

Appendix 29 – Teaching Excellence Framework and Student Outcomes (TEF) Governance Panel

Terms of reference

General

The role of the TEF Governance Panel is threefold: ensure that the institution is prepared for and meets OfS registration condition B6, through the participation in TEF; drive performance improvements to maximise the outcomes of any TEF review; to advise the Executive Board and University Education Committee (UEC) on all matters relating to TEF.

Specific

1. To provide proactive and effective leadership for the institutional preparation for upcoming TEF reviews.
2. To monitor the timescale of future TEF reviews and analyse any changes to its methodology.
3. To manage the internal TEF communication process and to ensure that all relevant teams, involved in a TEF submission, are aware of their input requirements and timings.
4. To oversee the production of the documentation and supplementary data required by Office for Students (OfS) for upcoming TEF reviews and to recommend the final drafts to Senate and Executive Board for approval.
5. To advise on approaches and/or reviews that will support and enhance evidence for the institutional TEF submission (e.g., academic and pastoral support, processes and regulation).
6. To drive and review the institutional TEF-related Key Performance Indicators (KPIs) to ensure that they positively impact upon future TEF submissions.
7. To identify and advise on the impact of TEF priorities upon pre-existing Education objectives, KPIs and initiatives.
8. To monitor and advise on any non-aligned conflicting priorities of TEF and University Education objectives.
9. To drive, and ensure that strategic prominence is provided for, the student educational gain requirements of TEF.

Membership

Chair

Pro-Vice-Chancellor, Education

Ex-officio members

- Associate Dean, Education, FABSS
- Associate Dean, Education, FEPS
- Associate Dean, Education, FHMS
- Chief Student Officer

- Director of Surrey Institute of Education
- Director of Library and Learning Support Services
- Director of Academic Performance, Quality and Governance
- President, Students' Union
- Vice-President, Global

In attendance

A staff member from the Directorate of Academic Performance, Quality and Governance or Education Office to act as Panel Secretary.

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

Period of appointment

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

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

Operation

Quoracy

The quoracy requirements shall be half of the current members. In the case of an equal vote, the Chair shall have a casting vote.

Frequency of meetings

Meetings are normally held four times a year, but more frequently as required during the run up to a review at the discretion of the Chair.

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.

Reports to

University Education Committee

TEF Governance and Submission Sign Off

