

Appendix 26 – Senior Personal Tutor Forum

Terms of reference

General

The Senior Personal Tutor Forum is established as part of the University's governance structure to support and enhance the University's personal tutoring provision. The Forum provides strategic oversight, shares best practices, and addresses challenges related to personal tutoring across the University. The Forum reports (dotted line) to the University Education Committee and ensures that personal tutoring aligns with institutional goals, student needs, and regulatory requirements.

Specific

The Senior Personal Tutor Forum will:

- Promote Consistency and Quality: Ensure a consistent and high-quality personal tutoring experience across all departments and faculties.
- Share Best Practices: Facilitate the exchange of best practices, innovative approaches, and resources among Senior Personal Tutors.
- Address Challenges: Identify and address challenges in the personal tutoring system, proposing solutions and supporting their implementation.
- Support Student Wellbeing: Ensure that personal tutoring effectively supports student wellbeing, academic success, and personal development.
- Monitor and Evaluate: Oversee the monitoring and evaluation of personal tutoring practices, ensuring they meet institutional standards and contribute to positive student outcomes.
- Provide Strategic Input: Offer strategic input to the University Education Committee on policies, resources, and initiatives related to personal tutoring.
- Advise on Staff Development: Recommend and support the development of training programs and professional development opportunities for personal tutors.
- Enhance Student Engagement: Promote effective student engagement with the personal tutoring system and gather student feedback to inform improvements.

Membership

Co-Chairs:

- Nominated Senior Tutor
- Director of Student Life

Members:

- Senior Personal Tutors from each School
- Additional academic or professional staff as required for specific expertise.

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

In attendance:

An appointed administrative staff member from the CSO Directorate to act as a *Secretary* and to be responsible for coordinating meetings, recording minutes, and ensuring follow-up on actions.

Operation

Frequency of meetings

The Senior Personal Tutor Forum will meet three times per academic year, with additional meetings scheduled as needed.

Quorum

The quorum for meetings will be 50% of the membership, including the Chair or their nominated deputy

Reports to

University Education Committee

Responsibilities of Members:

Members of the Senior Personal Tutor Forum are expected to:

- Attend all scheduled meetings or provide a suitable delegate if unable to attend.
- Contribute actively to discussions, bringing relevant experiences and insights from their respective faculties or schools.
- Review relevant documents and data ahead of meetings.
- Share outcomes and decisions from the Forum with colleagues in their respective areas.
- Maintain a focus on enhancing the student experience and supporting student success through personal tutoring.
- Maintain confidentiality regarding sensitive matters discussed in the Forum.