

Senate – a Guide for members

(The who, what, where, when, how, and why)

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Section 1 – Senate

Senate is the University's most senior academic committee. It is chaired by the Vice Chancellor and has as members, the Pro Vice Chancellors (Academic and Research & Innovation) Faculty Pro Vice Chancellors, five representatives from each Faculty plus the Director of Student Services, the Library Director, an external representative and three student representatives.

Its role and purpose are set out in the University's Charter and Ordinances and key extracts are included below.

Extract from the University Charter

The Senate

- 7.1 There shall be a Senate of the University which shall have the composition, powers and functions conferred on it in the Ordinances and which shall have, subject to any requirements of the Council, delegated authority from the Council for:
- 7.1.1 the oversight of the academic performance of the University (including responsibility for the assurance of academic standards) and
- 7.1.2 the regulation and supervision of the education and discipline of students.
- 7.2 The Vice-Chancellor shall be the Chair of Senate.

<http://www.uea.ac.uk/calendar/section3/charter>

Extract from the University Ordinances

ORDINANCE 3 – THE SENATE

This Ordinance was approved by Council on 24 January 2011 and supersedes any previous provisions of the Charter, Statutes and Ordinances which relate to the composition, terms of reference and operation of the Senate. This Ordinance was made under the provisions of

clauses 16 (power to make Ordinances) and 7 (powers and functions of the Senate) of the Charter.:

Terms of Reference

3. The Senate shall act always in the best interests of the University as a whole and within the strategies and financial plans approved by the Council. It shall:
 - 3.1 regulate all teaching and courses of study offered by the University;
 - 3.2 regulate the admission of persons to courses of study;
 - 3.3 regulate all University examinations and appoint examiners whether internal or external;
 - 3.4 regulate the conditions qualifying for the award of degrees and other educational awards conferred by the University;
 - 3.5. in the name of the University or jointly or in conjunction or collaboration with another institution or institutions award degrees and other educational awards to persons who have pursued a course of study approved by the Senate and who have passed examinations and other forms of assessment under conditions laid down in regulations, or are otherwise qualified to receive them;
 - 3.6. grant honorary degrees, the title of emeritus professor or other University distinctions;
 - 3.7 revoke any degree, educational award or other distinction conferred by the University where the holder has been subsequently found to be in breach of the requirements for conferment of the award, or whose actions render them unfit to be a member or graduate of the University;
 - 3.8 regulate the use of academic dress in the University;
 - 3.9 approve regulations for the conduct of students and disciplinary procedures and penalties relating to students;
 - 3.10 ensure appropriate provision is made to promote the welfare of students;
 - 3.11 nominate, where required to do so, persons to serve on Council;
 - 3.12 determine the formalities which should attach to the conferment of degrees and other distinctions (subject to Ordinance 2);
 - 3.13 review at least annually the academic performance (in teaching, research, and innovation) of the University and the standing of the University both nationally and internationally, judged against strategies approved by Council;
 - 3.14 identify and advise the Executive Team on such actions as may be necessary or desirable to:
 - a) meet the aims and objectives of strategies approved by Council and generally to:
 - b) further raise the quality of the student experience and the achievements and potential of students of the University; and
 - c) further raise the performance of the University in terms of the quality and the reputation of its research; and
 - d) ensure that the extent of regulation and the administrative services which support teaching, research, innovation, promote efficiency and coherence of operation across the University, and avoid unnecessary complexity;
 - 3.15 make, add to, amend or revoke such regulations as are considered necessary relating to Senate's exercise of its powers and functions;
 - 3.16 where requested appoint representatives to other bodies of an academic nature;

- 3.17 generally, exercise such powers as may be conferred on Senate by the Charter or Statutes;
- 3.18 meet at least three times per year.

Delegation and Chair's Action

4. The Senate may appoint such committees and other bodies consisting either wholly or partly of members of the Senate or otherwise as it may think fit.
5. The Senate may delegate its powers and functions to:
- any of the committees or bodies it has appointed;
 - the Chair, a Pro-Vice-Chancellor or other officers of the University.

Chair's Action

6. In the case of business requiring urgent attention between meetings of Senate or a committee or other body appointed by Senate, the Chair of Senate or the Chair of such committee or other body as may be the case shall, when it is his or her opinion that it is not practical or proportionate to call a special meeting, have delegated authority to exercise the powers and functions of Senate or such committee or other body.

Standing Orders

7. The Senate shall approve such additional standing orders governing the conduct of its business which are not in conflict with this Ordinance as it considers to be necessary.

<http://www.uea.ac.uk/calendar/section3/ordinances/ordinance-3>

Senate has a number of sub-committees and the structure can be found in Appendix A.

Section 2 - Senate meetings

Senate is required to meet at least three times per year with meetings each early November, late February and early June.

Members should make every effort to attend all meetings.

We aim to circulate Senate agendas and papers 10 working days ahead of each meeting to provide enough time for Senate members to gather views and comments on the topics covered in agenda papers from their colleagues ahead of meetings to enable them to express a representative view. This exceeds the formal requirement to distribute agendas and papers no later than 5 working days ahead of each meeting.

Section 3 – Senate Membership

The membership of Senate is as set out in the Ordinances:

Membership

1. Senate membership
 - The Vice-Chancellor
 - The Pro-Vice-Chancellor Academic and the Pro-Vice-Chancellor Research and Innovation (2)
 - The Faculty Pro Vice Chancellors (4)
 - Four Heads of School (one from each Faculty)
 - 16 academic representatives (4 from each Faculty) with one of the four from the professoriate and one at lecturer grade
 - Library Director
 - Director of Student Services
 - Principal of City College Norwich
 - Three representatives of the Union of UEA Students
2. The Senate will be the appointing body for all members other than ex officio members and will determine from time to time the method for receiving nominations for appointed members.

<http://www.uea.ac.uk/calendar/section3/ordinances/ordinance-3>

The official secretary to Senate is the chief Operating Officer, Mr Ian Callaghan with responsibilities delegated to the Director of Student and Academic Services, Dr Andrea Blanchflower.

Other staff, such as Academic Directors, have permission to attend Senate, participate in discussions but not in decision making and are not members:

- Academic Director of Taught Programmes
- Academic Director of Learning and Teaching Enhancement
- Academic Director of the Doctoral College
- Academic Director of Partnerships
- Academic Director of Widening Participation
- Academic Director of Admissions
- Academic Director of Innovation
- Academic Director of Employability
- Academic Director of Research

Full details of the membership of Senate can be found on the Committee office website <https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/senate>

Section 4 - What are your responsibilities as a member of Senate?

- 1) To make arrangements to attend all meetings. Membership is personal with members appointed by Senate having been nominated by Faculties, the Union of students or due to their particular University post or office held. If you cannot attend a particular meeting please let the Secretary know and due to the appointment process substitutes are not permitted.
- 2) To be familiar with the Ordinances and role of Senate and in particular the role Senate plays in improving the University's performance:
 - 3.13 review at least annually the academic performance (in teaching, research, and innovation) of the University and the standing of the University both nationally and internationally, judged against strategies approved by Council;
 - 3.14 identify and advise the Executive Team on such actions as may be necessary or desirable to:
 - a) meet the aims and objectives of strategies approved by Council and generally to:
 - b) further raise the quality of the student experience and the achievements and potential of students of the University; and
 - c) further raise the performance of the University in terms of the quality and the reputation of its research; and
 - d) ensure that the extent of regulation and the administrative services which support teaching, research, and innovation, promote efficiency and coherence of operation across the University, and avoid unnecessary complexity;
- 3) To participate in discussions and in the determination of strategy, and decision making in your representative role. School, Faculty and Student representatives are encouraged to gather views and comments on the topics covered in agenda papers from their colleagues ahead of meetings to enable them to express a representative view.
- 4) To assist in the dissemination of Senate's deliberations and decisions within your School and/or Faculty or Division or, in the case of student representatives, in the student body.

Section 5 – What does Senate do?

The terms of reference, as set out above, detail the purpose and function of Senate and the Standing Orders describe how business is conducted.

Unless the Vice-Chancellor shall otherwise direct, the order of business at an ordinary meeting shall normally be:

- a) Minutes
- b) Matters arising from the Minutes
- c) Statements by the Vice-Chancellor
- d) Matters for discussion by Senate under Section A

- e) Matters for report to the Senate under Section B
- f) Confidential and reserved business for Senate under Section C

Matters for discussion or report may come from several sources such as Council, the committees of Senate, the University's Executive Team, the Boards of Schools, the Assembly and members of the Senate including the student representatives. Business shall be arranged on the Agenda such that items for discussion will be presented under Section A and matters for report (not requiring discussion) will be presented under Section B. Each item and any accompanying paper will be clearly presented to the Senate with details of its origin, its status in terms of confidentiality, and the action required from the Senate.

The Standing Orders can be found on the Committee Offices' website
<https://www.uea.ac.uk/committeeoffice/standingorderstermsoref/senate>

Past agenda papers and minutes of previous meetings can be found on the Committee Office's website. <https://www.uea.ac.uk/committeeoffice/ueacombds/sen>

Over the past couple of years business has been as follows:

| Senate meeting | Typical areas of business |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| November | Domestic league table performances Admissions performance including entry tariff, variances to target, future years targets Student number count and retention figures Degree standards and quality National Student Survey analysis UEA Plan |
| February | Research performance Innovation performance Student engagement survey analysis Corporate Plan performance Impact of the New Academic Model Assessment and feedback Efficiency of teaching delivery |
| June | Employability PhD submission rates Assessment and feedback Widening participation performance Student welfare Honorary Degrees and Appointments recommendations Administrative efficiency and coherence Senate and Senate sub-committees membership Regulation changes for forthcoming year Report from Assembly OfS conditions of registration report |
| Items arising at any meeting | The Learning and Teaching Committee will report to every meeting with items requiring approval being brought forward for consideration in Section A or Section B of the agenda. Suspension of student(s) |

