

Appendix 21 – Faculty Education 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 School level.
4. To make recommendations to the appropriate bodies about the refreshment and development of the portfolio of programmes, including methods of delivery, in consultation with relevant areas of the University and scrutinise proposals for new programmes.
5. To receive and comment upon continuous enhancement reviews and prepare the Faculty consolidated continuous enhancement review (CER) overview report on programmes and associated action plans for submission to the University Education Committee (UEC).
6. 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 continuous enhancement review overview report.
7. To consider and make recommendation as appropriate to the University for revisions to the University policy and strategy for learning and teaching and the *Regulations* and *Codes of practice*.
8. 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.
9. To monitor the accuracy of information published internally and externally regarding the Faculty's undergraduate and taught postgraduate provision, including Unistats data.
10. To monitor the Faculty's ongoing engagement with Professional, Statutory and Regulatory Bodies (PSRBs) as applicable to its academic provision and to escalate risks to accreditation where these may materialise.
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 Executive Board and other Faculty bodies as appropriate.

Membership

Chair

Associate Dean, Education

Ex-officio members

- Associate Heads of School, Education
- One representative from each of the UEC Sub-committees
- One representative from the Surrey Institute of Education
- Faculty Engagement Librarian(s)
- Faculty Director of Employability
- Faculty Student Services Manager
- Widening Participation and Outreach Officer
- Faculty Marketing Officer
- A nominated deputy of the President of the Students' Union

Pro-Vice-Chancellors, Executive Deans of Faculty and Faculty Associate Deans may also receive papers and attend meetings.

In attendance

Other staff as required.

The Committee can co-opt additional members as required for specific purposes or to represent the structures within the Faculty.

Period of appointment

Ex-officio members remain as members of the Committee for the term of their appointment in their role.

Co-opted members remain as members for as long as their purpose on the Committee is required.

Operation

Quoracy

The quoracy requirements shall be ten members or not less than half of the current members, whichever may be the less. In the event of a tied vote, the chair shall have a casting vote.

Frequency of meetings

Meetings are held at least three times per academic year or more frequently as business dictates.

Decision making outside of meetings

Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the 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.

Reports to

Faculty Executive Board
University Education Committee

Sub-structure

Boards of Studies