



FACULTY EXECUTIVE COMMITTEES

Terms of Reference

The role of the Faculty Executive is

1. To support the Faculty Dean in providing academic and strategic leadership within the Faculty
2. To promote academic excellence in all areas of the Faculty's activities
3. To provide a forum in which to discuss all matters relating to the Faculty
4. To have oversight, within overall College guidelines, on staffing requests within the Faculty.
5. To have oversight of requests for leave of absence/absences from staff within the Faculty

Composition¹

6. The Faculty Dean (Chair)²
7. Heads of the Schools in the Faculty
8. One representative of Research Fellows in the Faculty (elected by the cohort)
9. One representative of support staff in the Faculty (elected by the cohort)
10. One undergraduate student representative (nominated by the Students' Union)
11. One postgraduate student representative (nominated by the Graduate Students' Union)

The Dean may propose additional membership to the Faculty Executive from time to time.

Staff in Attendance

12. The Faculty Administrator (*Secretary to the Faculty Executive*)
13. The Faculty Financial Advisor
14. The Faculty HR Advisor
15. Any others as decided by the Faculty Executive

Meetings

16. The Faculty Executive will meet at least twice per term. The schedule of meetings will be set before the start of each academic year. Additional meetings may be called by the Dean as urgent business arises. An extra meeting may be held at the request of at least 50% of the membership of the Executive for a stated purpose.
17. The Faculty Executive may convene subcommittees to deal with particular issues or for a particular purpose.

¹ Members may nominate substitutes in their absence, preferably the same person within one academic year. This must be notified to and approved by the Dean in advance.

² The Dean may appoint a Pro-Dean to act as Chair in his/her absence

Agenda

18. Papers for each meeting will be circulated at least three working days in advance. Any member wishing to suggest an agenda item should inform the Faculty Administrator at least one week before the meeting.

Quorum

19. The Chair and 50% of the membership.

Voting

20. The Faculty Executive will attempt to seek consensus on issues. Where a vote is necessary each member of the Faculty Executive who is present has one vote.

All votes will be open and in the event of a tie the Chair will have the casting vote.

Reserved Items

21. It may on occasion be necessary to deal with some issues as reserved items when some members may be asked to withdraw. Unless otherwise agreed the discussion at the Faculty Executive on such items should remain confidential.