



## **The UCD Arts and Humanities Programme Board**

### **Terms of Reference**

Revisions approved by Academic Council Executive Committee 15 March 2017

#### **1. Purpose and function of the Board**

- 1.1. The Arts and Humanities 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.
- 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) Approve proposals regarding the structure and content of the programme and any special regulations relating to the programme, seeking University-level endorsement as appropriate and reporting annually to Academic Council on such approvals.
  - (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 Academic Council, or its relevant subcommittee, regarding a student's eligibility to continue in the programme.

- (ix) Receive, consider, and act upon or respond to, recommendations from the Teaching and Learning Committee of the College of Arts and Humanities and the Teaching and Learning Committee of the College of Social Sciences and Law.
- (x) 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.
- (xi) Ensure implementation of University strategy, policies and procedures in teaching, learning, assessment and widening participation.
- (xii) Monitor progression and completion rates of students.
- (xiii) 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 Executive Committee of the College of Arts and Humanities. Agreed plans will be subject to review /approval at the University level for their alignment to the programme and University strategic plan. The Board may 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 Programme 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 of Arts and Humanities acting on the delegated authority of the Board, proposes a change to the programme that has significant resource implications outside this formal planning process, they must consult with and seek the approval of the relevant College Principal.

2.4 The Board shall, within the resources made available by the University and the Colleges, 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 Board shall work with the University and the College of Arts and Humanities and to promote the programmes both internally and externally.

2.6 The Principal of the College of Arts and Humanities (*ex officio* Dean of Arts and Humanities) shall appoint an Associate Dean of Arts and Humanities and may appoint other Associate Deans.

2.7 The Board shall be chaired by the Associate Dean of Arts and Humanities.

2.8 The Board shall support the Dean and Associate Dean of Arts and Humanities in fostering fruitful relationships with external and professional bodies, other stakeholders and alumni relevant to the programmes.

2.9 The 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 Arts and Humanities, shall be entitled to chair, or nominate the chair, of any sub-committee established by the Board.

2.10 The Dean, following consultation with the Board, may appoint an Associate Dean of Arts and Humanities and Programme Co-ordinators for the programmes within the remit of the Board. The Board shall recommend to Academic Council Committee on Examinations the membership of the Programme Examination Board or Boards required to finalise the module grades for students registered the Programmes. The Programme Board shall hold a Programme Forum, at least once per semester.

- 2.11 The Programme Forum should include all academic 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 Arts and Humanities**

3.1 The College Principal of Arts and Humanities is *ex officio* Dean of Arts and Humanities.

3.2 The College Principal and Dean of Arts and Humanities may appoint an Associate Dean. The Associate Dean shall be appointed for a term of up to five years, renewable once.

3.3 The Dean of Arts and Humanities may delegate duties and powers within these Terms of Reference to the Associate Dean of Arts and Humanities.

3.4 The Dean of Arts and Humanities, or nominee shall within the remit of the Board:

- (i) Ensure the proper, effective and efficient operation of the 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 College of Arts and Humanities Principal and members of the College of Arts and Humanities Executive.
- (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 management and administration of the programme including the development of relevant Programme Offices and/or offices within the College, in collaboration with relevant University offices.
- (vii) Build and develop the internal and external profile of the programme.
- (viii) Liaise and build effective relationships with external and professional bodies, other stakeholders and alumni relevant to the programme.
- (ix) Perform ceremonial and representative roles in respect of the programme.
- (x) Perform such other duties as may be assigned by the President or the Registrar.

3.5 The Dean of Arts and Humanities (or nominee) may make decisions in regard to the programmes within the remit of the Board, or the students applying to or registered to those programmes, on the delegated authority of the Board.

3.6 The Associate Dean shall be an *ex-officio* member of the College of Arts and Humanities Executive and the University Programmes Board.

3.7 The Dean of Arts and Humanities may consult with the Registrar and the President, regarding matters related to the resourcing of the programme.

## **4. Composition of the Board**

### **4.1 The following shall be voting members of the Board**

- (i) Dean of Arts and Humanities
- (ii) Associate Dean of Arts and Humanities
- (iii) Vice Principal for Teaching and Learning and Vice Principal for Global Engagement, College of Arts and Humanities
- (iv) Programme Co-ordinators

#### **The Heads of the following Schools:**

- Art History and Cultural Policy
- Classics
- Music
- English, Drama, and Film
- History
- Languages, Cultures and Linguistics
- Irish, Celtic Studies, and Folklore

#### **The Heads (or their nominees) of the following Schools/Units:**

- Archaeology
- Economics
- Geography
- Information and Communication Studies
- Mathematics & Statistics
- Philosophy
- Politics and International Relations
- Sociology
- Institute for Chinese Studies
- UCD Access and Lifelong Learning

- (v) One academic member nominated by the Principal, College of Arts and Humanities
- (vi) One academic member nominated by the Registrar
- (vii) Three student members nominated by the Students' Union

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

- (i) 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
- (ii) The Director of the Arts, Humanities and Social Sciences Programme Office
- (iii) The Programme Managers for the BA Programme
- (iv) The student adviser associated with the programmes under the remit of the Board

## **5. Conduct of Business:**

- 5.1 The Board should meet at least 2 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 of Arts and Humanities or nominee, with a minimum of seven days' notice of a meeting.
- 5.3 The Programme Manager for the Arts and Humanities programmes shall act as Secretary to the Board
- 5.4 Head of School 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.