Core Membership and Terms of Reference for Faculty Education Committees

Membership

*Ex officio members*

- Dean of Taught Programmes (*Chair*)
- Dean of Postgraduate Studies
- Faculty Deputy/Associate Deans with responsibilities relating to taught programmes
- The Director of Excellence in Learning and Teaching for each school in the Faculty
- The Faculty Pro-Vice-Chancellor
- Deputy Director of Faculty Operations

*Student members*

- The School Student Representative(s) for undergraduate and taught postgraduate students for each school in the Faculty

*In attendance*

- Members of the Faculty Learning and Teaching Support Team, one of whom will serve as Secretary to the committee
- Faculty Liaison Librarian
- Head of Learning and Teaching Development
- LTDS Faculty Liaison

*Faculties have absolute discretion to appoint any additional members (either ex officio or specific people) they deem necessary for the effective conduct of the Committee’s business*

Terms of Reference

*The following terms of reference apply to all Faculty Education Committees. Individual FECs supplement these with additional terms reflecting their specific context.*

1. To monitor the implementation within the Faculty of the University’s education strategy.
2. To develop, implement monitor and review the Faculty’s strategic approaches to learning, teaching and the student experience, in line with the Faculty Strategic Plan.
3. To advise Faculty Executive Board on learning, teaching and student experience issues, including on the allocation of resources to support these areas of activity.
4. To act as a pro-active and strategic body in the Faculty for all matters relating to learning, teaching and the student experience:
   a. ensuring that systematic steps are taken to enhance the quality of the student learning experience;
   b. identifying and promoting examples of effective practice in learning and teaching within the Faculty;
   c. and disseminating information on external developments in learning, teaching and the student experience.
5. To ensure that the educational provision offered by the Faculty supports all students to achieve their full potential while studying at the University, in accordance with the University’s equality, diversity and inclusion vision.

6. To review the portfolio of taught modules and programmes offered within the Faculty taking into account all available competitor and management information, to ensure the portfolio’s market attractiveness, financial viability and overall efficiency and effectiveness.

7. To ensure that effective approaches are implemented within the Faculty to gather, consider and respond to the views of students on their learning experience.

8. To ensure that effective arrangements are in place and implemented within the Faculty to provide academic and pastoral support to students.

9. To consider, in accordance with University policies and procedures, proposals to:
   a. introduce new programmes of study;
   b. revise existing programmes of study;
   c. suspend or withdraw existing programmes of study;

   approving such proposals, or recommending their approval to UEC and its sub-committees, in accordance with the schedule of delegated authority set out in the relevant policy(ies).

10. To ensure that the University’s policies and procedures for assuring the academic quality and standards of taught programmes are effectively implemented. This includes but is not limited to monitoring the action taken by Boards of Studies as set out in:
    a. Annual Monitoring and Review reports;
    b. external examiner reports;
    c. Learning and Teaching Review reports;
    d. reports from Professional and Statutory Regulatory Bodies, and other external accrediting bodies;

   and report to UEC and its sub-committees on the effectiveness of this consideration, drawing to UEC’s attention any common issues and/or areas of effective practice and any issues relating to University strategy, policy or process.

11. To act as a channel for communication and consultation between academic units, the Faculty and UEC and its sub-committees.