



## **The UCD Social Sciences Programme Board**

### **Terms of Reference**

Revisions approved by Academic Council Executive Committee 7 February 2018

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

- 1.1. The Social Sciences 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 within its remit.
- 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) Receive, consider, and act upon or respond to, recommendations from 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 College Executive. Agreed plans will be subject to review /approval at the University level for their alignment to the programme and University strategic plan. 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 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 Social Science 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 consult with and seek the approval of the relevant College Principal(s)
- 2.4. The Programme 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 Programme Board shall work with the University and the College of Social Sciences and Law to promote the programmes both internally and externally.
- 2.6. The Social Sciences Programme Board shall be chaired by the Associate Dean of Social Sciences.
- 2.7. The Programme Board shall support the Dean of Social Sciences 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 Programme Board shall be entitled to chair, or nominate the chair, of any sub-committee established by the Board.

- 2.9. The Dean following consultation with the Executive of the College of Social Sciences and Law and the Board may appoint one Associate Dean, and Programme Co-coordinators for the programmes within the remit of the board.
- 2.10. The Programme 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 to the programmes
- 2.11. The Programme Board shall hold a Programme Forum, at least once per semester. The Programme Forum should include all academic staff involved in the delivery of the programmes. The major strategic and operational decisions facing 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 Social Sciences**

- 3.1. The Dean of Social Sciences is ex officio the Principal of the College of Social Sciences and Law and respective appointments are co-terminus.
- 3.2. The Dean of Social Sciences (or their nominee, the Associate Dean) shall, in respect of each of the programmes within the remit of the Social Sciences Programme Board:
  - (i) Chair and ensure the proper, effective and efficient and 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 Principals, College Executives, Heads of School, and School Heads of Teaching and Learning of the College of Social Sciences and Law
  - (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
- 3.3. The Dean of Social Sciences may make decisions in regard to the programmes within the remit of the Programme Board, or the students applying to or registered to those programmes, on the delegated authority of the Programme Board.

- 3.4. The Associate Dean of Social Sciences shall be an ex-officio member of the University Programmes Board
- 3.5. The Associate Dean shall be an ex-officio member of the College of Social Sciences and Law Executive.
- 3.6. In respect of the Programmes, the Dean of Social Sciences will report and be accountable, via the Registrar to the President.

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

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

- (i) Dean of Social Sciences
- (ii) Associate Dean of Social Sciences (Chair)
- (iii) Vice Principal for Teaching and Learning, College of Social Sciences and Law
- (iv) Vice Principal for Global Engagement, College of Social Sciences and Law
- (v) The Heads of the following Schools:
  - Archaeology
  - Economics
  - Education
  - Geography
  - Information and Communication Studies
  - Law
  - Philosophy
  - Politics and International Relations
  - Psychology
  - Social Policy, Social Work and Social Justice
  - Sociology
  - Mathematics and Statistics
- (vi) Programme co-ordinators
- (vii) The heads of the following units (or their nominees):
  - School of Art History and Cultural Policy
  - School of Classics
  - School of English, Drama and Film
  - School of Irish, Celtic Studies and Folklore
  - School of Languages, Cultures and Linguistics
  - School of History
  - School of Music
  - Institute for Chinese Studies
  - UCD Access and Lifelong Learning.
- (viii) One academic member nominated by the Principal, College of Social Sciences and Law
- (ix) One academic member nominated by the Registrar
- (x) Five student members nominated by the Students' Union

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

- (i) Three members nominated by the Teaching and Learning Committee of the College of Social Sciences and Law
- (ii) Up to four members (academic, administrative or student members) co-opted by the Board ensure appropriate expertise is available to conduct its business effectively.
- (iii) The Director of the Social Sciences Programme Office
- (iv) The Programme Managers for the Programmes within its remit.
- (v) The most senior student adviser associated with a programme should be a non-voting member of the Programme Board.

4.3. The Programme Manager for the Social Sciences programme shall act as Secretary to 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 Social Sciences, with a minimum of seven days notice of a meeting.
- 5.3. Where neither the Dean nor the Associate Dean of Social Sciences is able to attend a meeting of the Board, the Dean may nominate a member of the Board to act as chairperson for that meeting.
- 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 a third of the members entitled to vote are present or represented.