Committees of the Senate

- Education Committee
- Academic Quality and Standards Committee
- Faculty Education Committee (Humanities)
- Faculty Education Committee (Science and Health)
- Faculty Education Committee (Social Sciences)
- Partnerships Education Committee
- Student Experience Committee
- Academic Staffing Committee
- The Joint Academic Committee for the University of Suffolk

- Senate Committees which report annually
  - Ethics Committee
  - Research Committee

- Joint Committee of Senate and Council
  - Honorary Degrees and Honorary Fellowships Committee

Education Committee

**EX OFFICIO MEMBERS**

Vice-Chancellor: Professor Anthony Forster
Pro-Vice-Chancellor (Education) (Chair): Professor Aletta Norval
Executive Dean (Humanities): Professor Lorna Fox O’Mahony
Executive Dean (Science & Health): Professor Graham Underwood
Executive Dean (Social Sciences): Professor Sasha Roseneil
Deputy Dean (Education) (Humanities): Dr Peter Luther
Deputy Dean (Education) (Science and Health): Dr David Penman
Deputy Dean (Education) (Social Sciences): Professor Jackie Turton
Dean of Partnerships: Professor Dominic Micklewright
Dean of Postgraduate Research and Education: Professor Martyna Sliwa
Assistant Director (Organisational Development): Dr Jo Andrews
Head of Equality and Diversity: Karen Bush
University Librarian and Director of Library Services: Cathy Walsh
Academic Registrar: Richard Stock
Director of Academic Services: to be confirmed
Director of Student Life: Paddy Reilly
President, Students’ Union: Zoe Garshong
Vice-President (Education), Students’ Union: Josh Gulrajani

Faculty Convenors:
- Humanities: Eseosa Omoruyi
- Science and Health: Mohab Elbishbishy
- Social Sciences: Andrei Duma

A Postgraduate Research Student: Andrew McIntosh

**PROPOSED NUMBER OF MEETINGS PER ACADEMIC YEAR**

Four 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 plans resulting from surveys and to receive termly reports from the Student Experience Committee;

To be responsible for the University’s overall policies and procedures for research degree programmes, overseeing the continuing professional development of research students, including Graduate Teaching Assistants/Demonstrators and advanced research skills training, responding to external initiatives and developments that relate to research students and receiving regular reports from the Faculty Education Committees, Partnerships Education Committee and Academic Quality and Standards Committee as appropriate;

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

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

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 allocate funding related to Education initiatives as appropriate, 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 receive reports from Library Advisory Group, and to consider issues relating to education and the student experience.

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

Academic Quality and Standards Committee

EX OFFICIO MEMBERS
Vice-Chancellor: Professor Anthony Forster
Pro-Vice-Chancellor (Education): Professor Aletta Norval
Deputy Dean (Education) (Humanities): Dr Peter Luther (Chair)
Deputy Dean (Education) (Science and Health): Dr David Penman (Deputy Chair)
Deputy Dean (Education) (Social Sciences): Professor Jackie Turton
Dean of Partnerships or nominee: Professor Dominic Micklewright
Dean of Postgraduate Research and Education: Professor Martyna Sliwa
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: to be confirmed

Co-Opted
Student Engagement and Impact Manager, Students’ Union: Neil Bamber
Faculty Convenors:
  Humanities: Eseosa Omoruyi
  Science and Health: Mohab Elbishbishy
  Social Sciences: Andrei Duma
One Students’ Union Sabbatical Officer (to be nominated by the Students’ Union): Josh Gulrajani
Postgraduate Convenor: Andrew McIntosh

PROPOSED NUMBER OF MEETINGS PER ACADEMIC YEAR
Four 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 establish, revalidate (after Periodic Review) and discontinue programmes of study 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 (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 and the Dean of Postgraduate Research and Education;

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)**

**EX OFFICIO MEMBERS**

Vice-Chancellor: Professor Anthony Forster  
Pro-Vice-Chancellor (Education): Professor Aletta Norval  
Executive Dean: Professor Lorna Fox O'Mahony *(Chair)*  
Deputy Dean (Education): Dr Peter Luther  
Deputy Dean (Postgraduate Research and Education): Dr Matthew Grant  
Faculty Heads of Department, School and Centre:  
East 15: Professor Leon Rubin  
History: Professor Edwards Higgs  
Essex Pathways: Dr Nilufer Demirkan-Jones  
Literature, Film, and Theatre Studies: Professor Philip Terry  
Philosophy and Art History: Professor Fabian Freyenhagen  
Law: Professor Andrew Le Sueur  
Interdisciplinary Studies Centre: Dr Casper Pearson  
Faculty Directors of Education:  
East 15: Dr Michael Fry  
History: Dr Jeremy Krikler  
Essex Pathways: Dr Ritta Husted  
Law: Professor Karen Hulme  
Literature, Film, and Theatre Studies: Dr Deidre Serjeantson  
Philosophy and Art History: Dr Irene McMullin  

Senior Faculty Employability Manager: Lynne Jordan  
Faculty Convenor (nominated by the Students' Union): Eseosa Omoruyi  
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 recommend for approval by the Academic Quality and Standards Committee proposals to establish and to discontinue all taught programmes of study within the Faculty;

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 approve, monitor and review all postgraduate research degrees 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
Vice-Chancellor: Professor Anthony Forster
Pro-Vice-Chancellor (Education): Professor Aletta Norval
Executive Dean: Professor Graham Underwood (Chair)
Deputy Dean (Education): Dr David Penman
Deputy Dean (Postgraduate Research and Education): Professor Ian Colbeck
Faculty Heads of Department, School and Centre:
Biological Sciences: Professor Christine Raines
Computer Science and Electronic Engineering: Professor Simon Lucas
Health and Human Sciences: Vikki-Jo Scott
Mathematical Sciences: Professor Berthold Lausen
Psychology: Professor Paul Hibbard
Faculty Directors of Education:
Biological Sciences: Dr Julie Lloyd
Computer Science and Electronic Engineering: Dr Martin Colley
Health and Human Sciences: Dr Mark Francis-Wright
Mathematical Sciences: Dr Chris Saker
Psychology: Dr Tracy Robinson
Senior Faculty Employability Manager: Nicholas Goodman
Faculty Convenor (nominated by the Students’ Union): Mohab Elbishbishy
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 recommend for approval by the Academic Quality and Standards Committee proposals to establish and to discontinue all taught programmes of study within the Faculty;

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 approve, monitor and review all postgraduate research degrees 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**
- Vice-Chancellor: Professor Anthony Forster
- Pro-Vice-Chancellor (Education): Professor Aletta Norval
- Executive Dean: Professor Sasha Roseneil (Chair)
- Deputy Dean (Education): Professor Jackie Turton
- Deputy Dean (Postgraduate Research and Education): Dr Magda Abou-Seada
- Faculty Heads of Department, School and Centre:
  - Economics: Professor Katharine Rockett
  - Essex Business School: Professor Geoff Wood
  - Government: Professor Lawrence Ezrow
  - Institute for Social and Economic Research: Professor Nick Buck
  - Language and Linguistics: Professor Nancy Kula
  - Psychoanalytic Studies: Dr Matt ffytche
  - Sociology: Professor Sean Nixon
  - UK Data Archive: Professor Matthew Woollard
- Faculty Directors of Education:
  - Economics: Professor Gianluigi Vernasca
  - Essex Business School: to be confirmed
  - Government: Dr John Bartle
  - Institute for Social and Economic Research: Professor Paul Clarke
  - Language and Linguistics UG: Professor Louisa Sadler
  - Language and Linguistics PG: Dr Rebecca Clift
  - Psychoanalytic Studies: Dr Chris Nicholson
  - Sociology: Professor Joan Busfield
  - UK Data Archive: Louise Corti
- Senior Faculty Employability Manager: Antony Cotterill
- Faculty Convenor (nominated by the Students’ Union): Andrei Duma
- 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 recommend for approval by the Academic Quality and Standards Committee proposals to establish and to discontinue all taught programmes of study within the Faculty;

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 approve, monitor and review all postgraduate research degrees 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**

**EX OFFICIO MEMBERS**

Vice-Chancellor: Professor Anthony Forster
Pro-Vice-Chancellor (Education): Professor Aletta Norval
Dean of Partnerships: Professor Dominic Micklewright (Chair) Deputy Dean of Partnerships: Allan Hildon
Dean of Postgraduate Research and Education: Professor Martyna Sliwa
Deputy Dean (Education), Humanities: Dr Peter Luther
Deputy Dean (Education), Science and Health: Dr David Penman
Deputy Dean (Education), Social Sciences: Professor Jackie Turton
Deputy Director of Academic Services (Quality and Development): Claire Nixon
Senior Partnership Manager: Rachel Frost
Partner representatives:
Colchester Institute: Tom Toolan, Chris Mills
Edge Hotel School Ltd: Andrew Boer, Adrian Martin
Kaplan Open Learning: David Dixon, Nicola Pittman
South Essex College: Jitinder Hans, Nabeel Zaidi
The Tavistock and Portman NHS Foundation Trust: Brian Rock
Writtle College: Lesley Graham, Dr Andy Williamson

Partner student representatives:
Colchester Institute: Elysha Devlin
Kaplan Open Learning: to be confirmed
South Essex College: to be confirmed
The Tavistock and Portman NHS Foundation Trust: to be confirmed
Writtle College: Lorne Knights

**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 recommend for approval by the Academic Quality and Standards Committee proposals to establish and discontinue all taught collaborative provision;

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 approve, monitor and review all postgraduate research degrees offered by partner institutions that lead to a University of Essex award, to consider new partner institutions for the delivery of research degrees and to make recommendations to 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 Academic Quality and Standards Committee and 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**

**EX OFFICIO MEMBERS**

Vice-Chancellor: Professor Anthony Forster  
Pro-Vice-Chancellor (Education): Professor Aletta Norval  
Academic Registrar: Richard Stock *(Chair)*  
Director, Communications & External Relations or his/her nominee: Vanessa Potter  
Director of Employability: Dave Stanbury  
Director of Estates and Campus Services: Chris Oldham  
Director of IT Services: Richard Murphy  
Head of Student Support: Angela Jones
Director of Student Life: Paddy Reilly  
Director of Sport: Dr Dave Parry  
A Deputy Dean (Education) (nominated by the Pro-Vice-Chancellor (Education)): Professor Jackie Turton  
Dean of Postgraduate Research and Education: Professor Martyna Sliwa  
Assistant Director (Organisational Development): Dr Joanne Andrews  
University Librarian and Director of Library Services: Cathy Walsh  
President of the Students’ Union or his/her nominee: Zoe Garshong  
Students’ Union Vice-President (Welfare & Community): Jess Rich  
One member of Students’ Union permanent staff (nominated by the Students’ Union): Craig Stephens  
Students’ Union Vice-President (International): Saffy Aliayna  
Southend Campus Co-ordinator: Zoe Manning  
Loughton Campus representative: Owen Gillham

**PROPOSED NUMBER OF MEETINGS PER ACADEMIC YEAR**

Up to four times per year

**TERMS OF REFERENCE**

To provide strategic oversight of the student experience and the enhancement and development of the student lifecycle from enquiry to alumni;

To be responsible for maintaining oversight of the extra-curricular elements of the student experience and for their development as part of the University’s Education Strategy;

To be responsible for monitoring and reporting on the provision of services to students, receiving and considering reports from relevant services and making recommendations as appropriate to the Education Committee;

To receive and comment on Professional Services strategies that have an impact on the student experience and delivery of the Education Strategy, and to receive updates on their implementation;

To receive and comment on employability plans and proposals relating to extra-curricular initiatives in support of graduate employability;

To receive an annual report on student complaints in order to identify emerging issues and trends and to recommend action as appropriate to the Education Committee;

To consider student satisfaction survey outcomes as appropriate and to make recommendations to the Education Committee;

To monitor matters relating to equality and diversity within the overall consideration of the student experience and to make recommendations to the Education Committee as appropriate;

To receive reports as appropriate in order to inform and support University strategy and policy;

To report after each meeting to the Education Committee as appropriate.
**Academic Staffing Committee**

**EX OFFICIO MEMBERS**
The Vice-Chancellor: Professor Anthony Forster  
Deputy Vice-Chancellor: Professor Jules Pretty *(Chair)*  
The Pro-Vice-Chancellor (Research): Professor Heather Laurie  
The Pro-Vice-Chancellor (Education): Professor Aletta Norval  
Executive Dean (Humanities): Professor Lorna Fox O’Mahony  
Executive Dean (Science and Health): Professor Sasha Roseneil  
Executive Dean (Social Sciences): Professor Graham Underwood

**APPOINTED MEMBERS**
Faculty of Humanities: Professor Sabine Michalowski, Dr Susan Oliver, Professor Jeffrey Geiger  
Faculty of Social Sciences: Professor Neil Kellard, Professor Florence Myles, Dr Marjana Johansson  
Faculty of Science and Health: Professor Jo Jackson, Dr Marie Juanchich, Professor Riccardo Poli

**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 consider candidates for, and to determine the award of, Writtle College Professor;  
(e) to 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.

The Joint Academic Committee for the University of Suffolk  
Appointed by the University of East Anglia

**EX OFFICIO MEMBERS**
Academic Director of Partnerships (or Nominee): Professor Ian Dewing *(Joint Chair)*  
Director of Learning and Teaching Services (or Nominee): Louise Bohn  
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  
Deputy Director of Academic Services (Quality and Development) (or Nominee): Claire Nixon

Appointed by the University of Suffolk

**EX OFFICIO MEMBERS**
Vice-Chancellor: Richard Lister  
Deputy Vice-Chancellor: Professor Mohammed Dastbaz  
Registrar and Secretary: Tim Greenacre  
Academic Registrar: Fiona Fisk  
Head of Academic Services and Infozone: Laura Pennie  
Head of Quality Enhancement: Dr Mark Lyne  
Pro-Vice-Chancellor (Health and Science): Professor Penny Cavenagh  
Pro-Vice-Chancellor (Arts, Business and Applied Social Science): Professor Simon Hallsworth

**APPOINTED BY THE UNIVERSITY OF SUFFOLK PARTNER COLLEGES**
One senior representative from each Partner College:  
Great Yarmouth College: Ruth Harrison
(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 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;
(e) to receive reports of course re-approval for University of Suffolk undergraduate and postgraduate programmes on which students are registered for University of East Anglia and University of Essex joint awards, 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 on the continuation or discontinuation of programmes as appropriate;
(f) to receive annually at the last Joint Academic Committee meeting of each academic year, a formal assessment of and report on progress with regard to the PGR student experience;
(g) to receive reports of institutional reviews of the University of Suffolk Learning Network partner institutions, 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 as appropriate;
(h) to receive reports of external reviews of the University of Suffolk Learning Network partner institutions or programmes, including QAA reports and reports from professional, statutory and regulatory bodies;
(i) to review annually the University of Suffolk’s progression, retention and achievement data for programmes on which students are registered for University of East Anglia and University of Essex joint awards;
(j) 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;
(k) to monitor the development of staff at the Learning Network Colleges through receipt of the annual Risk-based Monitoring and Enhancement (RiME) reports, to ensure they have opportunities for appropriate training and Continuing Professional Development that reflect the Higher Education ethos and focus of University of Suffolk;
(l) To have oversight of the Assessment Board process for all University of Suffolk joint awards of the University of East Anglia and the University of Essex;
(m) to receive an annual report from the Partnerships Management Group.

QUORACY
The quorum for meetings of JAC shall be not less than half of the members, rounded up to a whole number.

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 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.

**Senate Committees which report annually**

**Ethics Committee**

**EX OFFICIO MEMBERS**

Vice-Chancellor: Professor Anthony Forster  
Pro-Vice-Chancellor (Research): Professor Heather Laurie (*Chair*)  
Dean of Postgraduate Research and Education: Professor Martyna Sliwa  
Head of Health and Safety: Claire Saunders  
Information Assurance Manager: Sara Stock  
Research Governance and Planning Manager: Sarah Manning-Press  
Vice-President (Education) or the Ethics and Environment Officer, Students' Union: Josh Gulrajani

**APPOINTED MEMBERS**

Dr Libby Bishop  
Professor Tony Elston  
Dawn King  
Professor Wayne Martin  
Professor Sabine Michalowski  
Ms Auriol Stevens  
One vacancy

**TERMS OF REFERENCE**

(a) To advise the Senate on matters pertaining to the ethics of research;  
(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 make an annual report to the Senate.

**Research Committee**

**EX OFFICIO MEMBERS**

Vice-Chancellor: Professor Anthony Forster  
Pro-Vice-Chancellor (Research): Professor Heather Laurie (*Chair*)  
Director of the Research and Enterprise Office: Vanessa Cuthill  
Dean of Postgraduate Research and Education: Professor Martyna Sliwa

**APPOINTED MEMBERS**

Professor Lorna Fox-O'Mahony  
Professor Kristian Gleditsch  
Professor Sabine Michalowski  
Professor Massimo Poesio  
Professor Sasha Roseneil  
Professor Graham Underwood  
Director of Library Services and University Librarian, Cathy Walsh

**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) make an annual report to Senate on departments’ research performance, and any other research-related matters of which it wishes Senate to be aware.

Joint Committee of the Council and the Senate

Honorary Degrees and Honorary Fellowships Committee

EX OFFICIO MEMBERS
Chair of Council: David Currie (Chair)
One External member of Council: 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:
Humanities: to be confirmed
Science and Health: Dr Valerie Gladwell
Social Sciences: to be confirmed

Registrar and Secretary: Bryn Morris
One member of Non-Academic Staff: Heather Doyle
President, Students’ Union (or nominee): Zoe Garshong

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 determine the arrangements for seeking nominations from the community of the University and to approve procedures and guidance notes relating to nominations.