Faculty Learning and Teaching Committees

Terms of reference

1. Within the context of the University policy and strategy, to consider and formulate a strategy for the Faculty relating to the development, evaluation and enhancement of learning and teaching at undergraduate and taught postgraduate levels; this will include teaching processes, learning support, assessment, research, innovations, facilities, resources and professional development for Faculty staff.

2. To oversee and ensure the implementation within the Faculty of the University’s Regulations and Codes of practice and other University policies, guidelines and initiatives.

3. To recommend to the appropriate bodies on an annual basis the Faculty priorities and targets in learning and teaching and monitor progress towards these, ensuring that Faculty priorities are operationalised at Departmental/School level.

4. To make recommendations about the refreshment and development of the portfolio of programmes, including methods of delivery, in consultation with relevant areas of the University and scrutinize proposals for new programmes.

5. To comment on validation and periodic review documents prior to submission and monitor progress in relation to conditions made as a result of a validation or periodic review.

6. To receive and comment upon annual programme reviews and prepare the Faculty consolidated annual programme review overview report on programmes and associated action plans for submission to University Learning and Teaching Committee (ULTC).

7. To monitor and prepare action plans with respect to specific areas of teaching and learning identified by the University such as entry tariff, progression, good degrees, employability, and NSS performance. Reporting on such action plans to be included as part of the annual programme review overview report.

8. To consider and make recommendation from time to time to the University for revisions to the University policy and strategy for learning and teaching and the Regulations and Codes of practice.

9. To take an overview of student welfare matters and consider and recommend support requirements for particular groups such as mature students, part-time and distance learning students and students with special learning needs and disabilities.

10. To monitor the accuracy of information published internally and externally regarding the Faculty’s undergraduate and taught postgraduate provision, including the Key Information Set (KIS).

11. To consider and recommend improvements to Faculty-based teaching and learning resources, including computing and experimental laboratories.

12. To consider, recommend and implement activities to evaluate and enhance the quality of teaching and learning provision in the Faculty.
13. To communicate with other bodies that might impinge on the Committee’s work, to ensure optimal and coordinated practice.

14. To establish from time to time as appropriate, working groups to consider and advise on specific issues and, where relevant, to deal with accreditation visits from professional and regulatory bodies.

15. To strengthen links between learning and teaching and research by identifying new opportunities for each to influence and interact with each other.

16. To report and make recommendations to the Faculty Policy and Strategy Group/Faculty Executive Board and other Faculty bodies as appropriate.

Membership

Chair
Associate Dean (Learning and Teaching)

Ex-officio members
Members from Schools/Departments as representative of the Faculty structure and provision
One representative from each of the ULTC Sub-committees
One representative from the Department of Higher Education
One representative from the Department of Technology Enhanced Learning
Academic Liaison Librarian(s)
Faculty Professional Training Year Senior Tutor
Faculty Student Service Manager
Head of Student Administration (Programmes)
Head of Student Administration (Assessment and Awards)
Widening Participation Support Officer
Faculty Marketing Officer
A nominated deputy of the President of the Students’ Union

Executive Deans of Faculty and Faculty Associate Deans may also receive papers and attend meetings.

The Committee can co-opt additional members as required for specific purposes.

In attendance
Other staff as required

Operation

Period of appointment
Ex-officio members will remain members of the Committee for as long as they hold such posts. Co-opted members will remain as members for as long as their purpose on the Committee is required.

Frequency of meetings
At least three times per academic year or more frequently as business dictates.

Quoracy requirements
The quoracy requirements are ten members or not less than one-third of the members, whichever may be the less. In the event of a tied vote, the chair shall have a casting vote.