

Heads of School Committee Terms of Reference 2010/11

Objectives

- to review and make recommendations on College-wide policies that affect the management and academic direction of schools, research institutes, and centres;
- to propose policies for further development at other relevant College fora including the University Council and College Board.

Membership

- all Heads of School, noting that its membership will be reviewed after one year to take account of the concern expressed by a number of Board members that small single-discipline schools will have a disproportionate influence on the Committee.ⁱ
- Directors of Research Institutes, academic officers and administrative officers will be invited to meetings as required.
- The HoS Committee will be chaired by the Vice-Provost to ensure that the Executive Officers Group and the Planning Group are aware of and, where appropriate, can act on matters raised at the HoS Committee.
- The HoS Committee will be supported by the Academic Secretary and her Office.

Meetings

- The HoS Committee will normally meet twice a term and as necessary in order to ensure a speedy response to policy development.
- A secretariat comprising three heads of school representatives will be annually elected to agree the agenda for meetings of the Heads of School Committee in consultation with the Chair and Secretary.ⁱⁱ
(Implementation: Vice-Provost/Chief Academic Officer)

ⁱ A number of Board members had proposed that the membership of Heads of single-discipline schools on the Committee should be on a rotating basis

ⁱⁱ The operation of the secretariat will be reviewed after one year