**FACULTY BOARD**

**TERMS OF REFERENCE AND MEMBERSHIP**

**Purpose**

A Faculty Board is responsible to Academic Council for coordinating the work of the Faculty in delivering the University’s strategic aims and values.

**Terms of Reference**

1. To ensure the efficient and effective implementation of all academic policy within the Faculty;
2. To oversee the quality and effective delivery of all taught academic provision and research degree provision within the Faculty, including monitoring the processes and outcomes of quality assurance mechanisms (including enhancement, management and control);
3. To oversee maintenance, planning and development of the Faculty's portfolio of academic programmes, including: consideration and marketing of new Undergraduate, Postgraduate Taught and Research Programmes for portfolio planning through the strategic planning process; consideration and endorsement of submission to Council of new awards; and the modification to programmes, all of which should be undertaken before entering the approval process;
4. To have oversight of curricular and extra-curricular activities to ensure that the Faculty is acknowledged as offering a first class student experience as an endorsement of its, and the University’s, commitment to providing a first-class all-round experience for students.
5. To oversee the Faculty’s partnerships, including all collaborative and franchised provision both internationally and in the UK;
6. To oversee professional, statutory and regulatory body accreditation / approval, review, annual monitoring and related activities, including quality of workplace placement provisions;
7. To oversee development of effective support for all students and maintain oversight of cohort statistics and trend analysis relating to student entry, retention, withdrawal, progression, student satisfaction and destination statistics;
8. To oversee formal assessment and examination processes and outcomes including the conduct of Progression and Award Boards, analysis of trends in student outcome performance, and monitoring of external examiner reports to assure academic standards:
9. To oversee the development, promotion and monitoring of good practice in relation to teaching, learning and assessment and to monitor academic risk;
10. To oversee and support the development of research, consultancy and outreach/impact, including both local and international partnerships;
11. To maintain oversight of the academic structure and organisation of the Faculty;
12. To maintain oversight of Faculty compliance with all University-wide policies, for example those relating to the Equality Act, Health and Safety, Management of Records, UKVI Regulations and QAA;
13. To receive for information the minutes from all Faculty-wide committees, e.g. Academic Standards and Quality, Student Experience, Research and consider exceptional matters;
14. To approve on behalf of the Council:
    1. The appointment of the Internal and External Examiners for taught academic programmes within the Faculty;
    2. Awards to be made to students on taught academic programmes
15. To consider other items of business that are relevant for coordinating the work of the Faculty’s constituent academic units.
16. To provide an appropriate forum for GSU Faculty officers to represent the student body on matters relating to the student experience.

**Membership**

* Faculty Pro Vice-Chancellor (*Chair)*
* Heads of Schools / academic departments (or nominee)
* Directors of Learning and Teaching, Research and Enterprise, Partnerships and International and Student Experience within the Faculty
* Faculty Operating Officer (or nominee)
* Two representatives of the Programme Leaders within the Faculty, appointed by the   
  Pro Vice-Chancellor (on staggered two-year appointments)
* One representative of Early Career Academics within the Faculty, appointed by the   
  Pro Vice-Chancellor (on a staggered two-year appointment)
* One representative of the Professors within the Faculty, appointed by the   
  Pro Vice-Chancellor (on a staggered two-year appointment)
* A representative from another Faculty, appointed by the Pro Vice-Chancellor
* Representative from Greenwich Learning and Teaching
* Four student representatives nominated by the Students’ Union
* Medway Student Officer, nominated by the Students’ Union [FES only]

**Quoracy**

The quorum shall be one half of those members eligible to attend.

**Meetings**

The Faculty Board will normally meet three times during each academic year on a termly basis.

**Reporting**

The Faculty Board will submit to Academic Council:

Minutes of all meetings, including Summary Reports;

Reports setting out proposals and recommendations for approval;

Reports detailing approved actions under authority delegated by Council.

*Approved by Academic Council, 22 January 2020*