

SEN17D043

Title: Senate Committees: Membership 2018/19

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To report

- (1) that Senate has the following Committees and Sub-Committees:
 - a) Learning and Teaching Committee
 - Postgraduate Research Executive
 - Student Experience Committee
 - Student Affairs Group
 - Student Sport and Physical Activity Committee
 - Faculty Learning and Teaching Quality Committees
 - Widening Participation Committee
 - Technology Enhanced Learning Committee
 - 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 the Student Affairs Group has considered its purpose and proposes new membership and terms of reference
- (3) that vacancies still exist and nominees will or are being sought for
 - Honorary Degrees and Awards Committee
 - Senate Student Discipline Committee
 - Senate Student Discipline Appeals Committee (from SCI)
- (4) the membership and changes to membership of the following Committees and Sub Committees for 2018/19 as detailed below:
 - a) Learning and Teaching Committee
 - The Deputy Vice-Chancellor (Chair)
 - Academic Director of Taught Programmes
 - Academic Director of Learning and Teaching Enhancement (new)**
 - 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 **or nominee**
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 Mrs Laura Thompson/Ms M Pavey (Learning & Teaching Services)

b) Postgraduate Research 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:

Deputy Vice-Chancellor (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)
Assistant Head of Corporate Communications or nominee (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 **(3 year terms introduced - new)**
Dr Pam Mayhew (SCI) (2019)
Dr Rayna Denison (HUM) (2020)
Dr Christine Rashka (FMH) (2020)
Dr Jasmine Baumann (SSF) (2020)
Student Services Manager, Dr David Thurkettle (Secretary)

- d) Students Affairs Group – Sub-Committee of the Student Experience Committee:
Director of Student Services (Chair)
Head of Student Services, Life and Learning
Director of Estates
Head of Advice (Union of UEA Students)
Accommodation Manager
Welfare, Community and Diversity Officer of the Union of UEA Students
Assistant Head of Communications

Student Services Manager (Secretary)

Revised Terms of Reference

- 1) To meet as needed, with meetings to be scheduled quarterly, to consider the provision of services, facilities and amenities to students, where such matters have not been duly considered by another body of the University and are not the subject of an ongoing University project.
- 2) In considering the student experience to:
 - a) Agree cross-departmental actions in relation to student concerns where no regulatory changes are required to effect agreed changes
 - b) Discuss process improvements that will impact positively on the student experience and make recommendations for consideration by other bodies as appropriate
- 3) To report annually to the Student Experience Committee

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

Director of Sport (Chair),
Student representatives (max of 5 representatives appointed by SU (the Activities and Opportunities Officer to include representation from the student sports executive and students participating in more general physical activities).
Assistant Director of Student Sport Development
Student Sport Manager

Additional invites will go out to DVC, Assistant Registrar (VCO), a senior academic representative, SU Chief of Staff and Head of Opportunities (SU) requesting attendance a minimum of once per annum.

- f) Widening Participation Committee

Deputy Vice Chancellor (Chair)
Academic Director of Widening Participation
Academic Director of Admissions
Assistant Head of Outreach – Mrs Charlotte Wheatland
Widening Participation Manager – Mrs Becky Price
Widening Participation Evidence and Evaluation Manager - Rosie Hannant (new)
Head of Learning and Teaching Services – Mrs Caroline Sauverin or nominee
Head of Student Services – Mrs Jane Amos
Joint Head of Careers Service – Mrs Julie Schofield/ Mr James Goodwin
Head of Equality and Diversity – Ms Helen Murdoch
Representative of the Partnerships Office – Mr Laurence Daly
Academic Outreach Fellow (SCI) – Dr Carl Harrington
Director of Outreach (HUM) – Dr Kim Ridealgh
Director of Outreach (SSF) – Miss Kristina Garner
Academic Outreach Fellow (FMH) – Mrs Sally Homden
Lecturer in Health Sciences and Academic Support – Dr Patricia Harris
Undergraduate Education Officer
Welfare, Community & Diversity Officer
Secretary – Widening Participation Officer - vacancy

- g) Technology Enhanced Learning Committee
Academic Director of Learning and Teaching Enhancement Chair (new)
 Academic Director of Admissions
 Academic Director of Post Graduate Research
 Director of Student Services (or nominee)
 Director of Admissions, Recruitment and Marketing (or nominee)
 Director of Student and Academic Services (or nominee)
 Director of ISD (or nominee)
 Library Director
 Head of Learning Technology
 Head of CSED (or nominee)
 1 representative of the Faculty PGR training co-coordinators
 2 representatives from each Faculty, one to be Associate Dean for Learning and Teaching and one a Teaching Director
 Undergraduate Education Officer of the Union of UEA Students
 Postgraduate Education Officer of the Union of UEA Students
- Secretary: LTS representative
- 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)
- 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.. External members are required for hearings concerned with professionalism and are drawn from the relevant profession. The Chair has the right to co-opt members.

Chair – Mrs Karen Bates (2019)
Deputy Chair – Professor Cathie Carmichael (2019)

Other members (showing current end dates)

HUM

Dr Gabrina Pounds (2020)
Dr Petra Rau (2020)
Dr Joel Halcomb (2020)
Dr Rebecca Pinner (2020)
* Professor Cathie Carmichael (2019)
*Dr Racheal McLennan (2020)

FMH

Prof Carl Philpott (2021)
Miss Maggie Bunting (2019)
Dr Helen Bell (2019)
Dr Gillian Price (2019)
* Mrs Emma Sutton (2021)
* Mrs Karen Bates (2019)

SCI

Professor David Wright (2019)
Dr Gary Rowley (2021)
Dr James Desborough (2021)
Dr Andrew Manning (2019)
* Dr Graham Riley (2021)
* Professor A Ganesan (2021)

SSF

*Mrs Sarah Allen (2020)
Dr Maren Duvendack (2021)
Dr Sven Gallash (2019)
Dr Victoria Scaife (2020)
*Dr Jasmin Baumann (2020)
Dr Usha Sundaram (2020)
* Dr Polly Morgan (2019)

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

k) Senate Student Discipline Appeals Committee

Chair – Professor Nicola Spalding (2019)
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 (2020) (HUM)
Dr Sanna Inthorn (2020) (HUM)
Mrs Rosie Doy (2020) (FMH)
Ms Judy Barker (2019) (FMH)
Dr Mette Mogensen (2019) (SCI)
Dr Rebecca Westrup (2019) (SSF)
Professor Ian Dewing (2021) (SSF)

One vacancies – SCI

One student member: having regard to the Senate Student Discipline Appeals Committee in question.

Additional members will be appointed where a Senate Student Discipline Appeals Panel hears professional misconduct and/or unsuitability cases, in accordance with the provisions in the Disciplinary Procedures. The Chair of the Senate Discipline Appeals Committee has the right to co-opt members.

- 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
- Dr M O'Connell SCI (2019)
 - Professor R Jowatt FMH (2019)
 - Professor Lyndsey Stonebridge HUM (2018)
 - Professor Gareth Thomas (SSF) (2018)
- Two members nominated by Senate from its own membership
 Dr J Sharp (2019)
Nominations are being sought for a vacancy from the 2017/18 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)
 Deputy Vice Chancellor
 Pro Vice Chancellor (Research and Innovation)
 The Faculty Pro Vice Chancellors
 Director of Human Resources (Secretary)
- n) Faculty Promotions Committee(s):
 Ex officio
 The Faculty Pro Vice Chancellors – (Chair)
 The Heads of Schools of the Faculty
 The Human Resources Manager (Secretary)
- o) Honorary Appointments Committee
 Pro Vice Chancellor (Research and Innovation) (Chair)
 Faculty Pro Vice Chancellor of the Faculty of Science
 Faculty Pro Vice Chancellor 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).

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.