

**Terms of Reference and Membership for the Senate  
Reviewed and Approved @ Senate: October 2022**

---

**MEMBERS**

The Senate shall consist of the following:

Ex-officio members:

President & Vice-Chancellor  
Chair: Provost & Senior Vice-President  
Secretary: Pro-Vice-Chancellor, Academic  
Pro-Vice-Chancellor, Research & Innovation [vacant]  
Pro-Vice-Chancellor, Executive Dean (of the Faculties (x3))  
Vice-President, External Engagement  
Associate Deans, Education (x3)  
Associate Deans, Research & Innovation (x3)  
Dean International  
Chief Student Officer  
Academic Registrar  
Director of the Surrey Institute of Education  
Director of Library & Learning Support Services  
Director of Research & Innovation Services  
Director of Research Strategy  
Director of Innovation Strategy  
Director of the Doctoral College  
President of the Students' Union  
VP Voice of the Students' Union

Nominated members:

Four from each Faculty, self-nominated through an open call. Selection will be made by a small panel, led by the Chair of Senate, to ensure diversity by academic position, length of experience, involvement in different levels of education (Levels 3-8), gender and ethnicity.

---

**In Attendance**

Minute taker for Senate

---

**TERMS OF APPOINTMENT**

Ex-officio members remain a member for the term of their appointment.

Nominated members shall serve an initial term of two years and shall be eligible for re-election for one further term of two years, following which there must be a break of one year before any further re-election. In any event a maximum of six years in total may be served.

---

## **TERMS OF REFERENCE**

### **General**

The Senate has responsibility, under the control and approval of Council, for oversight and Assurance of the Academic Endeavour of the University, as set out in Charter and Statutes.

The Senate shall discharge its function in alignment with the University's Strategy, which is defined by the Executive Board and approved by Council.

The Senate has no independent jurisdiction over financial expenditure; in such matters instruction will be received from the Executive Board and material decisions or recommendations will be deferred to the Executive Board.

### **Specific**

1. The Senate is responsible for oversight of student experience, teaching, learning and assessment, including but not limited to:
  - (i) the conferment and rescission of higher education awards;
  - (ii) academic regulations and regulations concerning students;
  - (iii) the grounds upon which a student may be excluded, suspended or expelled from the University.
2. The Senate is responsible for oversight of research and innovation, including but not limited to:
  - (i) ethical conduct in research and innovation;
  - (ii) intellectual property arising from research.
3. The Senate shall provide oversight of Academic Promotions, including processes relating thereto and ensuring consistency of practice.
4. The Senate shall provide oversight of student admissions, including monitoring the composition of the student body.
5. The Senate shall recommend persons to Council to receive Honorary Degrees or other academic distinctions.
6. The Senate shall approve the establishment (or discontinuation) of its own sub-committees and their respective terms of reference and reporting requirements, and through said sub-committees, discharge its oversight. These are currently:
  - (i) the University Education Committee;
  - (ii) the University Research & Innovation Committee;
  - (iii) the Senate Progression & Conferment Executive;
  - (iv) the University Promotions Committee;

- (v) the Honorary Degrees Committee.

Sub-committees shall, amongst other things, be for the purpose of [recommending to Senate the approval, amending or appealing of] approving, amending or repealing Regulations relating to the Academic Endeavour.

7. The Senate shall receive regular reports from and retain governance oversight of its sub-committees, reviewing the discharge of its responsibilities through said sub-committees on a regular basis and no less often than every five years.
  8. The Senate shall report to each ordinary Council meeting on the discharge of its responsibilities, and may make recommendations to Council on Statutes and Ordinances which reflect the Academic Endeavour of the University, or generally bring matters to the attention of Council as appropriate.
  9. The Senate will provide an annual quality assurance report and accompanying action plan relating to the continuous improvement of the student academic experience and student outcomes to Council.
  10. The Senate shall elect members of the Senate to be members of Council, according to the constitution of Council.
  11. The Senate shall be chaired by the Provost & Senior Vice-President, a formal act of delegation from the President & Vice-Chancellor who is *de facto* Chair as set out in Charter.
  12. The Senate shall act in accordance with the University's values.
- 

## **PROCEDURES**

### **Quorum**

The quorum for the Senate shall be half of current members. In the case of an equal vote, the Chair shall have a casting vote.

### **Frequency of Meetings**

Four ordinary meetings per year, with exceptional meetings as necessary.

### **Reporting Arrangements**

The Senate reports to each ordinary meeting of Council.

### **Decision making outside of meetings**

Decisions of the Senate may exceptionally be taken by Chair's action. At the discretion of the Chair, decisions of the Senate may also be passed by email circular, or similar electronic means, provided all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair

and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.