

SEN16D034

Title: Senate Committees: Membership 2017/18
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To report

- (1) that Senate has the following Committees and Sub-Committees:
 - a) Learning and Teaching Committee
 - Postgraduate Research Student Executive
 - Student Experience Committee
 - Travel and Expeditions Committee
 - Student Affairs Group
 - Faculty Learning and Teaching Quality Committees
 - Joint Boards of Study
 - University of Suffolk Joint Academic Committee
 - b) Senate Student Discipline Committee
 - c) Senate Student Discipline Appeals Committee
 - d) Honorary Degrees and Awards Committee (previously known as the Honorary Degrees and Appointments Committee)
 - e) University Promotions Committee
 - f) Faculty Promotions Committees
 - g) Honorary Appointments Committee (previously known as the Honorary Chairs and Readers Committee)
 - h) Boards of School
- (2) that Senate is being asked to consider
 - a) the establishment of a new Widening Participation Committee as a sub-committee of LTC
 - b) the establishment of a Student Sport and Physical Activity Committee as a sub-committee of SEC
 - c) the dissolving of the Travel and Expeditions Committee
 - d) the renaming of the Honorary Degrees and Appointment Committee and the Honorary Chairs and Readers Committee
- (3) that vacancies still exist and nominees will or are being sought for
 - Honorary Degrees and Awards Committee
 - Student Experience Committee
 - Senate Student Discipline Committee
 - Senate Student Discipline Appeals Committee
- (4) the membership and changes to membership of the following Committees and Sub Committees for 2017/18 as detailed below:
 - a) Learning and Teaching Committee
The Pro-Vice-Chancellor (Academic) (Chair)
Academic Director of Taught Programmes
Academic Director of Widening Participation

Academic Director of Postgraduate Research Degree Programmes
Academic Director of Partnerships
Head of Staff Development
Director of Student and Academic Services
Director of the Research and Innovation Division
Director of Information Services
Director of Library Services
Director of Student Services
Chair (Associate Dean) of the Learning, Teaching and Quality Committee of each Faculty
Undergraduate Education Officer of the Union of UEA Students
Postgraduate Education Officer of the Union of UEA Students
Welfare, Community and Diversity Officer of the Union of UEA Students
Campaigns and Democracy Officer of the Union of UEA students
City College Norwich Representative Mr J. White
Secretary Ms M Pavey (Learning & Teaching Services)

b) Postgraduate Research Student Executive

Pro-Vice-Chancellor (Research and Innovation) (Chair)
Academic Director of Research Degree Programmes
Associate Dean for Postgraduate Research of each Faculty
Chair of the Norwich Bioscience Institutes Graduate School Executive
Postgraduate Education Officer of the Union of UEA Students
Director of the Research and Innovation Division
Director of Admissions, Recruitment and Marketing
Head of Postgraduate Research Service (Secretary)

c) Student Experience Committee:

Pro-Vice-Chancellor (Academic) (Chair)
Academic Director of Taught Programmes
Academic Director of Widening Participation
Academic Director of Postgraduate Research Degree Programmes
Director of Student Services
Director of Student and Academic Services
Director of Information Services or nominee
Director of Estates and Buildings
Joint Head of the Careers Service –representing Director of Research and Innovation Division (new)
Market Research Manager (representing Director of Finance and Planning)
Widening Participation Manager (new)
Undergraduate Education Officer of the Union of UEA Students
Postgraduate Education Officer of the Union of UEA Students
Activities and Opportunities Officer of the Union of UEA Students
Welfare, Community and Diversity Officer of the Union of UEA Students
Campaigns and Democracy Officer of the Union of UEA Students
Independent Member of Council – Mr Jeremy Clayton
A representative of each Faculty nominated by the Dean of each Faculty
Dr Pam Mayhew (SCI)
Vacancy (HUM)
Mrs Judy Barker (FMH)
Miss Bahar Ghezelayagh (SSF)
Learning and Teaching Committee Manager, Ms Michele Pavey (Secretary)

Changes in membership and terms of reference considered and recommended by SEC on 3.10.16 with the further addition of the new role of Widening Participation Manager.

d) Travel and Expeditions Committee Sub-Committee of the Student Experience Committee:

The future of this sub-committee is being discussed elsewhere on this agenda.

e) Students Affairs Group – Sub-Committee of the Student Experience Committee:

Director of Student Services (Chair)	Information Services Directorate representative
Head of Student Services (Vice-Chair)	Learning and Teaching Services representative
Head of Wellbeing	PGR Services representative
Director of Physical Education and Sport	Academic Director of Taught Programmes
Joint Head of the Careers Service	Academic Director of PGR Programmes
Director of Estates or representative	Assistant Head of Communications
University Health Physician	IT Service Desk Manager
Multifaith Centre representative	Head of Student Services (INTO)
Accommodation Manager	

The Head of Advice (Union of UEA Students)
Welfare, Community and Diversity Officer
Campaigns and Democracy Officer
Undergraduate Education Officer
Postgraduate Education Officer
Activities and Opportunities Officer
Part Time Officer
Part Time Officer

Student Services Manager (Secretary)

Changes to terms of reference considered and recommended by SEC on 3.10.16. Changes in membership approved by Chair SEC on behalf of the committee and reported to SEC on 24.11.16.

f) Student Sport and Physical Activity Committee - Sub-Committee of the Student Experience Committee:

The establishment of this Committee with membership and terms of reference are being discussed elsewhere on this agenda.

g) Widening Participation Committee

The establishment of this Committee with membership and terms of reference are being discussed elsewhere on this agenda.

h) Faculty Learning and Teaching Quality Committee(s)

Ex-officio

The Associate Dean (Learning, Teaching and Quality) (Chair)

The School Directors of Learning, Teaching and Quality*

Faculty Learning, Teaching and Quality portfolio holders as designated by the Faculty Executive

The Academic Officer of the Union of UEA Students

One undergraduate representative appointed by the Union Council following campus-wide election. The undergraduate representative shall therefore normally be the elected Faculty Convenor.

One postgraduate representative as appointed by the Union Council

Secretary LTS Manager or Co-coordinator appointed by Director of Learning & Teaching Service

* Where the Faculty Associate Dean of Learning, Teaching and Quality is also a School Director of Learning, Teaching and Quality, the School may nominate another relevant member of staff to take the place of the School Director.

i) Joint Boards of Study

Joint Membership

UEA

Chair (a senior member of UEA staff approved by the UEA PVC (Academic)
Academic Links for the courses leading to a UEA award
Partnerships Office representative(s))

Partner Institution

An appropriate senior member of the Partner Institution staff
Head of HE, Quality Lead or equivalent
Course Leaders or Programme Managers of the courses leading to a UEA
award
Heads of the School/Faculty/Department or equivalent in which the courses are
located
Student representative(s)

*Revised membership and terms of reference were recommended by LTC on
10.5.17*

j) Senate Student Discipline Committee

Committee Membership: Committee Chair, 4-5 members per Faculty plus four
Panel Chairs plus a student member nominated by the Union of UEA Students
or by the Graduate Students' Association.

*Note: Whilst formally constituted as a Committee the work of the Committee is
undertaken by SSDC panels. The SSDC Chair plus four other named, and
trained, members are able to chair SSDC panels which sit in a particular mode
determined by the nature of the alleged offence. The mode of the panel hearing
determines the number of members sitting on the panel and whether a student
member or external member is required. Student members are nominated by
the Union of UEA Students or by the Graduate Students' Association having
regard to the Senate Student Discipline Panel in question. External members
are required for hearings concerned with professionalism and are drawn from
the relevant profession.*

Chair – Professor Cathie Carmichael

*Members of the Senate Student Discipline Committee, who may chair a
Senate Student Discipline Panel:*

Professor Ian Dewing (2018)

Dr Polly Morgan (2019)

Ms Karen Bates (2019)

Vacancy

Other members (showing current end dates)

HUM

Dr Sanna Inthorn (2017)

Dr Rachael McLennan (2017)

Professor Andreas Musolff (2017)

Dr Emma Long (2017)

Dr Gabrina Pounds (2017)

Dr Jeremy Noel-Todd (2017)

FMH

Ms Maggie Quinn (2018)

Dr Dominique Hubble (2018)

Mr Carl Philpott (2018)

Ms Jill Jepson (2018)

Dr V Rodrigues (2018)

Mrs Emma Sutton (2018)

Miss Maggie Bunting (2019)

Dr Helen Bell (2019)

SCI

Professor David Wright (2019)

Dr Graham Riley (2018)

Professor A Ganesan (2018)

Dr Gary Rowley (2018)

Dr James Desborough (2018)

Dr Andrew Manning (2019)

SSF

Dr Duncan Watson (2017)

Mrs Sarah Allen (2017)

Dr Maren Duvendack (2018)

Dr Sven Gallash (2019)

- k) Senate Student Discipline Appeals Committee
 Chair – Professor Nicola Spalding (2017)
 Two academic representatives from each Faculty. (*Note: The expectation is that all SSDAC members will have all served a minimum of 3 years on the SSDC*).
 Professor John Street (2019)
 Mrs Rosie Doy (2020)
 Ms Judy Barker (2019)
 Dr Mette Mogensen (2018)
 Dr Rebecca Westrup (2019)
 Vacancy
 One student member: nominated by the Union of UEA Students having regard to the Senate Student Discipline Appeals Committee in question.
- l) Honorary Degrees and Awards Committee
 Chair – a member of the UEA professoriate
 One academic representative from each of the four Faculties nominated by the relevant Faculty Executive and who should not be the Dean
- One vacancy from SCI
 - One vacancy from FMH
 - Professor Lyndsey Stonebridge (2018)
 - Professor Gareth Thomas (SSF) (2018)
- Two members nominated by Senate from its own membership - *nominations will be sought for two vacancies from the 2016/17 Senate membership*
 Up to two members co-opted by the Chair as required
 Welfare, Community and Diversity Officer of the Union of UEA Students
 Director of Development and Campaigns
 Assistant Head of Alumni, Conferences and Events
 Secretary – a member of staff from the Planning Office
- m) University Promotions Committee:
 Ex officio
 The Vice-Chancellor (Chair)
 The Pro-Vice-Chancellors
 The Executive Deans of Faculty
 Director of Human Resources (Secretary)
- n) Faculty Promotions Committee(s):
 Ex officio
 The Executive Dean of the Faculty– (Chair)
 The Heads of Schools of the Faculty
 The Human Resources Manager (Secretary)
- o) Honorary Appointments Committee (as being considered by Senate June 2017)
 Pro Vice Chancellor (Research) (Chair)
 Executive Dean of the Faculty of Science
 Executive Dean of the Faculty of Medicine and Health Sciences
 Head of the John Innes Centre
 Head of the Institute of Food Research
 Head of the School of Biological Sciences
 One member co-opted by the Chair as required
 Secretary: HR Manager
- p) University of Suffolk Joint Academic Committee
Appointed by the University of East Anglia:
Ex officio:
 Academic Director of Partnerships (or Nominee) (Joint Chair)
 Head of Partnerships (or Nominee)
 Senior Partnerships Manager (or Nominee)

Appointed by the University of Essex:

Ex officio:

Dean of Partnerships (or Nominee) (Joint Chair)
Deputy Dean of Partnerships (or Nominee)
Head of Quality and Development (or Nominee)

Appointed by the University of Suffolk:

Ex officio:

Deputy Vice-Chancellor
Academic Registrar
Deputy Academic Registrar
Head of Quality Enhancement

Appointed by the University of Suffolk Partner Colleges

One senior representative from each Partner College:

East Coast College
Suffolk New College
West Suffolk College

President (Education and Engagement), University of Suffolk Students' Union

Secretary to JAC

A senior administrator nominated by the University of East Anglia Director of University Services (or Nominee) and the University of Essex Academic Registrar (or Nominee).

As recommended by LTC on 10.5.17

q) Boards of School

Standing Orders of Boards of Schools

<https://portal.uea.ac.uk/documents/6207125/7489894/boardsofschools.pdf/79263f6a-1da2-432e-9f43-b3a03dbdb707>

The active membership of the School Board shall be constituted as follows

- 1) The Head of School (who shall be Chair) [ex officio];
- 2) The School Directors (Admissions, Learning and Teaching [LT], and Research) [ex officio];
- 3) The academic staff members of the School [ex officio];
- 4) At least one representative member of the contract research staff of the School where this applies;
- 5) At least one student representative drawn from each major level of study at which the School delivers programmes (ie undergraduate, postgraduate taught and/or postgraduate research) nominated by the Staff-Student Liaison Committee (SSLC) of the School from within its number;
- 6) Members, or representative members, of other staff groups of the School as recommended by the Head of School to the Dean of Faculty for approval.

Representative (i.e. non-ex officio) staff and student members of the Board will hold membership for one year at a time and would be eligible to stand for representative membership for the following year. The Head of School will present the membership of the Board to the Dean of Faculty for approval before the commencement of each academic year.

The proposed constitution enables the staff and students of the School to be fully represented at the School Board in a mix that reflects the academic provision of the School and is effective in the conduct of Board business. The above constitution allows Schools to have more than the basic number of student representatives if desired. For example, some of the Health and Professional Schools have full-time and part-time student cohorts that are

distinctive in their course provision and backgrounds and the Schools might wish this diversity to be reflected in their representation at the School Board. Staffing profiles of Schools also vary throughout the University and members, or representative members, of all staff groups within the School can be included in Board membership with the approval of the Dean of Faculty.

The Head of School is able to invite others to attend the Board for a whole meeting or particular items to facilitate the Board's discussion. The School Board will be serviced by the Faculty administration which will therefore be able to make an input to the meeting as appropriate. The Secretary to the Board and invited attendees will not have voting rights which will only extend to the Chair and staff and student members of the School Board.