

EDINBURGH NAPIER UNIVERSITY

ACADEMIC BOARD

Review of Academic Board Constitution & Committee Structure

Initial Report and Recommendations

Purpose

1. This paper reports on the outcomes of the effectiveness review of the constitution and sub-committee structure of Academic Board and presents a number of initial proposals for the Board's consideration.

Background

2. At its December 2014 meeting the Academic Board approved a process for the conduct of a focussed effectiveness review of Academic Board's constitution and sub-committee structure which was to be undertaken between January and May 2015, reporting initially to the March meeting of Academic Board, with final proposals being brought to the June meeting. The desired outcomes of the review were approved as follows:

(i) Revised Academic Board Constitution

That a proposal be developed for Board and Court approval which reflects the new academic structure and seeks to achieve, within its membership, a good balance of academic and professional experience and representation, consistent with the previous constitution, which will enable the Board to effectively discharge its remit.

(ii) Revised Academic Board Sub-Committee Structure

That the Board's sub-committee structure be reviewed and proposals developed for Board approval which will seek to establish a deliberative structure which reflects the new academic structure and is properly focused and aligned to monitor and support the delivery of the key objectives in the Academic Strategy.

Consultation

3. A Consultation/discussion paper was circulated to Academic Board members and other colleagues concerned with the work of its sub-committees on 17 December 2014, with written responses invited by 9 February 2015. The paper circulated is provided at **appendix 4**.

4. A Facilitated review workshop session involving members of Academic Board and other colleagues concerned with the work of its sub-committees was held on 6 February 2015.

5. All the written feedback received in response to the discussion document from individuals/committees and notes capturing the feedback gathered at the review workshop have been combined and are available to view on the Academic Board [SharePoint](#) site.

6. Rich and varied feedback was received on the discussion areas presented, and a number of key themes arising have been considered and reflected in the proposals outlined in this paper which have resulted in a changed approach in many areas from the proposals outlined in the original discussion paper.

Outline of Proposals

7. Reflecting the main areas of feedback received, the Board is invited to consider proposals as follows:

Academic Board Constitution

8. Key themes arising from consultation on the Board's constitution were that it was important to retain a good balance of membership with a good range of academic representation, good School representation, retention of student representation and with a majority of elected academic members. It was broadly considered that the Board's size was appropriate and whilst it was recognised that it may need to increase slightly to ensure appropriate representation in the new structure, it was felt that it should not be significantly bigger.

9. Court is empowered, in consultation with the Academic Board, to vary the Board's composition. To keep within the limits of these powers it is important that proposed changes are consistent with the intent in the original constitution as approved by Privy Council and do not significantly alter the existing balance of membership.

10. In view of the factors outlined above, a revised Academic Board constitution is proposed in **appendix 1**. This sees the Board's overall membership increase to 38 from the 34 when the last constitution was approved. It increases the majority of elected academic staff and increases the number of School elected academic staff. The number of ex-officio roles has increased overall as a consequence of the need to make Deans of School ex-officio members, however this is mitigated by the removal of some of the ex-officio roles present in the old constitution and the majority elected academic membership. The inclusion of elected School academic leads is considered important to retain appropriate representation of School level experience in implementation of key areas of the academic strategy. Student membership is maintained, with representation moving from Faculty to Campus level which mirrors the new representative structure of the Students' Association and maintains the important principle of student representation on University bodies through the Association.

11. Although not subject of the review given that it is established by Statute and not open to the Board to vary, there were a number of comments relating to the Board's remit and the need for this to be clarified. It is recognised that the presentation of the Board's remit currently, which is an interpretation of its powers under the Order of Council which were created to inform its work in the past, is out of date and unhelpful. To address this, the revised constitution will be prefaced by a new high level statement of the Board's remit which broadly outlines its key functions/powers and makes reference to the further detailed powers set out in the Order which the Board can exercise when appropriate. This is presented at **appendix 2**.

Academic Board Committee Structure

12. As a starting point to considering an appropriate committee structure for Academic Board it is helpful to re-establish what Academic Board is responsible for. As stated in the revised presentation of the remit referred to above, the Board is responsible for the overall planning, development and co-ordination of the academic work of the University. It sets academic strategy and monitors performance towards achieving it, approves academic policy and regulations and ensures the quality and standards of the University's educational provision. A committee structure must, therefore, support the Board by undertaking detailed work on its behalf and by monitoring performance and compliance to provide the Board with the necessary assurance that its core function is being fulfilled. In view of this, and in consideration of the consultation feedback received, a committee structure is proposed which focusses around two core business committees for Learning, Teaching & Assessment and Research & Innovation with two sub-committees each to undertake detailed work on their behalf and a sub-committee at School level reporting directly to each core business committee. A Student Experience Committee and Academic Conduct Committee also feature on the proposed structure which is provided at **appendix 3**. An outline of each proposed committee and the rationale behind it is provided as follows:

Core Business Committees

13. As supported by consultation feedback, it is proposed that two core business committees covering the two main strands of the Academic Strategy be established as follows:

Learning, Teaching and Assessment Committee (LTAC)

Purpose: To oversee the University's activities in pursuit of the Learning, Teaching and Assessment strand of Academic Strategy 2020 covering all taught undergraduate and postgraduate provision, including quality assurance and enhancement and the shape of the academic portfolio.

Core to the membership of this committee will be the inclusion of each of the School Heads of Learning & Teaching.

Research & Innovation Committee (RIC)

Purpose: To oversee the University's activities in pursuit of the Research & Innovation strand of Academic Strategy 2020 covering all research and knowledge exchange activity, including commercialisation and postgraduate research.

Core to the membership of this committee will be the inclusion of each of the School Heads of Research & Innovation.

Supporting Committees

14. To undertake the detailed work required for each of the two core business committees to fulfil their remits the following supporting sub-committees are proposed.

Quality & Standards Committee (QSC)

Feedback suggested that the work of Regulations Committee could be subsumed into the work of a single committee responsible for the oversight of quality and standards. The regulations part of the remit could be managed through the committee business planning process by, for example, a single meeting annually devoted to regulations matters. Detailed regulations work can be commissioned, as currently, through short life working groups. It is therefore proposed that a Quality & Standards Committee be established in support of the remit of LTAC which includes responsibility for regulations matters within its remit, thus obviating the need for a separate committee to deal with this area.

Purpose: To oversee quality assurance matters, to undertake the detailed scrutiny of monitoring and review activities and to develop, manage and maintain the University's academic regulations to protect and assure academic standards.

Collaborative Provision Committee (CPC)

Feedback re-iterated the important work undertaken by this committee in overseeing collaborative provision and partnerships and in ensuring appropriate standards are met. The volume of work undertaken by the Committee and the frequency of meetings required to undertake it were also recognised. It is therefore proposed that CPC continue its important work in support of the remit of the LTAC.

Purpose: To oversee all collaborative provision and partnerships falling under the scope of the UK Quality Code for Higher Education, Chapter B10, in the UK and overseas, ensuring that the approval, review and management of collaborative provision meets University standards and sector-wide expectations.

Research Integrity Committee (RIIntC)

Feedback re-iterated the important work undertaken by this committee, which it is proposed should continue in support of the remit of RIC.

Purpose: To consider the ethical dimension of research & innovation and to determine and oversee governance policies, procedures and practices in relation to research proposals at all levels including undergraduate students, postgraduate students and staff.

Research Degrees Committee (RDC)

Feedback suggested that the Research Degrees Assessment Board should be re-named to the Research Degrees Committee, and re-iterated the important work

undertaken by this committee. It is therefore proposed that this re-named committee should continue in support of the remit of RIC.

Purpose: To approve research students' programmes, academic progression, and examination and to recommend awards.

School Level Committees

15. Feedback showed little enthusiasm or support for the idea of forums. It was considered that, in certain areas, formal committees were required in Schools to ensure consistent approaches to co-ordinating and monitoring performance towards achievement of the Strategy and to ensure the effective discharge of delegated formal responsibilities in relation to quality matters, research degree matters and research integrity where decisions required to be taken at School level. In recognition of this it is proposed that each School be required to establish a formal academic board sub-committee reporting to the respective Core Business Committee as follows:

School Learning, Teaching & Assessment Committees (SLTAC)

This School level committee will report to the LTAC and be responsible for all matters falling under the auspices of the LTAC and its Sub-Committees (QSC & CPC) at School level. It will be responsible for co-ordinating the delivery of academic strategy in the Learning, Teaching & Assessment area within the School and will monitor and report on the School's performance against the Academic KPIs. It will also take any necessary decisions and actions required at School level in terms of delegated responsibility for quality, standards and collaborative provision matters. It will be convened by the School Head of LTA, who will also be in membership on the University LTAC.

Purpose: To co-ordinate the delivery of the Learning, Teaching & Assessment strand of the academic strategy within the School, monitor the School's performance towards delivery of the LTA strategy with reference to the Academic KPIs and take any necessary decisions and actions required at School level in terms of delegated responsibility for quality, standards and collaborative provision matters.

School Research & Innovation Committees (SRIC)

This School level committee will report to the RIC and be responsible for all matters falling under the auspices of the RIC and its Sub-Committees (RIntC & RDC) at School level. It will be responsible for co-ordinating the delivery of academic strategy in the Research & Innovation area within the School and will monitor and report on the School's performance against the Academic KPIs. It will also take any necessary decisions and actions required at School level in terms of delegated responsibility for research degree and research integrity matters. It will be convened by the School Head of R&I, who will also be in membership on the University RIC.

Purpose: To co-ordinate the delivery of the Research & Innovation strand of the academic strategy within the School, monitor the School's performance towards delivery of the R&I strategy with reference to the Academic KPIs and take any necessary decisions and actions required at School level in terms of delegated responsibility for research degree and research integrity matters.

Other Committees

16. Also proposed in the structure is a Student Experience Committee reporting to Academic Board to oversee the University's activities in pursuit of the Student Experience strand of the Academic Strategy. This is consistent with the approach of creating a business committee to oversee each of the three strands of the Academic Strategy and recognises the importance placed in ensuring an excellent student experience. Whilst Schools may wish to establish fora to consider Student Experience matters, it is not considered that the Board would require a formal School committee in this area.

17. The proposed structure also retains the Academic Conduct Committee reporting directly to the Academic Board. This Committee meets on an ad-hoc basis, in practice very infrequently, to consider the most serious cases of academic misconduct. Given the specific regulatory purpose of this Committee, and the small amount of business it transacts, it is not considered appropriate to place it beneath any other committees in the structure.

Student Experience Committee (SEC)

Purpose: To oversee the University's activities in pursuit of the Student Experience strand of Academic Strategy 2020 covering all elements of the student experience out with formal teaching and assessment, including student support and the partnership between the University and the Students' Association.

Academic Conduct Committee (ACC)

Purpose: To receive and consider cases of serious breaches of academic conduct as referred by Academic Conduct Officers. To reach and impose an appropriate penalty in cases which are proven.

Other Issues

18. A number of other issues for consideration arose through the reviews which are outlined as follows:

Internationalisation Sub-Committee

19. A frequently arising question in feedback was whether there should be an Internationalisation committee of Academic Board. As the Internationalisation Strategy is an executive strategy, approved and monitored by the ULT, and given that international dimensions of the University's academic work are considered through the normal course of business of the appropriate Academic Board Committees, it is not considered necessary or appropriate for there to be an Internationalisation committee of Academic Board.

Gender Equality Issues in Sub-Committee Membership

20. The University's recent Athena SWAN submission contained a commitment that the University review policy on committee membership representation and propose and implement changes where appropriate in order to improve the gender balance

on its committees. Whilst it is difficult to influence gender balance on committees in respect of elected or ex-officio places, it is possible to influence gender balance in respect of membership places which are appointed by individuals or groups e.g. by a Dean of School, Convenor or the NSA. It is therefore proposed that wording be introduced into the terms of reference of Academic Board committees where there are appointed membership places which puts a requirement on those making appointments to have due regard to the desirability of achieving an equal balance of either gender within the committee's membership.

Board meeting on Wednesday Afternoons

21. It was suggested in feedback that to maximise possible attendance at Academic Board meetings consideration should be given to moving the meetings to Wednesday afternoons which are now largely free of timetable teaching commitments following the Board's decision in March 2014. The Board is reminded that, in approving the proposal as set out in paper AB(13/14)44, it freed up Wednesday afternoons for "*student-led activities, particularly for undergraduate students and staff development and engagement activities*". The paper further noted that "*...free Wednesday afternoons offer the scope for staff to engage in research, LTA discussions and strategic initiatives. It also offers opportunities for more staff meetings to take place. The expectation is that such meetings will be reserved for Faculty/School/Subject/Programme discussion rather than University meetings. It is noted that some universities hold their Academic Board meetings on a Wednesday afternoon. However the use of Wednesday afternoons for meetings potentially conflicts with the focus on staff development and scholarship.*"

22. Given this previous position, the Board is invited to consider whether it would wish to move its meetings to Wednesday afternoons, with effect from next academic session?

Next Steps

23. If the Board are content with the committee structure and other proposals outlined, work will be taken forward in consultation with key academic and professional support officers between March and May to develop detailed remits and constitutions for the committees which will be presented for the Board's approval in June.

24. Subject to the Board's comments, and final approval in June the revised constitution will be presented to the Court for approval in June.

Communication Issues

25. This paper may be freely communicated.

Recommendation

26. Academic Board is invited to:

a) **consider** the review report, proposed revised constitution and committee structure and, if content, **endorse** the proposals outlined for further development and presentation to the June meeting for approval.

b) **Consider** whether it wishes to meet on Wednesday afternoon as suggested in feedback?

Alistair Sambell
Vice Principal (Deputy Vice Chancellor)

David Cloy
Assistant Secretary & Secretary to the Academic Board

February 2015

UNIVERSITY COURT
ACADEMIC BOARD
CONSTITUTION – 2014-15
(up to 34 members when established)

Ex officio Members (11)

Principal & Vice-Chancellor (Convenor)
Vice-Principals <i>(one of whom shall be nominated by the Convenor to serve as Vice-Convenor)</i>
University Secretary
Deans of Faculties
Senior Officer Responsible for Academic Strategy & Practice
Senior Officer Responsible for Information Services
Senior Officer Responsible for Research Strategy & Practice
Senior Officer Responsible for Student Administration & Support
Senior Officer Responsible for International Provision

Student Representatives (4)

The President of the Napier Students' Association, or a sabbatical officer of the NSA nominated by the President (1)	
One student from each Faculty nominated by NSA	FECCI FHLSS The Business School

Elected Members (17)

One member of academic staff elected by and from each School (excluding the Head of School)	Accounting, Financial Services & Law Arts & Creative Industries Computing Engineering & the Built Environment Life, Sport & Social Sciences Management Marketing, Tourism & Languages Nursing, Midwifery & Social Care
One member elected by and from the Professoriate (1)	
One member elected by and from Teaching Fellows/Senior Teaching Fellows (1)	
One member elected by and from the Directors of Research Institutes (1)	
One Assistant Dean elected by and from each Faculty (3)	FECCI FHLSS The Business School
One Head of School elected by and from each Faculty (3)	FECCI FHLSS The Business School

In Attendance

Clerk to the Committee

UNIVERSITY COURT
ACADEMIC BOARD
PROPOSED CONSTITUTION – 2015-16
(38 members)

Ex officio Members (14)

Principal & Vice-Chancellor (Convenor)
Vice-Principal (Deputy Vice Chancellor) (Vice-Convenor)
Two Assistant Principals nominated by the Convenor (2)
Deans of School (6)
Dean of Learning & Teaching
Dean of Research & Innovation
Senior Officer Responsible for Student Administration & Support
Senior Officer Responsible for Information Services

Student Representatives (4)

The President of the Napier Students' Association, or a sabbatical officer of the NSA nominated by the President (1)	
One student from each campus nominated by the NSA (3)	Craiglockhart Merchiston Sighthill

Elected Members (20)

Two members of academic staff elected by and from each School (12)	School of Arts & Creative Industries Business School School of Computing School of Engineering & the Built Environment School of Life, Sports & Social Sciences School of Nursing, Midwifery & Social Care
Two members elected by and from the Professoriate (2)	
Two members elected by and from the School Heads of Learning & Teaching (2)	
Two members elected by and from the School Heads of Research & Innovation (2)	
Two members elected by and from the School Heads of Quality (2)	

In Attendance

University Secretary
Clerk to the Committee

Any other officers, not exceeding 2 at any given meeting, as agreed by the Convenor.

**UNIVERSITY COURT
ACADEMIC BOARD**

REMIT

The Academic Board has full delegated authority from the Court to exercise the powers set out in Part C of Schedule 1 of the 1993 Order of Council relating to the academic work of the University.

Accordingly, Academic Board is responsible for the overall planning, development and co-ordination of the academic work of the University. It approves, and monitors performance against, the University's Academic Strategy and ensures the quality and standards of the University's educational provision.

In performing its function the Academic Board will exercise the detailed powers set out in Part C of Schedule 1 of the 1993 Order of Council where appropriate.

Quorum

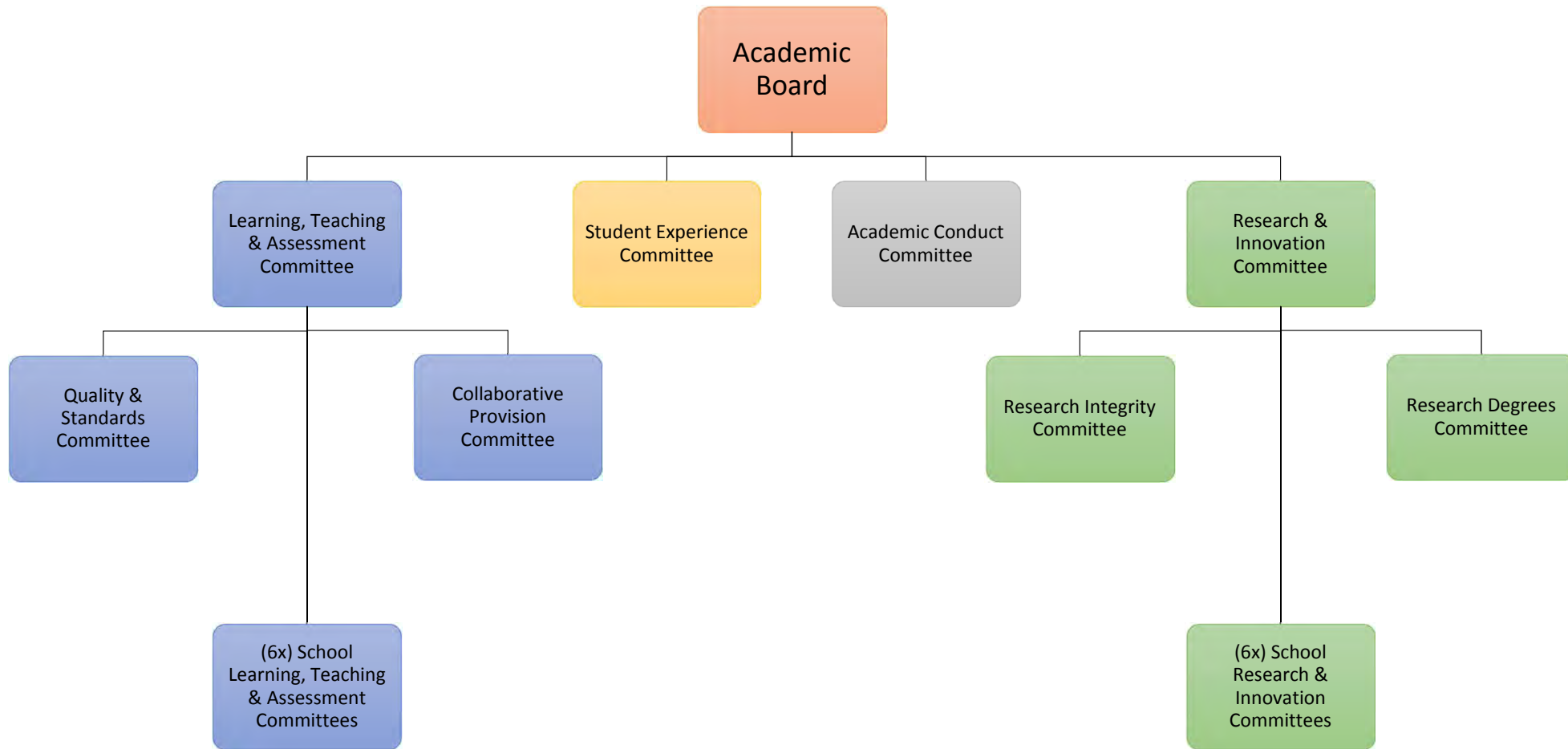
One third of the membership, to include the Convenor, or designated Vice-Convenor.

Frequency of meetings

Four times per annum.

Reporting requirements

The Court must receive the full minutes of each meeting.



University Committees

School Committees

Review of Academic Board Constitution & Committee Structure 2014/15

Discussion/Consultation Paper

Purpose

1. This paper sets out a number of issues and questions which respondents are invited to consider and provide feedback on in relation to a revised constitution and sub-committee structure of the Academic Board, necessary to reflect changes arising from the new academic structure and to ensure alignment to Academic Strategy 2020.

Background

2. Academic Board at its meeting on 5 December 2014 approved a proposal for a new academic structure where faculties are removed and Schools become the primary academic units of the University, with a six school structure currently approved. In addition, the Academic Strategy 2020, which further articulated the aims and actions which would be pursued to achieve the four key objectives of Strategy 2020, was approved by the Academic Board at its meeting on 10 October 2014. It is also a requirement of the Scottish Code of Good HE Governance that the Academic Board conduct a review of its effectiveness and that of its sub-committees not less than every five years (the last Board review took place in 2010/11 and the Court Effectiveness Review took place in 2013/14). All these factors mean it is now necessary to review the constitution of the Academic Board and the sub-committee structure which supports its work to ensure that these are effective, reflect the new structure and are appropriately configured and aligned to support the delivery of the three strands of Academic Strategy 2020.

3. Academic Board, at its 5 December 2014 meeting, agreed that a focussed effectiveness review of the Board's constitution and sub-committee structure should be undertaken between January and May 2015, reporting initially to the March meeting of Academic Board, with final proposals being brought to the June meeting.

4. The review is being led by Professor Sambell (Vice Principal, Deputy Vice Chancellor) and is project managed by David Cloy (Assistant Secretary) in his capacity as Secretary to the Academic Board. Academic Board members and other colleagues concerned with the work of its sub-committees will be engaged and consulted to inform the development of proposals, through the opportunity to respond to this discussion paper, and through the opportunity to attend and contribute at a facilitated review workshop session in early February 2015. In addition, key Academic Board members and colleagues responsible for the delivery of the Academic Strategy will be engaged as appropriate to inform the development of detailed proposals for sub-committee terms of reference.

Scope of review

5. The review is focussed on the following key deliverables:

(i) Revised Academic Board Constitution

The Constitution of the Board should be reviewed and a proposal developed for Board and Court approval which reflects the new academic structure and seeks to achieve, within its membership, a good balance of academic and professional experience and representation, consistent with the previous constitution, which will enable the Board to effectively discharge its remit.

(ii) Revised Academic Board Sub-Committee Structure

The Board's sub-committee structure should be reviewed and proposals developed for Board approval which will seek to establish a deliberative structure which reflects the new academic structure and is properly focused and aligned to monitor and support the delivery of the key objectives in the Academic Strategy; ensuring we have the right committees, doing the right things, involving the right people.

Review outline

6. The outline schedule for key elements of the review process is given below.

Consultation/discussion paper circulated to Academic Board members and other colleagues concerned with the work of its sub-committees	December 14/January 15
Facilitated consultation workshop with Academic Board members and other colleagues concerned with the work of its sub-committees	January/February 15
Initial proposals developed in response to feedback and in consultation with key colleagues	February 15
Initial proposals presented to Board for discussion	6 March 15
Final proposals developed in response to Academic Board feedback and in consultation with key colleagues	March/April 15
Final proposals to Academic Board for approval	12 June 15
Revised constitution presented to Court for approval	22 June 15

Responses are invited to this discussion paper by **9 February 2015** to:
academicboard@napier.ac.uk

Discussion/Consultation Paper

****A pro forma for question responses is provided as a separate document****

PART A

Academic Board Constitution

The current Academic Board Constitution is provided at **appendix 1**. There are a number of obvious issues which need to be addressed resulting from the academic structure change; loss of Dean and Assistant Dean Roles, appointment of student members and a presumed requirement for all Heads of School to be in membership given the new structure. It is also appropriate to reflect and consider whether the other categories of membership remain appropriate and are effective in ensuring a good balance of academic and professional experience and representation, which will enable the Board to effectively discharge its remit. Court is empowered, in consultation with the Academic Board, to vary the Board's composition. To keep within the limits of these powers it is important that proposed changes are consistent with the intent in the previous constitution as approved by Privy Council and do not significantly alter the existing balance of membership.

Questions:

A1. What should the ex-officio roles be in the revised constitution?

A2. What should the student roles be in the revised constitution?

A3. What should the elected roles be in the revised constitution?

A4. Do you feel the Academic Board is an appropriate size?

A5. Do you feel the current balance of membership is appropriate?

A6. Any other comments?

PART B

Academic Board Sub-Committee Structure

Academic Board's sub-committee structure needs to ensure the Board can adequately discharge its primary responsibility for the overall planning, co-ordination, development and supervision of the academic work of the University. It needs to reflect the new academic structure and be properly focused and aligned to monitor and support the delivery of the Academic Strategy. The key consideration is to ensure that we have the right committees, doing the right things, involving the right people at the right level. The current Academic Board sub-committee structure is provided at **appendix 2**, along with a suggested option for a possible future structure which is provided to stimulate discussion. The terms of reference of the current sub-

committees are provided at **appendix 3** and the terms of reference of the current executive Student Experience Committee are given at **appendix 4**.

Key Issues

1. New University Level (Tier 1) Sub-Committees

To ensure appropriate focus and alignment towards the three strands of the Academic Strategy it may be appropriate to revise two existing tier 1 sub-committees, and introduce a new tier 1 sub-committee as follows:

Academic Strategy & Enhancement Committee may become:

Learning, Teaching and Assessment Committee (LTAC)

Purpose: To oversee the University's activities in pursuit of the Learning, Teaching and Assessment strand of Academic Strategy 2020 covering all taught undergraduate and postgraduate provision, including quality assurance and enhancement and the shape of the academic portfolio.

Research & Knowledge Exchange Committee may become:

Research & Innovation Committee (RIC)

Purpose: To oversee the University's activities in pursuit of the Research & Innovation strand of Academic Strategy 2020 covering all research and knowledge exchange activity, including commercialisation and postgraduate research.

Detailed remits would require to be developed to reflect the purpose of these revised committees.

It may be appropriate to create a new tier 1 sub-committee by bringing in and re-purposing the current executive Student Experience Committee to create:

Student Experience Committee (SEC)

Purpose: To oversee the University's activities in pursuit of the Student Experience strand of Academic Strategy 2020 covering all elements of the student experience out with formal teaching and assessment, including student support and the partnership between the University and the Students' Association.

Questions:

With regards to each of the three proposals:

B1. Is the suggestion regarding creation of a LTAC/RIC/SEC appropriate?

B2. What should its remit cover?

B3. What should its constitution be?

B4. Any other comments?

2. Review of Remaining Sub-Committees

It is appropriate to consider the remaining sub-committees in the structure, the extent to which these remain fit for purpose, are operating at an appropriate level and are required going forward along with the type of revisions that may be required to their remits and constitutions to ensure alignment to the new academic strategy and structure. Respondents are invited to consider the remaining sub-committees (Research Integrity Committee, Collaborative Provision Committee, Academic Conduct Committee, Quality Assurance, Monitoring & Review Committee, Regulations Committee, Research Degrees Assessment Board) and provide feedback.

Some possible changes presented for feedback/discussion with regard to the **Research Integrity Committee** and **Collaborative Provision Committee** are indicated in the suggested structure. These suggest that the Research Integrity Committee could move to tier 2 and report to the proposed Research & Innovation Committee, clarifying its position as a single overall University level committee for research and innovation matters. It also suggests that the Collaborative Provision Committee could move to tier 3 and report through the Quality Assurance, Monitoring and Review Committee (which might be more succinctly retitled Quality Assurance Committee) which should enable coherent oversight at an appropriate level focussed on the quality assurance aspects of collaborative provision. Overall, these changes would have the effect of simplifying the top level of Academic Board's committee structure and would provide a clear focus on the three strands of the Academic Strategy.

Questions: (please respond with reference to specific committees)

B5. Are the remaining sub-committees necessary/appropriate/at the correct level?

B6. Do the suggestions concerning changes to the reporting line of the Research Integrity and Collaborative Provision Committees appear appropriate?

B7. Could the work of any of these committees be done more effectively in different ways, for example through combining the work of two committees into a single committee?

B8. What should the remits of the committees be; what changes are required to align to new academic strategy/structures?

B9. What should the constitution of these committees be; what changes are required to align to new academic strategy/structures?

B10. Any other comments?

3. Activity at School Level

With the removal of Faculties and the consequent removal of Faculty Academic Boards and Faculty level committees which mirror University level (tier 1) sub-committee activity (e.g. ASEC/Faculty ASEC) it is appropriate to consider the extent to which it may be desirable to mirror the University level sub-committee structure at School level. The current structure has 12 committees sitting at tier 2. A structure which mirrored tier 1 committees at School level would result in 27 formal Academic Board committees at tier 2. Whilst it is necessary to ensure that appropriate activity takes place in Schools to ensure consistent and co-ordinated implementation of Academic Strategy, consideration should be given as to whether formally constituted sub-committees of Academic Board are the most appropriate, efficient and effective way to do this. Given the desire articulated in the rationale for changing academic structure that accountability should reside at School level, it might be considered appropriate that Schools should be empowered to take forward activity in ways which best suit their individual circumstances. Appropriate co-ordination and governance oversight which is necessary for Academic Board's purposes might, for example, be most effectively achieved by ensuring appropriate and comprehensive School level officer representation on the University level (tier 1) sub-committee, whilst those officers would lead co-ordination and implementation activity for the relevant strand of Academic Strategy within the School in conjunction with the Head.

The suggested structure shows the formal Academic Governance structure predominantly consisting of University level committees in two tiers which may be considered to provide the governance oversight and assurance which Academic Board requires to fulfil its remit. The final column suggests arrangements for the management activity which the Board might expect to see taking place within each School through a series of School Forums which align to activity overseen by the main University level committees. These would not be part of the formal governance committee structure of the Board, but would provide a consistent locus for managing co-ordinated action towards strategy implementation at School level. Their detailed operation would be determined by the Head, and they would be led by the School officers with responsibility for each of the main strands of strategy (who would be in membership of the University level committee).

Questions:

B11. Does the suggestion regarding School level activity and representation on University level committees seem appropriate?

B12. Any other comments or suggestions on this area?

******A pro forma for question responses is provided as a separate document******

Please record your responses on the pro-forma provided and send to:

academicboard@napier.ac.uk

By 9 February 2015

UNIVERSITY COURT

ACADEMIC BOARD
CONSTITUTION**Ex officio Members (11)**

Principal & Vice-Chancellor (Convenor)
Vice-Principals (one of whom shall be nominated by the Convenor to serve as Vice-Convenor)
University Secretary
Deans of Faculties
Senior Officer Responsible for Academic Strategy & Practice
Senior Officer Responsible for Information Services
Senior Officer Responsible for Research Strategy & Practice
Senior Officer Responsible for Student Administration & Support
Senior Officer Responsible for International Provision

Student Representatives (4)

The President of the Napier Students' Association, or a sabbatical officer of the NSA nominated by the President (1)	
One student from each Faculty nominated by NSA	FECCI FHLSS The Business School

Elected Members (17)

One member of academic staff elected by and from each School (excluding the Head of School)	Accounting, Financial Services & Law Arts & Creative Industries Computing Engineering & the Built Environment Life, Sport & Social Sciences Management Marketing, Tourism & Languages Nursing, Midwifery & Social Care
One member elected by and from the Professoriate (1)	
One member elected by and from Teaching Fellows/Senior Teaching Fellows (1)	
One member elected by and from the Directors of Research Institutes (1)	
One Assistant Dean elected by and from each Faculty (3)	FECCI FHLSS The Business School
One Head of School elected by and from each Faculty (3)	FECCI FHLSS The Business School

In Attendance

Clerk to the Committee

**UNIVERSITY COURT
ACADEMIC BOARD
TERMS OF REFERENCE**

The following Terms of Reference are informed by the powers set out in Part C of Schedule 1 of the 1993 Order of Council, which are powers of the Court delegated to Academic Board. The provisions in the Order have precedence over these Terms of Reference.

1. To discharge the functions of the Court relating to the overall planning, co-ordination, development and supervision of the academic work of the institution, in accordance with the strategic priorities determined by the Court.
2. To oversee the academic work of the University including the admission of students, teaching, examinations, awards, appointment of external examiners and the recommendations for such appointments to external bodies.
3. To be responsible for the maintenance and improvement of academic standards and discipline within the University.
4. To oversee the planning of the academic work of the University and the promulgation of a forward plan of programme provision, in accordance with the strategic priorities determined by the Court.
5. To establish such permanent *ad hoc* Committees having such membership and terms of reference as the Board may deem appropriate and to delegate to such Committees the power to act on its behalf.
6. To oversee and encourage the professional development of academic staff by means of scholarship, research, consultancy, study for further and higher qualifications and other such activities relevant to the duties of staff.
7. To evaluate, in conjunction with its sub-committees, the work of these sub-committees.
8. To recommend to the Court proposals to foster and maintain links with industry, commerce, the local community, the professions, universities, other educational establishments and research organisations, and particularly those associated with the University in the planning and operating of joint programmes.
9. To nominate academic representatives to external bodies.
10. To submit to appropriate bodies the recommendations for awards of academic qualifications, fellowships, scholarships, bursaries, prizes and other such distinctions.
11. To make recommendation to the Court on such matters relating to the above functions as the Academic Board may think fit or any other matter.

Quorum

One third of the current membership, to include the Convenor, or a designated Vice-Convenor.

Frequency of meetings

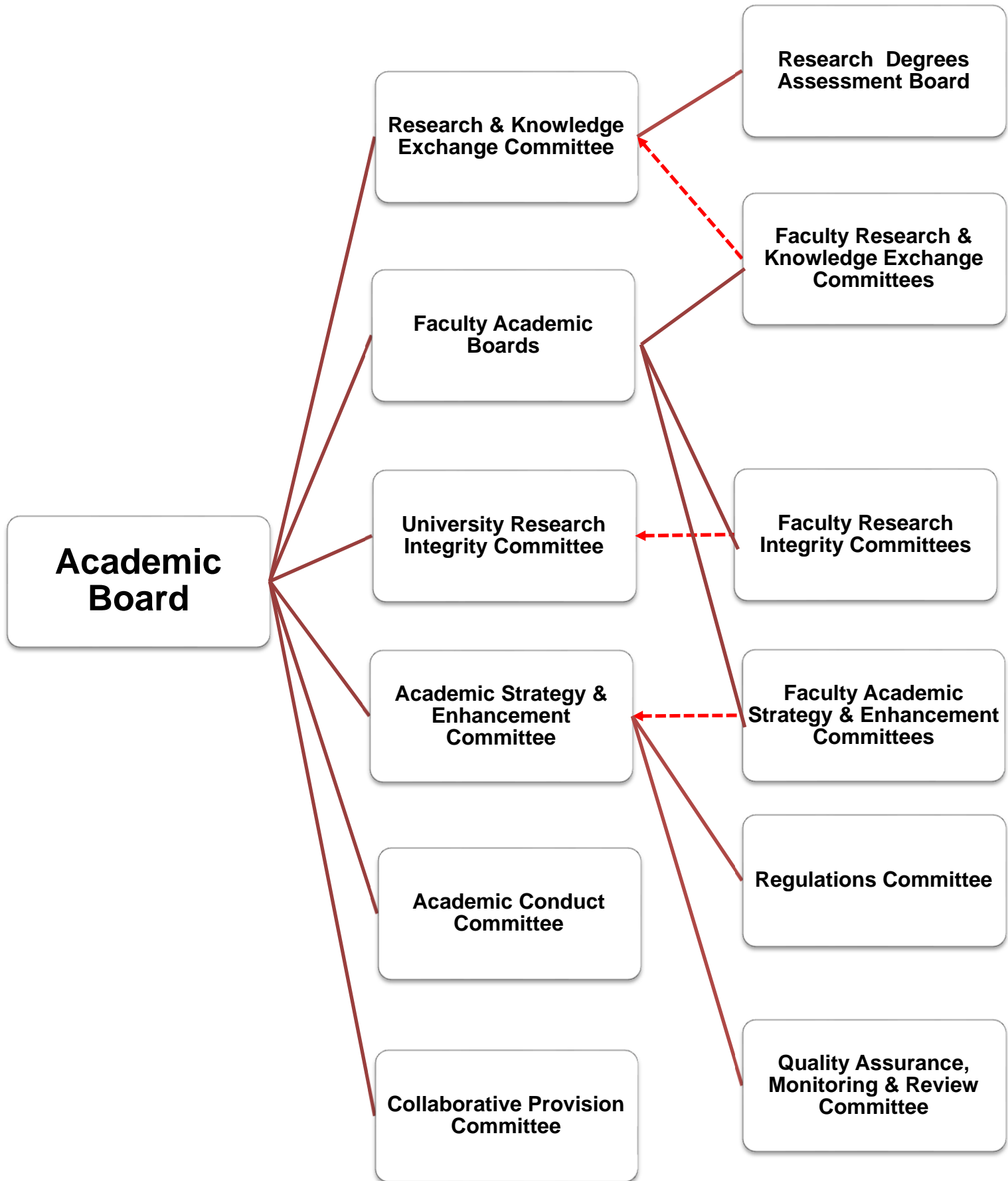
Four times per annum.

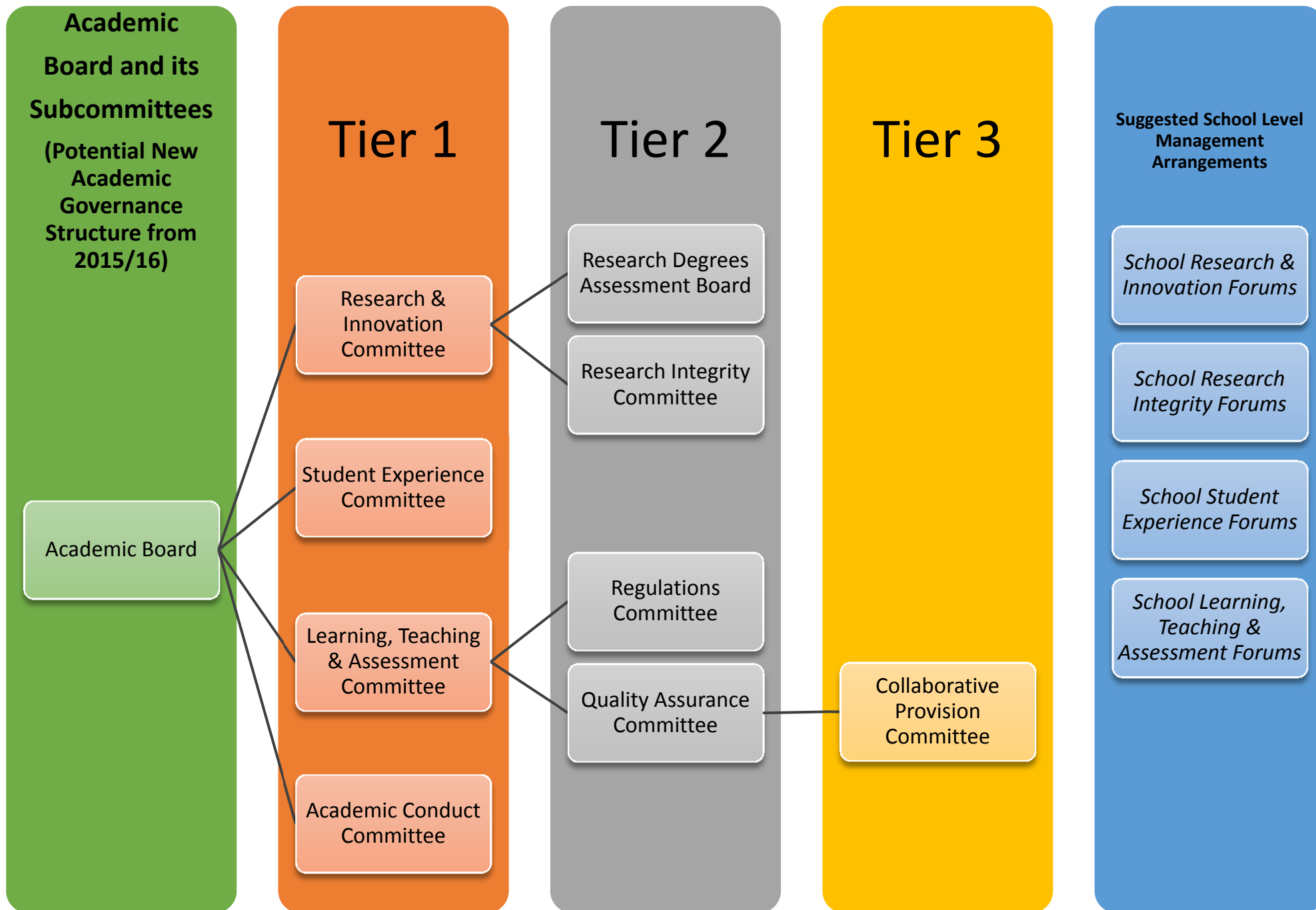
Reporting requirements

The Chair of Court must receive the agenda in advance of each meeting.

The Court must receive the full minutes of each meeting.

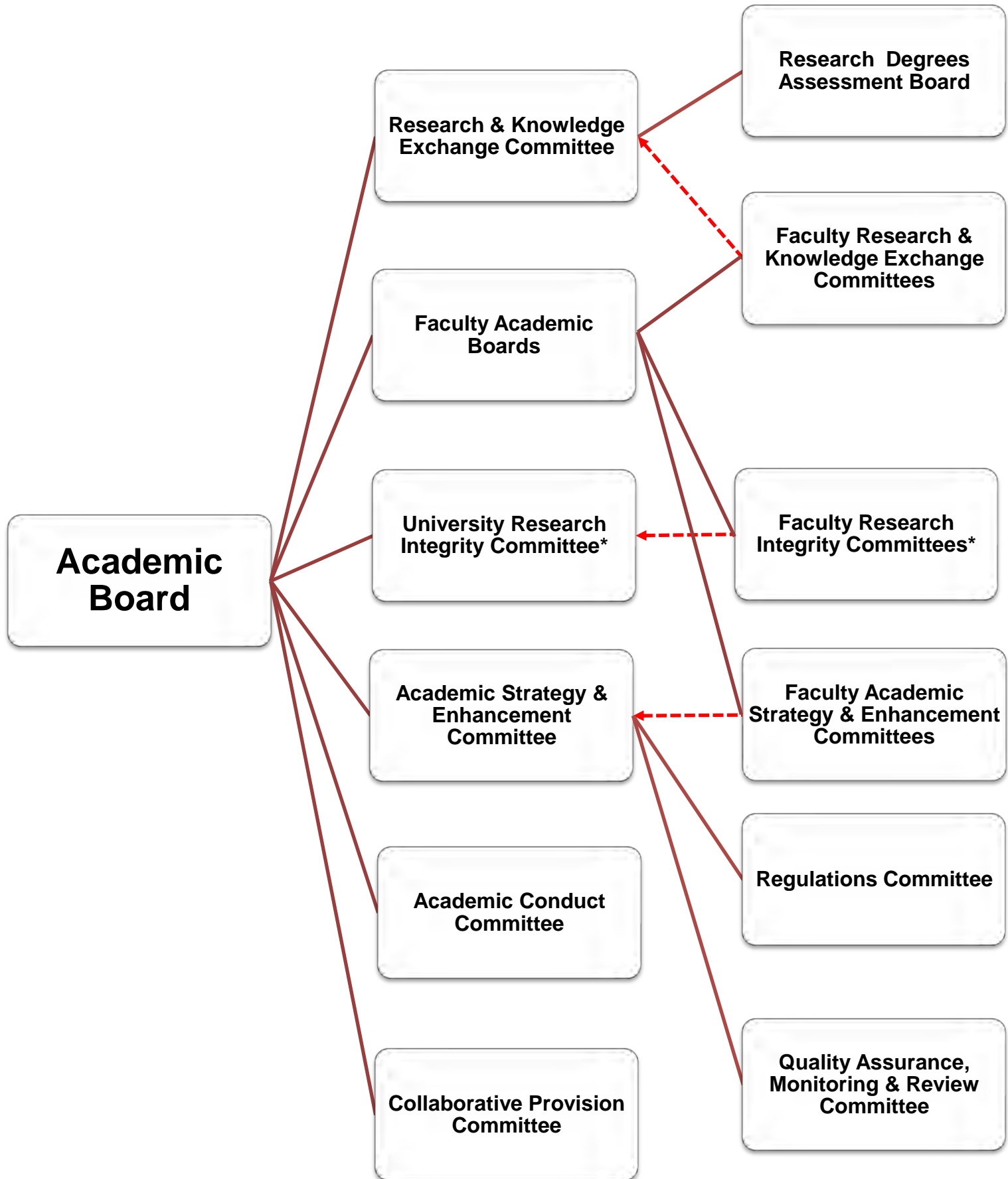
Academic Board and its sub-committees (2014/15)





Academic Board Committee Remits

Academic Board and its sub-committees



* Formerly Academic Ethics & Research Governance Committee

University Academic Conduct Committee

Terms of Reference

Purpose: To receive and consider cases of serious breaches of academic conduct as referred by Academic Conduct Officers. To reach and impose an appropriate penalty in cases which are proven.

Remit

1. To receive and consider all cases of alleged academic misconduct by undergraduate and taught postgraduate students referred by School Academic Conduct Officers.
2. To determine whether academic misconduct has taken place and, in proven cases, to arrive at an appropriate penalty as described in the University *Student Disciplinary Regulations*.
3. To take into account the requirements of professional bodies in the treatment of academic misconduct and to follow those requirements where professional registration is concerned.
4. To request and follow procedural guidance from the Student and Academic Services Department as appropriate.
5. To report the decisions of the Committee to the appropriate Board(s) of Examiners.
6. To make an annual report to Academic Board on the work of the committee and on any general issues which may assist in the University's developmental approach to academic misconduct.

Constitution

Convenor (appointed by the Convenor of Academic Board from amongst the membership of the Board)
One Head of School (not associated with any case being considered)
One Academic Conduct Officer (not associated with any case being considered)
One student member nominated by the NSA

To be co-opted for each meeting:

One subject specialist member of academic staff nominated by the relevant Head of School for each case under consideration

Notes:

The membership of the Committee will need to be drawn from a pool of Heads of School and Academic Conduct Officers as appropriate to the cases being considered by the Committee.

The Committee should be clerked by and draw on the expertise of a member of staff from the Student and Academic Services Department.

Specific Policy Responsibilities

None

Co-options

Discipline experts as required for the proper consideration of cases.

Quorum

Three members which must include either the Chair or a designated Vice-Chair

Frequency of Meetings

As required

Reporting Line

Academic Board

Current Sub-Committees

Current Working Groups

None

Minutes

Given the nature of the work of the Committee, minutes will be confidential. An annual report on the work of the Committee will be submitted to Academic Board.

Academic Strategy and Enhancement Committee

Terms of Reference

Purpose: To advise Academic Board on strategy and policy in relation to learning, teaching and assessment, including RPG, in connection with all award and credit bearing provision.

Remit

To oversee the following areas of activity on behalf of Academic Board and to advise and make recommendations to Academic Board on:

1. The implementation of strategy and the development of policy in relation to learning, teaching and assessment.
2. The promotion, implementation and evaluation of the University's Academic Strategy and the on-going shape and strategic development of the academic portfolio.
3. The promotion, implementation and evaluation of the University's Learning, Teaching and Assessment Strategy.
4. The development and promotion of strategically-led enhancement initiatives, activities and institution-wide changes designed to enhance students' learning experience.
5. ELIR and annual reporting to SFC on quality matters (for onward transmission as required by Academic Board to Court)
6. Engagement with relevant external agendas, developments, consultations and agencies (especially the enhancement agenda in Scotland/work of SHEEC, relevant SFC and other national initiatives, of QAA, the HEA and work of pertinent US and other national committees).
7. The professional development of academic staff and those who support students' learning needed to support staff in the delivery of the Academic and Learning, Teaching and Assessment Strategies.
8. The dissemination, promotion and evaluation of good practice identified internally and externally in relation to learning, teaching and assessment.
9. Information and evidence on quality and standards from internal and external sources to inform the development of policy and practice.
10. The development and effectiveness of the Quality Framework.

The committee will:

11. Receive reports from Joint University panels on programme approvals.
12. Receive and consider reports and recommendations from its sub-committees related to their remits and from Faculty Boards related to learning, teaching and assessment and supporting students' learning.
13. Commission and receive reports on the outcomes of thematic reviews.
14. Liaise with the Research & Knowledge Exchange Committee on matters of joint interest.

Constitution

Vice-Principal (Academic) [Convenor]
 Senior Officer Responsible for Academic Strategy and Practice [Vice-Convenor]
 Head of Academic Practice
 Head of Professional Development

Specific Policy Responsibilities

Academic Strategy;
 Learning, Teaching and Assessment Strategy,
 Research Student Generic Skills Training.

Co-options

Quorum

One-third of the total membership (excluding co-options) which must include either the Convenor or the designated Vice-Convenor

Frequency of Meetings

4 per annum

Reporting Line

Academic Board

Sub-Committees

Quality Assurance, Monitoring and Review Committee; Regulations Committee.

Current Working Groups

None

Minutes

Copies of all minutes will be forwarded to Academic Board. Minutes and papers will be held electronically and in hard copy in Student and Academic Services.

Senior Officer Responsible for Research Strategy & Practice Senior Officer Responsible for Student Administration & Support Assistant Director, Student Development and Wellbeing Convenor of Research Degrees Assessment Board Senior Officer Responsible for Information Services An Assistant Dean from each Faculty (nominated by the Dean of Faculty) A Teaching Fellow or Senior Teaching Fellow from each Faculty (nominated by the Dean of Faculty) One student representative from each Faculty (nominated by the President of NSA) One NSA Sabbatical Officer (nominated by the President of NSA) Clerk: Student and Academic Services	
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Quality Assurance, Monitoring and Review Committee

Terms of Reference

Purpose: To oversee quality assurance matters and to undertake the detailed scrutiny of monitoring and review activities on behalf of the Academic Strategy and Enhancement Committee and Academic Board.

Remit

1. To advise Academic Strategy and Enhancement Committee on matters arising from the detailed scrutiny of monitoring and review activities.
2. To seek to ensure that there is appropriate cross-institutional consistency, and that areas of good practice for dissemination and of concern for action arising from monitoring and review activities are identified.
3. To receive and consider the outcomes of annual monitoring, Subject Reviews, PSRB engagements and to ensure the dissemination of good practice identified.
4. To keep the annual monitoring process under review and advise on the effectiveness of the process in providing suitable assurance of the academic standards of provision and the quality of the learning experience provided, and that the monitoring allows the University to retain effective oversight of the experience of for all our students and forms of provision including those offered in collaboration or through open or flexible means.
5. To consider the outcomes of Subject Reviews and ensure that the process continues effectively to meet SFC expectations and to allow the University to satisfy itself that academic standards are appropriate and that the quality of learning opportunities continue to be enhanced.
6. To develop and evaluate student engagement with the quality of the learning opportunities provided and with enhancement activities.
7. To oversee the operation of the external examiner system, monitor appointments and consider analyses prepared by Academic Quality on external examiner reports and report as needed on matters of concern or of good practice.
8. To receive an evaluative annual review of all approved credit rated activity
9. To update and keep under structured review the procedures which constitute the Quality Framework ensuring that they remain in line with external expectations and with policy, which will have been set at a higher level, and to seek approval for policy or substantive changes.
10. To conduct thematic reviews on behalf of the Academic Strategy and Enhancement Committee and report on the outcomes.

Constitution

An Assistant Dean or Dean, nominated by the Vice Principal (Academic) [Convenor]
 Vice Convenor to be designated from the Committee membership
 Head of Academic Quality
 Two academic and one administrative member of staff from each Faculty, nominated by the Dean of Faculty
 Senior Officer Responsible for Information Services or nominee
 One student representative from each Faculty (nominated by the President of NSA)
 One NSA Sabbatical Officer (nominated by the President of NSA)

Clerk: Student and Academic Services

Specific Policy Responsibilities

Quality framework

Co-options

None

Quorum

One-third of the total membership (excluding co-options) which must include either the Convenor or the designated Vice-Convenor

Frequency of Meetings

Normally 4 per year, to co-ordinate academic reporting cycles.

Reporting Line

Academic Strategy and Enhancement Committee

Current Sub-Committees

None

Working Groups

Thematic review Working Groups (2 per year)

Minutes

Copies of all minutes will be forwarded to ASEC. Minutes and papers will be held electronically and in hard copy in Student and Academic Services.

Regulations Committee

Terms of Reference

Purpose: To develop, manage and maintain the University's academic regulations and, on behalf of the Academic Strategy and Enhancement Committee and Academic Board, to ensure that these protect and assure academic standards and remain valid and reliable.

Remit

1. To update annually and keep under structured review the University Academic Regulations ensuring that they remain in line with external expectations and with agreed policy, which will have been set at a higher level, and to seek approval for policy or substantive changes.
2. To put in to Regulatory form relevant decisions of Academic Board, ASEC and Research & Knowledge Exchange Committee.
3. To monitor the effectiveness and consistent application of the Academic Regulations across the University's provision.
4. To consider and take appropriate action on any regulatory issues brought to its attention.
5. To submit to ASEC and thereafter to Academic Board for approval on an annual basis the University's academic regulations to be implemented for the following academic session.
6. To make recommendations for more substantive amendments to specific regulations.
7. To consider proposals from Faculty Boards for exemptions to specific regulations and to approve those changes which do not undermine or compromise the principles underlying the Regulations and which do not constitute changes to agreed policy
8. To maintain an overview of the approved exemptions to specific regulations with a view to identifying any impact this may have on the University's regulatory principles or to incorporating exceptions into the main body of the Regulations.
9. To consider and approve formal documentation that captures the student academic record for external audiences (including Diploma Supplements and HEAR).
10. To keep under review decision codes available to Boards of Examiners and to approve, review and maintain student progression and award codes.
11. To monitor and keep under review Admissions policy and matters concerning the admission of students.

Constitution

A Dean or Assistant Dean [Convenor], nominated by the Vice Principal (Academic);
 A senior member of academic staff from each faculty nominated by the Dean for their expertise and experience of Regulations and Boards of Examiners;
 A senior member of staff nominated by the Lead for Research Strategy and Practice for their expertise and experience of Higher Degree regulations and awards;
 The Appeals, Complaints and Conduct Officer, Student and Academic Services;
 The Senior Officer Responsible for Student Administration & Support (or nominee)
 The Director of Student and Academic Services or nominee;
 One NSA Sabbatical Officer (nominated by the President of NSA);
 One Faculty administrator with responsibility for quality, nominated by the Dean;
 Vice-Convenor to be designated from the Committee membership.
 Clerk: Student and Academic Services.

Specific Policy

Responsibilities

Academic and assessment standards and awards framework.

Co-options

None.

Quorum

One-third of the total membership (excluding co-options) which must include either the Convenor or the designated Vice-Convenor

Frequency of Meetings

4 per annum

Reporting Line

Academic Strategy and Enhancement Committee.

Current Sub-committees

Nil.

Current Working Groups

None.

Minutes

Copies of all minutes will be forwarded to ASEC.
 All minutes and papers will be held in hard copy and electronically in Student and Academic Services.

Collaborative Provision Committee

Terms of Reference

Purpose: To be responsible to Academic Board for overseeing all collaborative provision and partnerships falling under the scope of the UK Quality Code for Higher Education, Chapter B10, in the UK and overseas, ensuring that the approval, review and management of collaborative provision meets University standards and sector-wide expectations.

Remit

1. To advise Academic Board on all issues relating to collaborative provision, partnerships and credit rating.
2. To develop and monitor policy on collaborative activity, maintain a strategic overview of the development of the portfolio of provision offered in collaboration and to report to the Board on the development of the portfolio.
3. To maintain the Register of Collaborative Provision.
4. To ensure University procedures and practices meet both internal and external quality assurance requirements, specifically the UK Quality Code for Higher Education.
5. To develop and monitor arrangements for:
 - a. the identification and management of risk in relation to collaborative activity and provision;
 - b. ensuring that collaborative agreements meet legal and institutional needs
 - c. partner evaluation and approval;
 - d. the approval of the provision being offered in collaboration;
 - e. the first year review of collaborative provision;
 - f. the continuing monitoring of quality and standards by Faculties through routine monitoring and procedures.
6. To consider proposals for new collaborative provision ensuring alignment with the strategic plans and financial imperatives, and give approval to proceed to detailed development.
7. To approve new collaborative partners ensuring requirements of due diligence are met and appropriate partner evaluations have been conducted.
8. To receive and consider the reports of approval events.
9. To confirm that the necessary steps have been undertaken before provision has been advertised or students recruited.
10. To identify, promote and disseminate good practice in the evaluation and approval, management and monitoring of collaborative partnerships.
11. To receive and consider reports on the evaluation, approval and first year review of collaborative provision.
12. To develop and keep under regular review the procedures and policies for the development, approval and review of collaborative provision and connected matters, making recommendations as needed to the Board on changes.
13. To approve credit rating applications on behalf of the University.
14. To develop and monitor criteria and the framework for the approval of credit rating activities and connected matters making recommendations as needed to the Board on changes.
15. To liaise with the Academic Ethics and Research Governance Committee on matters of joint interest.

Specific Policy Responsibilities

Collaborative Provision, collaborative partnerships and Collaborative policy

Co-options

Quorum

One-third of the total membership (excluding co-options) which must include either the Convenor or the designated Vice-Convenor

Frequency of Meetings

Normally 9 per annum or as required

Reporting Line

Academic Board

Current Sub-Committees

Current Working Groups

None

Minutes

Copies of all minutes will be forwarded to Academic Board. Minutes and papers will be held electronically and in hard copy in Student and Academic Services.

Constitution

Vice Principal (Academic) or Leader of Academic Strategy and Practice [Convenor]
Vice Convenor to be designated from the Committee membership

Approved by Principal on delegated authority from Academic Board 11/6/2011

Terminology update in respect of UK Quality Code for Higher Education (successor to QAA Code of Practice) made 21/8/2014

<p>Senior Officer Responsible for International Provision Senior Officer Responsible for Student Administration & Support (or nominee) Three members of staff from each Faculty (nominated by each Dean on the basis of their expertise or involvement in collaborative provision, to include appropriate representation from Institutes) Director of Finance, Planning and Commercial Services or nominee One NSA Sabbatical Officer (nominated by the President of NSA) Clerk: Student and Academic Services</p>	
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Research & Knowledge Exchange Committee

Terms of Reference

Purpose: To oversee the research & knowledge exchange (R&KE) activities of the University and to advise Academic Board on the development of a research & knowledge exchange strategy and policy.

Remit

1. To advise the Academic Board on the development of an R&KE strategy and policy including in relation to research degree provision.
2. To promote the implementation of the University's R&KE strategy.
3. To advise the Academic Board on the strategy for preparing for the Research Excellence Framework and future similar research assessment exercises.
4. To disseminate good practice in research degree supervision, examining and administration, and to co-ordinate the University's response to relevant sector consultations and debates.
5. To develop and motivate staff capacity and effectiveness in conducting R&KE.
6. To develop and review the strategy for delivery of CPPD in the University.
7. To monitor levels of income from R&KE activities.
8. To monitor the Resource Allocation Model with respect to R&KE income streams across the University.
9. To ensure that Faculties are aware of developments in R&KE policy in the UK and EU, of funding opportunities and constraints, and to coordinate the University's response to relevant external policy consultations and debates.
10. To work appropriately within the remit of the committee to deliver the objectives of the University's Strategic Plan.
11. To consider researcher development issues and public engagement issues arising from the remit of the Committee, and to recommend action as appropriate.

Constitution

Vice Principal (Academic) (**Convenor**)

Senior Officer responsible for Research Strategy & Practice (Vice-Convenor)

Senior Officer responsible for Academic Strategy & Practice

Research Degrees Co-ordinator

Senior Officer responsible for Research Support

Senior Officer responsible for Commercialisation

Senior Officer responsible for Information Services, or nominee

One Faculty Assistant Dean (or Faculty Director of Research) from each Faculty, nominated by the Dean

One Institute Director each from the Business School, FHLSS and the Creative Industries area of FECCI plus two drawn from the Engineering & Computing areas of FECCI

One member of staff from each Faculty, nominated by each Faculty R&KE Committee, active in research & knowledge exchange

One member of staff from each Faculty, nominated by each Faculty R&KE Committee, active in research degree supervision and examination

One member of the Professoriate from each Faculty, nominated by the Faculty R&KE Committees

One Research Staff representative approved by the Committee Convenor

One postgraduate student representative approved by NSA

Clerk: Finance, Planning & Commercial Services

Specific Policy Responsibilities

Research & knowledge exchange strategy and policy

Co-options

REF Officer (May 2012);
Researcher Developer (Sep 2012)

Quorum

One-third of the total membership (excluding co-options) which must include either the Convenor or a designated Vice-Convenor

Frequency of Meetings

4 per annum

Reporting Line

Academic Board

Current Sub-Committees

Research Degrees Assessment Board

Current Working Groups

REF Steering Group;
Working Group on the Concordat to support Researcher Career Development

Minutes

Copies of all minutes will be forwarded to the Academic Board. Minutes and papers will be held in hard copy and electronically in Finance, Planning & Commercial Services, copied to the OVP.

Research Degrees Assessment Board

Terms of Reference

Purpose: As a formal sub-committee of the University R&KE Committee, on behalf of Academic Board, to approve research students' programmes, academic progression, and examination and to recommend awards.

Remit

1. On behalf of Academic Board, as a formal sub-committee of the University R&KE Committee, and working with Faculties, to approve research postgraduate degree students' programmes of study.
2. To approve research postgraduate students' academic progression, examination arrangements, and to recommend awards.
3. To oversee the academic standards of the University's research degrees, including annual review of regulations and procedures.
4. To oversee the development of excellence in RPG assessment and examination practice.
5. To monitor research postgraduate completion rates and student satisfaction levels for comparison with sector norms.
6. To oversee delivery of appropriate research postgraduate supervisory development and training in order to achieve an expanding cadre of capacity-built supervisory staff.
7. To oversee RPG student development and generic skills training to meet and exceed sector best practice, the requirements of the UK Quality Code for Higher Education, the Vitae Concordat and successor benchmarks.
8. To monitor and evaluate the effectiveness of discipline based research postgraduate student development and training and to promote the comprehensive adoption of student records of training.
9. To devise methods of promoting research teaching links and public engagement.

Constitution

Research Degrees Co-ordinator (Convenor)
 Head of Professional Development
 Senior member of academic staff from each Faculty responsible for RPG matters
 Senior officer in Student and Academic Services responsible for RPG administration
 Two members of staff from each Faculty with experience in research degree supervision and examination, nominated by the Assistant Dean (or Director of Research) and agreed by the Senior Officer responsible for Research Strategy and Practice
 Senior Officer responsible for Research Strategy and Practice
 Vice-Convenor to be designated from the committee membership

In attendance:

An administrator responsible for research postgraduate students from each Faculty
 An administrator from Student and Academic Services responsible for research degrees administration (to act as clerk)

Specific Operational Responsibilities

Approving research students' programmes progression and examination

Co-options

Quorum

One-third of the total membership (excluding co-options) which must include either the Convenor or a designated Vice-Convenor

Frequency of Meetings

Four per annum

Reporting Line

Academic Board through the University R&KE Committee

Current Sub-Committees

Current Working Groups

Minutes

Copies of open minutes will be forwarded to the University R&KE Committee.

Open minutes and papers will be held electronically and in hard copy by Student and Academic Services.

Closed minutes will be held by the Student and Academic Services.

Approved by Principal on delegated authority from Academic Board 11/6/2011

Terminology update in respect of UK Quality Code for Higher Education (successor to QAA Code of Practice) made 21/8/2014

University Research Integrity Committee *

Terms of Reference

Purpose: To consider the ethical dimension of research & knowledge exchange and to oversee governance policies, procedures and practices in relation to research proposals at all levels including undergraduate students, postgraduate students and staff.

Remit

1. To oversee the University's arrangements for considering the academic ethics and governance of research & knowledge exchange activities.
2. To oversee the University's policies, procedures and practices for ensuring probity and integrity in the conduct of its research & knowledge exchange.
3. To consider risk assessment issues arising from the remit of the Committee and to recommend action as appropriate.
4. To work to promote good practice in the conduct of research & knowledge exchange in the University.
5. To receive annual reports from Faculty Research Integrity Committees on their handling of research & knowledge exchange ethics and governance issues.
6. To consider research & knowledge exchange proposals referred to it from faculties and give or withhold permission accordingly.
7. To work appropriately within the remit of the committee to deliver the objectives of the University's Strategic Plan.
8. To consider risk assessment issues and equal opportunities issues arising from the remit of the Committee, and to recommend action as appropriate.
9. To consider researcher development and public engagement issues arising from the remit and to recommend actions as appropriate.

Constitution

Senior Officer responsible for Research Strategy and Practice (Convenor)
 Assistant Dean from each Faculty (or Faculty Director of Research)
 Research Degrees Co-ordinator
 Senior Officer responsible for Research Support
 Senior Officer responsible for Commercialisation, or nominee
 Senior Officer responsible for Information Services, or nominee
 One Institute Director each from the Business School, FHLSS and the Creative Industries area of FECCI plus two drawn from the Engineering & Computing areas of FECCI
 One appropriately experienced member of staff from each Faculty, nominated by each Faculty R&KE Committee
 One member of the Professoriate from each Faculty, nominated by the Faculty R&KE Committees
 One Research Staff representative approved by the Committee Convenor
 A member of the Chaplaincy, to be nominated by the Convenor
 One person with knowledge of ethics issues in the NHS to be nominated by the Dean of HL&SS on a 3-yearly basis
 One external person with relevant expertise and experience to be nominated by the Vice-Principal (Academic)
 Vice Principal (Academic)
 Vice-Convenor: to be designated from the committee membership.
Clerk: Office of the Vice Principal (Academic)

Notes:

1. The term 'research' for the purpose of this Committee is broadly defined to reflect research understood in its widest sense, incorporating knowledge exchange, public engagement, innovation, enterprise etc.
2. For practical considerations, the Committee will normally focus its work on research integrity.

Specific Policy Responsibilities

Academic ethics and research and knowledge exchange governance

Co-options

None at present

Quorum

One-third of the total membership (excluding co-options) which must include either the Convenor or a designated Vice-Convenor

Frequency of Meetings

4 per annum

Reporting Line

Academic Board

Current Sub-Committees

Current Working Groups

Minutes

Copies of all minutes will be forwarded to the Academic Board. Minutes and papers will be held in hard copy and electronically in the Office of the Vice Principal (Academic).

* Title approved by Academic Board 01/06/2012

Remit approved by Principal on delegated authority from Academic Board 21/06/2011

Faculty Academic Board

Terms of Reference

Remit

1. To discuss all academic matters relating to the work of the Faculty.
2. To encourage the academic development of the Faculty and to appoint and review working parties and Boards of Studies for relevant programmes.
3. To liaise with other Faculties on academic matters and the administration of programmes of joint concern.
4. To facilitate the communication between students, staff and the Academic Board.
5. To oversee the implementation and operation of policies approved by the University Academic Board and consider the business passed to it by the Board.
6. To encourage the development of research both within the Faculty and in co-operation with other Faculties.
7. To encourage the professional development of academic staff by means of scholarship, research, consultancy, study for further and higher qualifications and other such activities relevant to the duties of staff.
8. To consider reports and business from its sub-committees.

Constitution

Ex officio Members

Dean (Convenor)

Assistant Deans, one of whom shall be nominated by the Convenor to serve as Vice-Convenor

Heads of School

Head of Business and Administration

One Subject Group Leader per School nominated by the relevant Head of School

The Convenors of each Faculty Sub-Committee

Student Representatives

The Napier Students' Association Faculty Representatives (except for consideration of reserved business concerning named individuals, at the discretion of the Convenor)

Elected Members

One member elected by and from the Senior Lecturers/Readers of each School

Two members elected by and from the academic staff of each School, other than Senior Lecturers/Readers

One member elected by and from the Professoriate of the Faculty

One member elected by and from the Institute Directors of the Faculty

Other Members

A representative from Information Services

A member nominated from each of the other Faculty Boards

Quorum

One third of the current membership, to include the Convenor, or a designated Vice-Convenor.

Frequency of meetings

Four times per annum, after University Academic Board.

Reporting Line

University Academic Board.

Co-Options

May co-opt representatives from professional services as appropriate.

Sub-Committees

Faculty Research and Knowledge Exchange Committee

Faculty Academic Ethics and Research Governance Committee

Faculty Academic Strategy and Enhancement Committee

Fitness to Practice Panel (FHLSS)

Working Groups

None

Minutes

The University Academic Board will receive minutes of all meetings.

Periods of Election

Elected members will serve 4 year terms and will be eligible for re-election.

Faculty Academic Strategy and Enhancement Committee

Terms of Reference

Purpose: To implement University strategy and policy in relation to learning, teaching and assessment, including RPG, in connection with all award and credit bearing provision.

Remit

To oversee the following areas of activity on behalf of University Academic Strategy and Enhancement Committee:

1. The implementation of University strategy and policy in relation to learning, teaching and assessment.
2. The promotion, implementation and evaluation of the University's Academic Strategy and advising Faculty Executive and Faculty Academic Board on the on-going shape and strategic development of the Faculty academic portfolio.
3. The promotion, implementation and evaluation of the University's Learning, Teaching and Assessment Strategy.
4. The delivery of strategically-led enhancement initiatives, activities and institution-wide changes designed to enhance students' learning experience.
5. Supporting ELIR within the Faculty.
6. Advising Faculty Executive and Faculty Academic Board on the professional development of academic staff and those who support students' learning needed to support staff in the delivery of the Academic and Learning, Teaching and Assessment Strategies.
7. The dissemination, promotion and evaluation of good practice identified internally and externally in relation to learning, teaching and assessment.
8. Gathering and providing information and evidence on quality and standards from internal and external sources to inform the development of policy and practice.
9. Implementing the University's Quality Framework.
10. Oversight of programme approvals within the Faculty.

Constitution

An Assistant Dean of the Faculty, nominated by the Dean [Convenor]

A member of staff from each school nominated for their expertise and experience of Quality matters, nominated by the Convenor in conjunction with the Dean

A member of staff from each school nominated for their expertise and experience of LTA matters, nominated by the Convenor in conjunction with the Dean

A member of the administrative staff with experience of Quality & LTA matters, nominated by the Convenor in conjunction with the Dean

A representative from the Office of the Vice Principal (Academic), nominated by the VP(Academic)

The Napier Students' Association Faculty Representatives (or nominees)

A representative from Information Services, nominated by the Senior Officer Responsible for Information Services

Vice-Convenor to be designated from the Committee membership

Clerk: An appropriate Faculty Administrator

Specific Policy Responsibilities

Academic Strategy;
Learning, Teaching and Assessment Strategy,
Research Student
Generic Skills Training.

Co-options

Quorum

One-third of the total membership (excluding co-options) which must include either the Convenor or the designated Vice-Convenor

Frequency of Meetings

4 per annum

Reporting Line

Faculty Academic Board,
University Academic
Strategy & Enhancement
Committee

Sub-Committees

Current Working Groups

None

Minutes

Copies of all minutes will be forwarded to Faculty Academic Board and University ASEC. Minutes and papers will be held electronically and in hard copy in the Faculty.

Faculty Research Integrity Committee *

Terms of Reference	
<p>Purpose: To consider the ethical dimension of research & knowledge exchange and to oversee governance policies, procedures and practices in relation to research proposals at all levels including undergraduate students, postgraduate students and staff at a Faculty Level, reporting to the Faculty Academic Board and the University Research Integrity Committee.</p>	
<p>Remit</p> <ol style="list-style-type: none"> 1. To oversee the Faculty's arrangements for considering the academic ethics and governance of research & knowledge exchange activities in accordance with University policies and procedures. 2. To oversee the Faculty's implementation of University policies, procedures and practices for ensuring probity in the conduct of its research & knowledge exchange. 3. To work to promote good practice in the conduct of research & knowledge exchange in the Faculty. 4. To produce an annual report for the University Research Integrity Committee on the Faculty's handling of research & knowledge exchange ethics and governance issues. 5. To consider research & knowledge exchange proposals within the Faculty and, as appropriate, give or withhold permission or refer to the University Research Integrity Committee for decision. 6. To work appropriately within the remit of the committee to deliver the objectives of the University's Strategic Plan. 7. To consider equal opportunities issues arising from the remit of the Committee, and to recommend action as appropriate. 8. To consider researcher development and public engagement issues arising from the remit and to recommend actions as appropriate. <p>Constitution An Assistant Dean of the Faculty (or Faculty Director of Research), nominated by the Dean (Convenor) Senior Academic responsible for Research Faculty Administrator responsible for Research One Institute Director from Institutes within the Faculty, nominated by the Convenor in conjunction with the Dean Two Professors from the Faculty, nominated by the Convenor in conjunction with the Dean Two Readers from the Faculty, nominated by the Convenor in conjunction with the Dean One member of Academic staff from the Faculty, nominated by the Convenor in conjunction with the Dean One Research Staff representative, nominated by the Convenor in conjunction with the Dean</p> <p>Vice-Convenor to be designated from the Committee membership</p> <p>Clerk: An appropriate Faculty Administrator</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. The term 'research' for the purpose of this Committee is broadly defined to reflect research understood in its widest sense, incorporating knowledge exchange, public engagement, innovation, enterprise etc. 2. For practical considerations, the Committee will normally focus its work on research integrity. 	<p>Specific Policy Responsibilities Academic ethics and research and knowledge exchange governance</p> <p>Co-options None at present</p> <p>Quorum One-third of the total membership (excluding co-options) which must include either the Convenor or a designated Vice-Convenor</p> <p>Frequency of Meetings Normally 4 per annum</p> <p>Reporting Line Faculty Academic Board and University Research Integrity Committee</p> <p>Current Sub-Committees</p> <p>Current Working Groups</p> <p>Minutes Copies of all minutes will be forwarded to the Faculty Academic Board and University Research Integrity Committee. Minutes and papers will be held in hard copy and electronically within the Faculty.</p>

* Title approved by Academic Board 01/06/2012

Remit approved by Principal on delegated authority from Academic Board 21/06/2011

Faculty Research & Knowledge Exchange Committee

Terms of Reference	
<p>Purpose: To oversee the research & knowledge exchange (R&KE) activities of the Faculty and to advise Faculty Academic Board and the University Research & Knowledge Exchange Committee on the development of a research & knowledge exchange strategy and policy.</p>	
<p>Remit</p> <ol style="list-style-type: none"> 1. To advise the Faculty Academic Board and University Research and Knowledge Exchange Committee on the development of a R&KE strategy and policy including in relation to research degree provision. 2. To implement the University's R&KE strategy. 3. To implement University policies for preparing for the Research Excellence Framework and future similar research assessment exercises. 4. To disseminate good practice in research degree supervision, examining and administration. 5. To develop and motivate staff capacity and effectiveness in conducting R&KE. 6. To develop and review the strategy for delivery of CPPD in the University. 7. To monitor levels of income from R&KE activities in the Faculty. 8. To monitor the Resource Allocation Model with respect to R&KE income streams across the Faculty. 9. To ensure that staff in the Faculty are aware of developments in R&KE policy in the UK and EU, of funding opportunities and constraints, and to coordinate the University's response to relevant external policy consultations and debates. 10. To work appropriately within the remit of the committee to deliver the objectives of the University's Strategic Plan. 11. To consider researcher development issues and public engagement issues arising from the remit of the Committee, and to recommend action as appropriate. <p>Constitution</p> <p>An Assistant Dean of the Faculty (or Faculty Director of Research), nominated by the Dean (Convenor)</p> <p>Senior Academic responsible for Research</p> <p>Faculty Administrator responsible for Research</p> <p>One Institute Director from Institutes within the Faculty, nominated by the Convenor in conjunction with the Dean</p> <p>Two Professors from the Faculty, nominated by the Convenor in conjunction with the Dean</p> <p>Two Readers from the Faculty, nominated by the Convenor in conjunction with the Dean</p> <p>One member of Academic staff from the Faculty, nominated by the Convenor in conjunction with the Dean</p> <p>One Research Staff representative, nominated by the Convenor in conjunction with the Dean</p> <p>Vice-Convenor to be designated from the Committee membership</p> <p>Clerk: An appropriate Faculty Administrator</p>	<p>Specific Policy Responsibilities</p> <p>Implementing research & knowledge exchange strategy and policy</p> <p>Co-options</p> <p>None at present</p> <p>Quorum</p> <p>One-third of the total membership (excluding co-options) which must include either the Convenor or a designated Vice-Convenor</p> <p>Frequency of Meetings</p> <p>4 per annum</p> <p>Reporting Line</p> <p>Faculty Academic Board and University Research & Knowledge Exchange Committee</p> <p>Current Sub-Committees</p> <p>Current Working Groups</p> <p>REF Steering Group</p> <p>Minutes</p> <p>Copies of all minutes will be forwarded to the Faculty Academic Board and University R&KEC. Minutes and papers will be held in hard copy and electronically in the Faculty.</p>

**TERMS OF REFERENCE
REMIT AND MEMBERSHIP FOR THE FITNESS TO PRACTISE PANEL**

Fitness to Practise Panel
Terms of Reference

<p>Purpose: To ensure that applicants meet the defined Nursing Midwifery Council (NMC) requirements for entry to and continued maintenance on any approved programme leading to registration by considering any health or character issues and whether the person has the capability for safe and effective practice without supervision thus ensuring public protection is maintained.</p>	
<p>Remit</p> <ol style="list-style-type: none"> To ensure that students self-declare their 'fitness to practise' on application, at the end of each academic stage, for entry to the register, on re-registration and when returning to the register. To ensure that students, on application for first entry to a part of the register, or when returning to the register, provide a supporting declaration from Edinburgh Napier University. To ensure that staff from both academic and practice learning are aware of their responsibilities and the implications of the Disability Discrimination and Data Protection Acts. To ensure that the NMC registration process operated by the University is fair and does not discriminate against disabled people, while at the same time safeguards the health and wellbeing of persons using or needing the services of nurses, midwives or specialist community public health nurses. To consider a person's character to ensure that it is sufficiently good for them to be capable of safe and effective practice without supervision. For this purpose, good character is based on a person's conduct, behaviour and attitude, as well as any conviction and cautions that are not considered compatible with professional registration and that might bring the profession into disrepute. To consider all applicants as individuals and assess each of them to decide what the effect a conviction or caution might have on the person's ability to meet the NMC requirements for entry to a programme leading to registration. If an applicant has a conviction or caution, the relevance, seriousness and circumstances in which the offence was committed must be taken into account. 	<p>Specific Policy Responsibilities None.</p> <p>Co-options None</p> <p>Quorum * At least one member of each group must be in attendance ** It is mandatory for the Lead Midwife for Education to be in attendance if midwifery students' good health are being considered. *** The employer representatives should be from the same field of practice in nursing or midwifery as the student(s) being considered. For midwifery, this person must be a Supervisor of Midwives.</p> <p>Frequency of Meetings Four per annum (to link to UCAS application process) and as required to hear individual cases relating to good health.</p> <p>Reporting Line Faculty Academic Board of FHLSS</p> <p>Current Sub-committees Admissions sub group</p> <p>Current Working Groups Managing completed GCHC working group</p> <p>Membership: Convenor: SNMSC Head of School or nominee</p> <p>Members: A registrant from each field of practice (or nominated deputy). Lead Midwife for Education* Four employer representatives (who must be from each field of practice) and one Supervisor of midwives SNMSC Lead with responsibility for Admissions Representative from Academic Conduct Officers within SNMSC</p> <p>Members term of office 3-5 years</p> <p>Clerk: AFM within SNMSC</p>

**TERMS OF REFERENCE
REMIT AND MEMBERSHIP FOR THE FITNESS TO PRACTISE PANEL**

Fitness to Practise Panel
Terms of Reference

<p>7. To consider a person's health at pre-admission and while the student is on the programme, to ensure that they are capable of safe and effective practice without supervision.</p> <p>8. Where a student declares a disability or health condition at pre-admission and/or while the student is on the programme, to consider their case on an individual basis to determine whether their fitness to practise is impaired. Where appropriate, consider any reasonable adjustments that may be required to be implemented to enable a nurse, midwife or specialist community public health nurse to be capable of safe and effective practice without supervision.</p> <p>9. To ensure that all staff (including mentors, practice teachers and teachers) involved in selection, recruitment or making a decision related to the good health of a student, have attended disability equality training.</p> <p>10. To approve and evaluate an admissions policy which demonstrates that applicants are adequately screened for their fitness to practice.</p> <p>11. To approve and evaluate a policy which ensures that all students returning to the programme will be screened for their fitness to practice</p> <p>12. To provide advice and guidance on fitness to practice issues generally</p>	
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Terms of Reference of Current Executive Student Experience Committee

Student Experience Committee	
Terms of Reference	
Purpose: To advise the Principal on aspects of the student experience	
<p>Remit</p> <ol style="list-style-type: none"> 1. To advise the Principal on the development of policy in areas related to the wider student experience, recognising the diversity of our student population. 2. To oversee and co-ordinate key aspects of the student experience to ensure coherence across the professional services and faculties, and to promote and encourage the development of services to potential and current students across the University, irrespective of mode or programme of study. 3. To oversee development of and monitor progress with key statements related to the student experience, including the Student Charter. 4. To encourage participation in, consider and oversee action on the outcomes of student feedback and student satisfaction surveys, including the NSS. 5. To advise on general communications to the student body. 6. To monitor the effectiveness of the University's arrangements for student wellbeing. 7. To oversee the development and operation of student employability activities. 8. To encourage the development of and sharing of good practice with respect to student support. 9. To ensure co-ordination with NSA of University activities in relation to the student experience. 10. To receive advice from current working groups. 11. To receive and consider any issues passed to the committee from Academic Board and its sub-committees, and to pass to Academic Board and its sub-committees any issues which fall more appropriately within their remits. 12. To work appropriately within the remit of the committee to deliver the objectives of the University's Strategic Plan. 13. To consider equal opportunities issues arising from the remit of the Committee. 	<p>Specific Policy Responsibilities Student Charter</p> <p>Quorum One-third of the total membership (excluding co-options) which must include either the Convenor or a designated Vice-Convenor</p> <p>Frequency of Meetings 4 meetings per year</p> <p>Reporting Line Principal's Executive Group</p> <p>Current Sub-Committees</p> <p>Current Working Groups Student Retention Working Group</p> <p>Student Feedback and Survey Working Group</p> <p>Minutes Copies of all minutes will be forwarded to the Principal's Executive Group. Minutes and papers will be held electronically and in hard copy in Student & Academic Services.</p>

14. To consider risk assessment issues arising from the remit of the Committee.

Membership

Convenor (Member of PEG)

3 Sabbaticals, NSA

ISAS representative, NSA

Faculty Deans or nominee (Assistant Dean or Head of School)

Director of Student & Academic Services (Vice Convenor)

Assistant Director (Recruitment, Admissions & Administration) Student & Academic Services

Assistant Director (Student Development & Wellbeing) Student & Academic Services

Assistant Director (International Development and External Affairs), Marketing, Brand and Communications

Treasurer and Transactions Manager from Finance, Planning & Commercial Services

Market Intelligence Officer

Deputy Director (Customer Services), Information Services

Deputy Director (Information Technology), Information Services

Director of Property & Facilities or nominee
Clerk: administrative staff in Student & Academic Services*

Note*: attends meetings