



The UCD Agriculture and Food Science Programme Board

Terms of Reference

Revisions approved Academic Council 5 May 2016

1. Purpose and function of the Board

- 1.1. The Agriculture and Food Science Programme Board is responsible to the University Programmes Board and to Academic Council for the design, development, regulation and quality, and for overseeing the delivery of the programmes under its remit. For further information, see [Appendix to Programme Board Terms of Reference](#) (refer to relevant sheet within spreadsheet).
- 1.2. The Board is responsible for monitoring the overall performance of students registered to these programmes, including Erasmus, Exchange and Occasional Fee Paying Students, monitoring their progression and ensuring their academic welfare.
- 1.3. The Board will recommend the structure and content of these programmes, and any regulations or policy which govern them, and make decisions or recommendations regarding the admission, progression, continuation and graduation of the students registered to these programmes.

2. Terms of Reference

- 2.1. The Board, subject to review by the University Programmes Board and the Academic Council, shall for each programme within its remit:
 - (i) Promote excellence in education by articulating the aims and outcomes of the programme and agree a strategy and academic plan for the programme.
 - (ii) Agree recommendations to the University Programmes Board regarding the structure and content of the programme and any special regulations relating to the programme.
 - (iii) Ensure that the modules contributing to the programme support the academic coherence of the programme and the quality of the graduate output.
 - (iv) Oversee and enhance the academic quality of the programme and the student learning experience.
 - (v) Establish, where appropriate and subject to the University's regulations and policies, programme-wide norms and guidelines regarding teaching and learning approaches, student workloads and assessment and grading practice.
 - (vi) Admit students to the programme in accordance with the University's regulations and policies.
 - (vii) Adjudicate on student applications for leave of absence from and transfer between programmes, in accordance with the University's regulations and policies.
 - (viii) Where a student's performance is deemed unacceptable make recommendations to the University Programmes Board regarding a student's eligibility to continue in the programme.
 - (ix) Establish in accordance with University policy, mechanisms to assure and enhance the quality of educational and related activities, and participate fully in the quality assurance/quality enhancement processes of the university.

- (x) Ensure implementation of University strategy, policies and procedures in teaching, learning, assessment and widening participation.
 - (xi) Monitor progression and completion rates of students.
 - (xii) The Board shall support the development of strategic and operational plans for education within the College. These plans shall be prepared within the overall planning framework for the University, Colleges and Schools.
- 2.2. The Programme Board shall prepare annual academic operational programme plans, identifying resource implications of any proposed change in activity. The plans shall be developed in consultation with the College Principal and College Executive. Agreed plans will be subject to review/approval at the University level for their alignment to the programme and University strategic plans. Programme Boards will also be required to prepare strategic academic programme plans, at such intervals as the University may require.
 - 2.3. Where the Programme Board proposes changes to the programmes that have significant resource implications, these should be planned as part of the formal academic and operational planning process. Where the Programme Board (or the Dean or Associate Deans acting on the delegated authority of the Programme Board) proposes a change to the programme that has significant resource implications outside this formal planning process, they must, following consultation with the Head and the School Executive of the School of Agriculture and Food Science, seek the endorsement of the Principal of the College of Health and Agricultural Sciences.
 - 2.4. The Programme Board shall, within the resources made available by the University, the College of Health and Agricultural Sciences and the Schools ensure that appropriate supports are in place to meet the welfare, pastoral and academic administrative needs of students registered to the programmes.
 - 2.5. The Programme Board shall work with the University and the School of Agriculture and Food Science and other relevant sections of the University to promote the programmes both internally and externally.
 - 2.6. The Programme Board shall be chaired by the Dean of Agriculture. However, where an Associate Dean has been appointed, they may, at the discretion of the Dean, routinely chair meetings of the Board.
 - 2.7. The Programme Board shall support the Dean and Associate Dean of Agriculture in fostering fruitful relationships with external and professional bodies, other stakeholders and alumni relevant to the programmes.
 - 2.8. The Programme Board may form such and so many sub-committees as it deems necessary to perform its functions, and may delegate any of its functions to a sub-committee. The Dean of Agriculture shall be entitled to chair, or nominate the chair, of any sub-committee established by the Board.
 - 2.9. The Programme Board will appoint Programme Option Coordinators following nomination from the Schools for each of the degree programme options and may appoint a Programme Coordinator to co-ordinate the activities of the programmes within the remit of the Board. The roles and responsibilities of the Programme Coordinator and Programme Option Coordinators shall be on the recommendation of the Dean of Agriculture.
 - 2.10. The Dean of Agriculture, following consultation with the Principal of the College of Health and Agricultural Sciences, and the Programme Board may appoint Associate Deans. The roles and responsibilities of the Associate Deans shall be aligned to University level academic leadership role descriptors.
 - 2.11. The Programme Board shall recommend to the Academic Council Committee on Examinations the membership of the Programme Examination Board or Boards required to finalise the module grades for students registered to the programmes.

- 2.12. The Programme Board shall hold a Programme Forum, at least once per semester. The Programme Forum should include all staff involved in the delivery of the programmes. The major strategic and operational decisions facing the Board during the semester should be presented to the Forum, and the input and advice of the Forum sought and taken into consideration by the Board.

3. Dean of Agriculture

- 3.1. The Dean of Agriculture will act as ex-officio Head of School of Agriculture and Food Science.
- 3.2. The Dean of Agriculture shall be appointed by the President, following consultation with the Principal of the College of Health and Agricultural Sciences, the Head of the School of Agriculture and Food Science and the Programme Board.
- 3.3. The Dean of Agriculture is appointed for a fixed term not exceeding five years, and will be eligible for re-appointment.
- 3.4. The Dean of Agriculture shall, in respect of each of the programmes within the remit of the Agriculture and Food Science Programme Board:
- (i) Chair and ensure the proper, effective and efficient operation of the Programme Board
 - (ii) Offer academic leadership by promoting innovation and best practice in the design, development, delivery and quality enhancement of the programme
 - (iii) Develop and maintain effective collaborative relationships with the Principal of the College of Health and Agricultural Sciences Associate Deans, and with other Schools involved in the delivery of the programme
 - (iv) Lead the quality assurance/quality enhancement processes for the programme and participate where appropriate in the quality assurance/quality enhancement processes of the University
 - (v) Lead the implementation of University strategy, policies and procedures in teaching, learning, assessment and widening participation
 - (vi) Oversee the effective and efficient administration of the programme, supported by and in collaboration with the Agriculture and Food Science Programme Office
 - (vii) Support the development of a collaborative administrative network involving UCD Registry, the Agriculture and Food Science Programme Office and School administrators
 - (viii) Work with the Programme Board and the University to ensure that the programmes meet the required standards for national, and where required, international accreditation
 - (ix) Build and develop the internal and external profile of the programme
 - (x) Liaise and build effective relationships with external and professional bodies, other stakeholders and alumni relevant to the programme
 - (xi) Perform ceremonial and representative roles in respect of the programme
 - (xii) Perform such other duties as may be assigned by the President or the Registrar
- 3.5. The Dean of Agriculture may make decisions in regard to the programmes within the remit of the Agriculture and Food Science Programme Board, or the students applying to or registered to those programmes, on the delegated authority of the Programme Board.
- 3.6. The Dean of Agriculture shall be an ex-officio member of the Executive of the School of Agriculture and Food Science, and of the University Programmes Board.
- 3.7. The Dean of Agriculture will report and be accountable, via the Registrar, and the Bursar, to the President.
- 3.8. The Dean of Agriculture shall have oversight of operation and development of the Agriculture and Food Science Programme Office.

4. Composition of the Board

4.1. The following shall be voting members of the Programme Board

- (i) Dean of Agriculture (Chair)
- (ii) The Associate Dean for Teaching and Learning
- (iii) The Associate Dean for Research and Innovation
- (iv) The Associate Dean of International Programmes
- (v) Programme Coordinator (if appointed)
- (vi) Head of School, School of Biology and Environmental Science
- (vii) Head of School, Public Health, Physiotherapy and Sports Science
- (viii) Head of School, School of Agriculture and Food Science (if not serving as the Dean)
- (ix) The Programme Option Coordinators for the
 - (a) B.Agr.Sc (Animal and Crop Production)
 - (b) B.Agr.Sc (Animal Science)
 - (c) B.Agr.Sc (Animal Science – Equine)
 - (d) B.Agr.Sc (Agri-Environmental Sciences)
 - (e) B.Agr.Sc (Engineering Technology)
 - (f) B.Agr.Sc/B.Sc (Food Science)
 - (g) B.Agr.Sc (Food and Agribusiness Management)
 - (h) B.Agr.Sc (Forestry)
 - (i) B.Agr.Sc (Horticulture, Landscape and Sportsturf Management)
 - (j) B.Agr.Sc (Dairy Business)
 - (k) Diploma and BSc in Rural Development
 - (l) BSc in Human Nutrition
 - (m) MSc(Agr) in Environmental Resource Management
 - (n) Grad.Dip and MSc(Agr) in Sustainable Agricultural & Rural Development
 - (o) Grad.Dip and MSc(Agr) in Rural Environmental & Conservation Management
 - (p) Grad.Dip and MSc in Humanitarian Action
 - (q) MSc in Wildlife & Conservation Management
 - (r) MSc in Food Business Strategy
 - (s) MSc in Food, Nutrition and Health
 - (t) MAgrSc in Agricultural Extension and Innovation
- (x) PWE Coordinator
- (xi) One academic member nominated by the Principal, College of Health and Agricultural Sciences
- (xii) Two academic members nominated by the Registrar
- (xiii) Four student members nominated by the Students' Union and the Agricultural Science Society

4.2. The following shall be non-voting members of the Board

- (i) The Director of the Agriculture and Food Science Programme Office
- (ii) The Agriculture and Food Science Programme Manager from the Agriculture and Food Science Programme Office
- (iii) The Marketing Manager from the Agriculture and Food Science Programme Office
- (iv) School Administrators for Teaching and Learning, School of Agriculture and Food Science
- (v) School Administrators for Teaching and Learning, School of Biology and Environmental Science
- (vi) Up to four members (academic, administrative or student members) co-opted by the Board to ensure appropriate expertise is available to conduct its business effectively.
- (vii) Student adviser, School of Agriculture and Food Science.

4.3. The Agriculture and Food Science Programme Manager shall act as Secretary to the Board.

5. Conduct of Business

- 5.1. The Board should meet at least two times per semester; meetings shall be aligned to the schedule of meetings of the appropriate University committees.
- 5.2. The meetings of the Board shall be convened by the Dean, with a minimum of seven days' notice of a meeting.
- 5.3. Where the Dean is unable to attend a meeting of the Board, the Dean may nominate a member of the Board to act as chairperson for that meeting. Where an Associate Dean has been appointed, they may, at the discretion of the Dean routinely chair meetings of the Board.
- 5.4. Head of School, Programme (or Programme Option) Coordinators and Heads of Subject can in exceptional circumstances nominate an individual to attend and vote on their behalf, but cannot routinely delegate their responsibilities.
- 5.5. A meeting shall be considered quorate when one third of the members entitled to vote are present or represented.