

## **Ordinance 6**

### **Senate**

#### **1 Purpose**

Under the Charter, Senate has delegated authority from the Board of Trustees for overseeing the teaching and research provided and carried out by the University, including the power to make Academic Regulations. Senate provides assurance to the Board of Trustees for academic quality, standards and governance and that the University is meeting the Office for Students (OfS) conditions of registration in respect of quality and standards.

#### **2 Specific duties and responsibilities**

2.1 Senate has delegated authority from the Board of Trustees for:

##### **2.1.1 Strategy**

Supporting the development of the University's education and research strategies and monitoring their implementation and the achievement of related objectives.

##### **2.1.2 Academic Regulations**

Regulating the academic work of the University by approving Academic Regulations.

##### **2.1.3 Research, innovation and enterprise**

- (a) Regulating the approval of and monitoring the research, innovation and enterprise activities of the University.
- (b) Overseeing preparations for any external review of the University's research provision and approving and monitoring any action plan following an external review.
- (c) Monitoring the quality and standards of research provision at the University.
- (d) Approving the arrangements for any periodic review of research provision undertaken by the University.

##### **2.1.4 Education and student experience**

###### **2.1.4.1 Quality and standards**

- (a) Monitoring the quality and standards of education provision at the University.
- (b) Overseeing preparations for any external review of the University's education provision and approving and monitoring any action plan following an external review.

###### **2.1.4.2 Educational programmes**

- (a) Regulating the approval of all educational programmes and collaborative provision including their assessment and the appointment and/or removal of examiners.

- (b) Approving the arrangements for the annual and periodic review of Programmes and Units and any institutional level Student surveys undertaken by the University.

#### **2.1.4.3 Student Experience**

Monitoring the Student educational experience, Student outcomes and the process for Student engagement.

#### **2.1.4.4 Educational Partnerships**

Approving Educational Partnerships (as defined in the University's Regulations and Code of Practice for Educational Collaborative Arrangements from time to time) and any changes to Educational Partnerships (and Senate may require the Chief Operating Officer & Registrar to publish a list of Educational Partnerships).

#### **2.1.5 Academic awards**

Determining the academic awards (excluding honorary awards) to be awarded by the University.

#### **2.1.6 Other awards and honorary titles**

- (a) Approving the award of medals, prizes, scholarships and titles of Honorary Professors.
- (b) Approving the award of and the rescission of Emeritus titles in accordance with Academic Regulations.
- (c) Recommending to the Honorary Degrees Committee (and therefore to the Board of Trustees) any nominations from Senate for Honorary Degrees.
- (d) Recommending to the Honorary Degrees Committee (and therefore to the Board of Trustees) and to Court any nominations from Senate for Honorary Fellowships.

#### **2.1.7 Faculties and Academic Schools**

- (a) Supervising and giving directions to the Faculties.
- (b) Senate shall be consulted by the Board of Trustees in relation to any proposals to create, close, name or rename Faculties or Academic Schools.

#### **2.1.8 Academic calendar**

Approving the academic calendar for each Academic Year.

#### **2.1.9 Academic Ordinances**

Approving Ordinances relating to courses of study, degrees, certificates diplomas and other academic awards or distinctions, affiliation of colleges and recognition of teachers (pursuant to **Article 18** of the Charter).

#### **2.1.10 Academic Trustees**

Recommending to the Nominations Committee candidates for appointment as Academic Trustees in accordance with **Ordinance 2.4**.

**2.1.11 Risk management**

Reviewing the management of risks relating to the University's education and research activities; monitoring actions taken to minimise those risks and advising the Board.

2.2 Senate may discuss and declare an opinion on any matter whatsoever relating to the University and the Board shall take into consideration any observations expressed by Senate.

2.3 In accordance with **Ordinance 7.1.2**, Senate shall be consulted by the Board of Trustees in relation to the appointment of the Vice-Chancellor, Deputy Vice-Chancellor(s) and Pro Vice-Chancellor(s).

2.4 In carrying out the duties and responsibilities delegated to it, Senate shall:

2.4.1 receive a report from the Academic Trustees of the Board at each meeting of Senate and shall report back on any matter referred to it by the Board of Trustees;

2.4.2 provide regular assurance to the Board of Trustees through reports including:

(a) a report provided at least annually covering Senate's purpose as defined above;

(b) a report to each meeting of the Board on key Senate business undertaken since the last Board meeting; and

2.4.3 regularly review the effectiveness of Senate and Senate committees.

2.5 In carrying out its duties and responsibilities, and pursuant to its powers of delegation prescribed by **Statute 4**, Senate has power to:

2.5.1 determine the terms of reference of any committee of Senate or ad hoc working group or advisory committee (including examination boards) including any appointments to these committees and groups as Chair or Deputy Chair;

2.5.2 approve a document known as the "Senate Delegation Schedule" identifying the functions which Senate reserves to itself and those it delegates to committees of Senate and to the Vice-Chancellor; and

2.5.3 make Standing Orders governing its own proceedings.

**3 Membership**

3.1 Senate shall comprise the following members in the following classes:

**3.1.1 Class 1 - Ex-Officio**

- (a) Vice-Chancellor (Chair).
- (b) Deputy Vice-Chancellor & Provost (Deputy Chair).
- (c) the Pro Vice-Chancellors.
- (d) the Deans.
- (e) University Secretary (Secretary).
- (f) Chief Operating Officer & Registrar.

- (g) Librarian.
- (h) 2 Full-time Officers nominated by the Students' Union.

### 3.1.2 **Class 2 - Heads of School**

The Heads of School or any nominee of a Head of School (being a member of academic Staff) in respect of an Academic Year.

### 3.1.3 **Class 3 - Academic and other post-holders**

- (a) The Associate Pro Vice-Chancellors.
- (b) A representative of the Faculty Managers appointed by them.

### 3.1.4 **Class 4 – Academic Staff**

- (a) There shall be a total of twelve members of Staff from each Faculty serving on Senate at any one time, comprising Heads of School (or their nominees) (Class 2) and academic Staff (Class 4). In respect of each Faculty, the number of members of academic Staff serving on Senate in Class 4 shall be calculated by deducting from twelve the number of members of Staff serving on Senate in Class 2.
- (b) Members of academic Staff serving on Senate in Class 4 shall be appointed to serve from the beginning of the Academic Year for renewable three-year terms, up to a maximum of nine years in total, in accordance with procedures prescribed by the Faculty Board and approved by Senate.

### 3.1.5 **Class 5 - Students**

- (a) There shall be up to six undergraduate Students and up to four postgraduate Students serving on Senate at any one time in Class 5.
- (b) Students serving on Senate in Class 5 shall be nominated by the Students' Union, for renewable one year terms subject to a maximum of three consecutive terms in accordance with Standing Orders of Senate.

- 3.2 All vacancies arising among the elected members of Senate shall be filled as soon as possible for the remainder of the unexpired term.

## 4 **Proceedings**

- 4.1 Senate shall meet at regular intervals throughout the Academic Year, and not less than three times per Academic Year. The Vice-Chancellor may call a meeting at any time, and shall call a meeting on receipt of a written request to do so from no fewer than twenty members of Senate, within such period as shall be prescribed by Standing Orders of Senate.
- 4.2 The Vice-Chancellor shall preside as chair at meetings of Senate. In the Vice-Chancellor's absence, the Deputy Vice-Chancellor & Provost or their nominee shall preside as chair.
- 4.3 The procedure at meetings of Senate shall be in accordance with Standing Orders of Senate.

## 5 **Responsibilities of Senate members**

- 5.1 Senate members are responsible for working together collectively to ensure that Senate discharges the duties and responsibilities delegated to it by the Board.
- 5.2 The principal responsibilities and contributions expected of Senate members, on a collective basis, are to:
  - 5.2.1 Advise on academic strategy.
  - 5.2.2 Constructively engage in discussions with direct knowledge and experience of academic practice at the University and elsewhere in the higher education sector.
  - 5.2.3 Maintain a broad awareness of the external challenges facing the University and consider the implications of these for future academic strategy and practice.
  - 5.2.4 Be cognisant of the overarching University Strategy and provide advice and support to ensure its development and achievement.
  - 5.2.5 Safeguard academic quality and standards across the whole University.
  - 5.2.6 Provide a mechanism for communication of Senate business to and from colleagues in Academic Schools and Faculties and to raise the awareness of the work of Senate within Academic Schools and Faculties.
  - 5.2.7 Participate from time to time in Senate-related activities, events and/or working parties.
  - 5.2.8 Enable effective committee work across the University to help implement and embed the University Strategy.
  - 5.2.9 View issues and assess risks from all aspects.

## **6 Standards for Senate members**

- 6.1 Senate members should adhere to the following standards:
  - 6.1.1 Ensure that Senate conducts itself and that they conduct themselves in accordance with the principles of public life drawn up by the Committee on Standards in Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership).
  - 6.1.2 Play an appropriate part in ensuring that the business of Senate is carried out efficiently and effectively. Members should challenge proposals put to Senate in a constructive manner.
  - 6.1.3 Staff (Class 4) members and Student (Class 5) members provide an important link between Senate and the constituency from which they are drawn but do not represent that constituency; they have a responsibility to Senate and the University which overrides any responsibilities they may have (or may perceive to have) to colleagues in their constituencies.
  - 6.1.4 In particular, Staff and Student Senate members:
    - (a) Bring considerable experience to Senate and are encouraged to use that to support Senate's prime role in enhancing academic quality and assuring

academic standards. They will often address issues from their own knowledge, background or standpoint but they should always seek to act in the interest of the University as a whole.

- (b) Have no responsibility to report back to their colleagues or to take up issues raised by their colleagues. However, they are encouraged to discuss academic issues raised at Senate with their colleagues.
- (c) Must accept and abide by collective decisions once made. They may indicate where they disagree with a decision and this can be noted in the minutes if they wish. The role of Student members in bringing the Student voice to Senate is very important. It is recognised that while they will abide by a Senate decision, the Students' Union may continue to campaign for a change in that decision.

6.1.5 Recognise the proper separation between governance and management. Senate is a Committee primarily concerned with governance and will not normally deal with operational or detailed resources issues.

6.1.6 Must maintain confidentiality when the agenda items or minutes require it.

6.1.7 Must make every effort to attend and participate in such information-sharing events, training, induction, procedures, effectiveness reviews and appraisals as are deemed necessary by Senate and/or the Chair of Senate.

6.1.8 Must make every effort to attend all meetings of Senate and any Senate committees of which they are members and to read all the papers for each meeting to ensure they are properly informed.

6.2 Senate members are subject to the University's Outside Work Policy and are required to declare interests and obtain permission where necessary in accordance with that policy.

## **7 Key qualities of Senate members**

7.1 Senate members should:

7.1.1 Have a strong commitment to the future success of the University and to maintaining high academic quality and standards.

7.1.2 Have a general understanding of the University's internal processes as regards teaching, research and enterprise.

7.1.3 Have the capacity to debate academic issues with objectivity, openness and transparency.

7.1.4 Be willing to accept decisions made in the best interests of the University as a whole.