representation from all three Universities. Where a meeting is held virtually or by correspondence, all members will receive the documentation and matters will be deemed received or approved, if not feedback is provided by the designated date.

All appointed or elected members of the Joint Academic Committee are entitled to vote on any matter put to a vote at a meeting of the Committee. No resolution may be deemed to be carried that is not supported by the majority of University of East Anglia and University of Essex members present at the meeting. In the event of disagreement within the JAC between its University of East Anglia and University of Essex members which cannot be resolved at the meeting, then the Chair will defer and seek resolution outside of the meeting. It should be noted that the decision of one University (ie the University of East Anglia Senate or the University of Essex Senate) cannot be implemented in respect of any course leading to a joint award without the approval of the other.



# University of Essex International College Joint Academic Board

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

Dean of Partnerships: Professor Dominic Micklewright, (*Chair*)  
Deputy Dean (Education) (Humanities) or their nominee: Dr Ilaria Boncori  
Deputy Dean (Education) (Science and Health) or their nominee: Dr Murray Grffin,  
Deputy Dean (Education) (Social Sciences) or their nominee: Professor Natasha Lindstaedt  
Director of Admissions or a nominee: Mandy Chetham

## **Appointed by Kaplan International Pathways**

College Director of the University of Essex International College or their nominee: Daniel Martin  
Head of Programmes 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: Nick Radley  
Director of Student Learning or their nominee: Dr Victoria Wilson-Crane,

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) Receive an update on joint College-University activities and recommend further enhancements to the joint work of the partnership.
  - (j) Ensure there is an awareness of the College and its work at the University and promote an understanding of the partnership and its priorities.
  - (k) 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.

## **Senate Committees which report annually**

### **Ethics Committee**

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#### **EX OFFICIO MEMBERS**

Vice-Chancellor: Professor Anthony Forster

Pro-Vice-Chancellor (Research): Professor Christine Raines (*Chair*)

Dean of Postgraduate Research and Education: Professor Sanja Bahun

Head of Health and Safety: Claire Saunders

Information Assurance Manager: Sara Stock

Research Governance and Planning Manager: Sarah Manning-Press

Vice-President (Education), Students' Union: Laura Robinson

#### **APPOINTED MEMBERS**

Dr Tony Elston

Professor Wayne Martin

Professor Sabine Michalowski

Four vacancies

#### **TERMS OF REFERENCE**

- (a) To advise the Senate on matters pertaining to the ethics of research;

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- (b) to review proposals for research involving human participants to be carried out in the University or within the area of its authority;
  - (c) to review proposals for research involving human participants to be carried out by staff and students of the University in places other than the University. 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 of issues of equality and diversity in its work and make an annual report to the Senate.

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## Research Committee

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### EX OFFICIO MEMBERS

Vice-Chancellor: Professor Anthony Forster

Pro-Vice-Chancellor (Research): Professor Christine Raines (*Chair*)

Director of the Research and Enterprise Office: Vanessa Cuthill (until 31 October 2019)

Executive Dean (Humanities): Professor Andrew Le Sueur

Executive Dean (Science and Health): Professor Maria Fasli

Executive Dean (Social Sciences): Professor Moya Lloyd

Dean of Partnerships: Professor Dominic Micklewright

Deputy Dean (Research) (Humanities): Professor Susan Oliver

Deputy Dean (Research) (Science and Health): Professor Alan St Clair Gibson

Deputy Dean (Research) (Social Sciences): Professor John Preston

Dean of Postgraduate Research and Education: Professor Sanja Bahun

Director of Library Services and University Librarian: Cathy Walsh

Vice-President (Education), Students' Union: Laura Robinson

### APPOINTED MEMBERS FROM THE ACADEMIC STAFF

Six appointed members: to be confirmed

### 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 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

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### EX OFFICIO MEMBERS

Chair of Council: Jane Hamilton (*Chair*)

One External member of Council: Dr Elizabeth Hall

One co-opted External member of Council: Dr Adam Wright

Vice-Chancellor/Chair of Senate: Professor Anthony Forster

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

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Humanities: to be confirmed  
Science and Health: Professor Ian Maynard  
Social Sciences: to be confirmed

Registrar and Secretary: Bryn Morris  
One member of Non-Academic Staff: Chelsey Smith  
President, Students' Union (or nominee): Asha Ali

**IN ATTENDANCE**

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

**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 monitor matters relating to equality and diversity within its overall consideration;
- (g) to determine the arrangements for seeking nominations from the community of the University and to approve procedures and guidance notes relating to nominations.

<b>Title</b>	Committees of the Senate
<b>Document manager</b>	Emma Hardy, Director of Academic Services
<b>Section</b>	Academic Services
<b>Policy owner</b>	Richard Stock, Academic Registrar
<b>Approved by</b>	Senate - Approved
<b>Date of approval</b>	July 2019
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<b>Questions and queries</b>	Email <a href="mailto:governance@essex.ac.uk">governance@essex.ac.uk</a>
<b>Related documents</b>	<ul style="list-style-type: none"> <li>■ <a href="#">Charter, Statutes and Ordinances</a></li> <li>■ <a href="#">University Regulations</a></li> <li>■ <a href="#">Committee Papers Publication schedule</a></li> <li>■ <a href="#">Senate</a></li> <li>■ <a href="#">Senate – agenda and minutes</a></li> <li>■ <a href="#">Committee structure</a></li> </ul>
<b>Supersedes</b>	Committees of the Senate 2018-19
<b>Superseded by</b>	Not applicable
<b>Stakeholders</b>	Committee Chairs; Registrar and Secretary; Vice-Chancellor Deputy Director (Student Administration and Policy)
<b>Stakeholder role</b>	Committee members
If you require this document in an alternative format, such as braille, please contact [Policy manager].	