

**SEN09D015**

**Title:** **Nomination And Approval Of Chairs And Members Of The Senate Discipline Committee**  
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**1. Introduction**

The Review Group for the Combined Senate Discipline/Professional Misconduct and/or Unsuitability Review will present to Senate in June 2010 proposals concerning revisions to a variety of disciplinary procedures and regulations, including: those set out in General Regulations, Misconduct in Research by students, and Professional Misconduct and/or Unsuitability. The Review Group envisages that the proposals will describe processes that are more streamlined and transparent than the current ones, including the Senate Disciplinary Committee handling cases of Misconduct in Research by students and Professional Misconduct and/or Unsuitability rather than individual hearing/investigation panels being set up on a case-by-case basis.

A key feature of the proposals is that disciplinary processes should be as speedy as possible and the Review Group recognised that a limiting factor for this is the availability of staff to serve as members of the Senate Disciplinary Committee. Therefore it has recommended that a membership pool of at least 12 senior colleagues be recruited, to serve as staff members of the Senate Discipline Committee with effect from 1<sup>st</sup> September 2010, for a period of three academic years. Extensions of the period of service by an additional year may be granted by the Vice Chancellor acting on behalf of Senate.

Sufficient members are required from the following Schools: AHP, EDU, MED, NAM, PHA and SWK because of their access to disciplinary procedures in respect of Professional Misconduct and/or Unsuitability. Of the pool of colleagues put forward, it is proposed that a Chair, who could take authoritative action in relation to all disciplinary cases, should be appointed and at least half of the pool should be able to act as vice/deputy Chairs. It is important to maintain consistency of approach as between the Chair and vice/deputy Chairs. It is envisaged that when the term of office of a Chair expires his/her replacement will be from the pool of vice/deputy Chairs.

**2. Criteria for the nomination of Chairs, Vice/Deputy Chairs and members**

**2.1 The Chair must have:**

- (i) substantial experience of chairing Committees, School Boards and/or Boards of Examiners;
- (ii) experience of applying the University's disciplinary procedures, e.g. as a previous/current Head of School.

- 2.2 Vice/deputy Chairs must be senior faculty with current or previous experience of chairing one or more of the following:
- (i) Disciplinary Committee (Senate Discipline Committee or Professional Misconduct and/or Unsuitability Committee);
  - (ii) Academic Appeals or Academic Complaints Panel;
  - (iii) Board of Examiners;
  - (iv) Faculty Learning, Teaching and Quality Committee;
  - (v) School Board;
  - (vi) School Teaching Committee (or hold the role of School Director of Learning, Teaching and Quality).
- 2.3 Members must have experience of considering/dealing with one or more of the following:
- (i) student disciplinary matters (e.g. as Plagiarism Officer);
  - (ii) investigation of academic appeals, academic complaints and./or allegations of professional unsuitability/misconduct;
  - (iii) student welfare role (e.g. Senior Academic Advisor, Disability Liaison Officer etc).

### 3. Proposed nomination process:

(a) The Deans of Faculties should put forward names of potential candidates. Each Dean will be asked to submit a minimum of three names to serve as vice/deputy Chairs and/or members, as follows:

Faculty	Minimum nominations
FOH	Two vice/deputy Chairs and one member.
HUM	One vice/deputy Chair and two members.
SCI	One vice/deputy Chair from PHA and two members.
SSF	Two vice/deputy Chairs from EDU and SWK and one member.

In addition, Deans of Faculties will be invited to submit suggestions for the Chair of the Senate Discipline Committee. (It is proposed that the current Chair of the SDC continue in this role for one further session (2010-11) to assist with the transition to the revised disciplinary procedures).

Deans may consult the current members of the Senate Discipline Committee, and seek advice on the suitability of possible candidates, prior to submitting their nominations.

(b) All nominations should reach the Secretary of the Senate Discipline Committee (Assistant Registrars for Undergraduates in the Learning, Teaching and Quality Office) by the 1<sup>st</sup> April 2010 (or the beginning of April for subsequent years). The Secretary shall make enquiries to check that all nominations fulfil the criteria set out above, and may consult the current members of the Senate Discipline Committee for comments, prior to submission to Senate for approval in June 2010.

### 4. Training

Appropriate training will be offered to all nominees approved by the Senate, from July, 2010, onwards. In order to ensure a smooth transition and continuity of expertise, existing members of the Senate Discipline Committee whose term of office does not expire in 2010 will be asked to continue until their period of service expires. As indicated in paragraph 3 (a) above, the current Chair of SDC will be invited to continue in this role for one further session.

## **5. Co-opting members**

The Review Group recognised that there may be occasions where the subject knowledge of the available members of the Senate Disciplinary Committee pool may not be sufficient to enable a case to be properly dealt with and in such cases it wishes the Chair of the Senate Disciplinary Committee to be able to co-opt up to 2 additional members for an individual case, either from within UEA or from external organisations. Potential members to be co-opted will receive appropriate training and in all such cases the Chair of Senate will be asked to approve co-opted nominees.