



The UCD Veterinary Medicine and Veterinary Nursing Programme Board

Terms of Reference

Revisions approved Academic Council 5 May 2016

1. Purpose and function of the Board

- 1.1 The Veterinary Medicine and Veterinary Nursing 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 also 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 students registered to these programmes.

2. Terms of Reference

- 2.1 The Programme 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) 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 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 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 endorsement of the School Executive of the School of Veterinary Medicine and the College Principal, 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 School 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 Health and Agricultural Sciences to promote the programmes both internally and externally.
- 2.6 The Programme Board shall be chaired by the Dean of Veterinary Medicine (*ex officio* Head of School of Veterinary Medicine).
- 2.7 The Programme Board shall support the Dean 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 shall be entitled to chair, or nominate the chair of, any sub-committee established by the Board.
- 2.9 The Dean of Veterinary Medicine, following consultation with 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.

- 2.10 The Programme Board may appoint a Programme Co-ordinator for the Veterinary Medicine programme, and shall appoint a Director of the Veterinary Nursing programme, and shall determine their roles and responsibilities, on the recommendation of the Dean of Veterinary Medicine. The Programme Board may appoint individual co-ordinators for different aspects of the programmes, and determine their roles and responsibilities, on the recommendation of the Dean of Veterinary Medicine.
- 2.11 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.
- 2.12 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 Veterinary Medicine

- 3.1 The Dean of Veterinary Medicine is *ex officio* Head of School of Veterinary Medicine and respective appointments are co terminus.
- 3.2 The Dean of Veterinary Medicine must be a veterinarian.
- 3.3 The Dean of Veterinary Medicine is appointed by the President on the recommendation of a selection panel. The selection panel for the Dean of Veterinary Medicine shall be chaired by the President or their nominee, and shall comprise:
 - (i) Principal, College of Health and Agricultural Sciences or their nominee
 - (ii) Head of the School of Agriculture and Food Science, or their nominee
 - (iii) Two academics (internal or external) nominated by the President, one of whom must be a veterinarian, preferably a Dean of another Veterinary School
 - (iv) Two members of academic staff, both of whom must be veterinarians, nominated from amongst the academic staff involved in the delivery of the Bachelor of Veterinary Medicine and Diploma in Veterinary Nursing programme by the academic staff involved in the delivery of those programmes.
- 3.4 The Dean of Veterinary Medicine is appointed for a fixed term not exceeding five years, and will be eligible for re-appointment.
- 3.5 The Dean of Veterinary Medicine shall, in respect of each of the programmes within the remit of the Veterinary Medicine and Veterinary Nursing 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 Principal, College of Health and Agricultural Sciences 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 Veterinary Medicine Programme Office
 - (vii) Support the development of a collaborative administrative network involving UCD Registry, the Veterinary Medicine 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
- 3.6 The Dean of Veterinary Medicine may make decisions in regard to the programmes within the remit of the Veterinary Medicine and Veterinary Nursing Programme Board, or the students applying to or registered to those programmes, on the delegated authority of the Programme Board.
- 3.7 The Dean of Veterinary Medicine shall be an *ex officio* member of the School Executive of the School of Veterinary Medicine and the University Programmes Board.
- 3.8 The Dean will report and be accountable, via the Registrar and Bursar, to the President.

4. Composition of the Board

- 4.1 The following shall be voting members of the Board :
- (i) Dean of Veterinary Medicine (Chair)
 - (ii) Associate Dean for Teaching and Learning, School of Veterinary Medicine
 - (iii) Associate Dean for Research and Innovation, School of Veterinary Medicine
 - (iv) Associate Dean for Admissions and Academic Affairs, School of Veterinary Medicine
 - (v) Clinical Director, UCD Veterinary Hospital
 - (vi) Programme Co-ordinator for Veterinary Medicine
 - (vii) Director of Veterinary Nursing
 - (viii) The senior member of academic staff responsible for the following disciplines
 - (a) Veterinary Physiology, Biochemistry and Pharmacology
 - (b) Veterinary Anatomy
 - (c) Veterinary Pathology
 - (d) Veterinary Infectious Diseases
 - (e) Animal Husbandry
 - (f) Small Animal Clinical Studies & Therapeutics
 - (g) Large Animal Clinical Studies & Veterinary Public Health
 - (h) Veterinary Surgery
 - (ix) One academic member nominated by the Principal, College of Health and Agricultural Sciences
 - (x) Two academic members nominated by the Registrar
 - (xi) Two student members nominated by the Students' Union

- 4.2 The following shall be non-voting member of the Board:
- (i) The co-ordinators of different stages of the Bachelor of Veterinary Medicine programme
 - (ii) The Director of the Veterinary Medicine Programme Office
 - (iii) Up to four members (academic, administrative or student members) co-opted by the Board ensure appropriate expertise is available to conduct its business effectively.
 - (iv) 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 Veterinary Medicine and Veterinary Nursing programmes 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, 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.
- 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 a quorum when one third of the members entitled to vote are present or represented.