

07. Other CITY ULE Boards and Committees

1. Education Committee

Purpose:

The Education Committee aims to establish a long-term teaching, learning and assessment agenda and to facilitate high-quality education, student experience, policy advice leading to the implementation of CITY ULE's Education Strategy.

Terms of Reference:

1. To maintain and enhance the learning and teaching culture of CITY ULE, including support for departmental learning and teaching activities and active promotion of inter-departmental strategies and initiatives.
2. To ensure the appropriate implementation of policies and procedures, and relevant external policy initiatives.
3. To advise the CITY ULE Executive Board of any relevant planning and/or resource implications arising from learning and teaching developments.
4. To ensure the effective implementation of agreed processes for the annual and periodic internal and external review of learning and teaching, including oversight of any necessary follow-up action.
5. To review relevant learning and teaching Key Performance Indicators and/or benchmarks.
6. To consider and recommend approval of proposals for new and/or amended programmes of study (including proposals for associated new/amended units; changes of title; suspension and discontinuation of programmes of study; or any other substantive change to taught programmes of study).
7. To ensure that student views are appropriately represented in learning and teaching discussions.
8. To monitor CITY ULE's key priorities on teaching and learning.
9. To oversee the development of CITY ULE Education Strategy and enhancement of the student experience.
10. To undertake the annual Staff Teaching Appraisal.
11. To consider any other issues relating to learning and teaching matters, and to advise academic departments and/or the Senate and Executive Board as appropriate.

Membership:

- Vice-Provost (Education) (Chair)
- Deans of Schools
- Heads of Departments
- Academic staff Representative (elected)

A member of the Student Union (Education & Welfare Officer) may also participate as an observer.

Meetings:

The Committee will meet at least four times per academic year. Additional meetings may be called at the discretion of the Chair.

Reports to: CITY ULE Senate and Executive Board, Quality Assurance Committee

2. Research and Innovation Committee

Purpose:

The Committee for Research and Innovation's mission is to develop research, promote knowledge, technology, and innovation, ensure effective interaction between education and research, and connect research with education, the economy, society, and culture. The Research and Innovation Committee aims to establish a long-term research technology and innovation agenda and to facilitate high-quality research, knowledge production, policy advice, linking research with teaching, industry and society and pursuing networking activities leading to the implementation of CITY ULE's Research Strategy. The Committee for Research and Innovation ensures that the academic staff:

- conducts all types of research within the CITY ULE,
- implements research or development programmes,
- contributes to familiarizing students of first, second, and third-cycle study programs with research,
- participates in researcher mobility programs,
- collaborates, in particular, with the research centers and research and technology bodies of the parent institution, as well as with other branches,
- contributes to the internationalization of CITY ULE and the attraction of new researchers,
- develops any other activity related to its mission to achieve its goals.

Terms of Reference:

1. To promote, monitor and enhance CITY ULE Departmental and Research Centres activity in the pursuit of research excellence, high quality and impact.
2. To define, monitor and review the CITY ULE's and Departmental Research and Innovation strategy, goals and actions.
3. To review Research and Innovation Key Performance Indicators across the CITY ULE and Departmental activities.
4. To ensure the effective implementation of the University's and the CITY ULE policies related to Research and Innovation.
5. To ensure the production of high-quality research output as a top priority for the CITY ULE departments.
6. To encourage active participation of all CITY ULE staff in research and innovation activities including research – led learning and teaching.
7. To provide support for research staff development to all CITY ULE staff.
8. To ensure that CITY ULE researchers have access to resources needed to conduct high quality research.
9. To ensure smooth cooperation with the York based Schools and Departments on Research and Innovation.
10. To oversee and monitor the progress and continuous development of the Doctoral Programme including embedding PhD students to the academic life of the Departments.
11. To stimulate research engagement for students at all levels (UG, PGT, PhD).
12. To support departments and staff with research funding activities and international research cooperation.
13. To identify and disseminate good practices in research, innovation and public engagement within and outside the CITY ULE and the University.
14. To engage with external stakeholders' ecosystem (businesses, policy makers, society) and to ensure a high impact and market/community oriented research.
15. To encourage public engagement of our research and engagement of our researchers with the Research and Innovation ecosystem in Thessaloniki, in Greece and the countries of South East and Eastern Europe.
16. To facilitate academic staff research mobility (incoming and outgoing).

17. To ensure that the Research Policies as described at the Research Handbook are up to date and in line with the University's and CITY ULE's strategies.
18. To undertake the annual Staff Research Appraisal.
19. To oversee the development of a Research Reflection report and the participation of CITY ULE staff to the Research Excellence Framework exercise of the University.

Membership:

- Vice-Provost (Research and Innovation) (Chair)
- Deans of Schools
- Heads of the Departments
- Research Centres' Directors
- Ethics Coordinator
- Academic staff Representative (elected)

A PhD Students' representative (elected) may also participate as an observer.

Meetings:

The Committee will meet at least four times per academic year. Additional meetings may be called at the discretion of the Chair.

Reports to: CITY ULE Senate and Executive Board, Quality Assurance Committee

3. Professional Services Committee

Purpose:

The CITY ULE Professional Services Committee serves as a means for overseeing and coordinating professional services, ensuring efficiency and alignment with the institution's strategic objectives and regulations, and raising matters to the attention of the Senate and the Executive Board of the institution.

Terms of Reference:

1. To review and assess the effectiveness of operational policies, procedures, and practices across the institution.
2. To identify areas for improvement and develop recommendations for enhancing operational efficiency and effectiveness within the institution and across its departments.
3. To oversee major operational projects and initiatives, providing guidance and support to project teams as needed.
4. To review resource allocation within operational departments.
5. To ensure resources are aligned with strategic priorities and operational needs.
6. To assess operational risks and develop strategies to mitigate potential threats to the institution's operations.
7. To monitor compliance with relevant regulations and standards.
8. To facilitate communication and coordination among operational departments to promote collaboration and synergy.
9. To share best practices and address cross-functional challenges.
10. To provide reports on the status of operational activities and any significant issues or risks.
11. To make recommendations for action for all matters above as appropriate.

Membership:

- Chief Operations Officer (COO) (Chair)
- Head of Academic Services
- Communication & Digital Engagement representative

- Student Affairs and Alumni representative
- Careers, Employability & Enterprise Centre representative
- Estates Development representative
- IT Systems representative
- Library representative
- Academic Registrar
- Marketing & Student Recruitment representative

The secretariat is provided by a member of staff.

Appropriate representatives from professional or academic services or other stakeholder's s will be invited to attend as required by the Chair.

The Committee may establish subcommittees or working groups as needed to address specific operational matters.

Meetings:

The Group shall meet regularly, at least 4 times per academic year, conducted in person or virtually, as appropriate. Additional meetings may be called at the discretion of the Chair and/or Co-Chair.

Reports to: CITY ULE Senate and Executive Board, Quality Assurance Committee

4. Quality Assurance Committee

Purpose:

The CITY ULE Quality Assurance Committee aims at establishing quality assurance and control procedures and monitoring their implementation by the Academic Departments and Services. The Quality Assurance Committee closely collaborates with the University of York Academic Quality Team.

Terms of Reference:

1. To develop, review and recommend an Internal Quality Assurance System (IQAS) which aligns to the guidelines of Hellenic Authority for Higher Education (HAHE) and monitor its implementation.
2. To establish, monitor and review a Quality Assurance Framework which aligns to the mission and Strategic Plan of CITY ULE, the Schools and the Academic Departments and their working practices to the pursuit of continued improved quality.
3. To maintain effective channels of communication between the Schools, Academic Departments and Administrative Services on quality assurance and enhancement.
4. To review policies on student representation, assessment, feedback, services and support.
5. To identify and disseminate good practice in education provision and research, and related procedures within CITY ULE.
6. To review Key Performance Indicators for Quality Assurance processes.
7. To ensure excellence in academic management with reference to all academic entities and activities, such as course organisation, curriculum design, content and course inter-relation.
8. To ensure excellence in overall student experience with reference to all administrative services and CITY ULE infrastructure.
9. To ensure an academic environment that promotes excellence in research.

10. To monitor the accuracy of information presented to students with regards to regulations, programmes of study and procedures of the CITY ULE.
11. To assist Departments with accreditation of Professional Statutory Regulatory Bodies (PSRBs) and other external reviews.
12. To review policies on staff development of both academic and administration staff.
13. To ensure that all policies and procedures are bound by academic principles, freedom of speech, ethics, equality, diversity and inclusion.

Membership:

- Vice-Provost (Research & Innovation) (alternate Chair)
- Vice-Provost (Education) (alternate Chair)
- Deans of Schools
- Heads of Departments
- Academic Staff representative (elected)
- Academic Quality Team representative, University of York
- EDI Coordinator

Meetings:

The Committee will meet at least two times per academic year. Additional meetings may be called at the discretion of the Chairs.

Reports to: CITY ULE Senate and Executive Board

5. Equality, Diversity & Inclusion Committee

Purpose:

The Equality, Diversity, and Inclusion (EDI) Committee is established to promote and support an inclusive and equitable environment within CITY ULE by addressing issues related to equality, diversity, and inclusion across all aspects of the institution's activities.

Terms of Reference:

1. To review and advise on institutional policies, procedures, and practices in order to ensure they align with principles of equality, diversity, and inclusion.
2. To monitor progress towards achieving diversity and inclusion goals outlined in the institution's strategic and Gender Equality plan.
3. To identify barriers to equality and inclusion within the institution and recommend strategies to address them.
4. To ensure that gender equality is applied to all possible aspects of the institutional operations.
5. To monitor the implementation of CITY ULE's Gender Equality Declaration and Gender Equality Plan.
6. To undertake the tasks and responsibilities as defined in the Gender Equality Plan.
7. To provide guidance and support to departments and units on EDI-related matters.
8. To promote awareness and understanding of EDI issues among members of the CITY ULE.
9. To provide a safe environment for staff and students to discuss issues pertaining to EDI.

Membership:

- EDI Coordinator (Chair)
- Academic Staff representatives
- Administration Staff representatives

- Student representatives

Meetings:

The Committee will meet at least two times per academic year. Additional meetings may be called at the discretion of the Chair.

Reports to: CITY ULE Senate and Executive Board and other Committees/Boards and the broader CITY ULE community (where appropriate) .

6. Appeals Committee

Purpose:

Responsibility for considering or hearing appeals by students has been delegated by the University to the CITY ULE. The CITY ULE Appeals Committee (AC) considers appeals made by students against decisions taken by other committees of the CITY ULE (e.g. Disciplinary Committee, Progression and Awards Boards, etc.). The AC may confirm, vary or quash the decision taken by another Committee and may exercise any of the powers conferred upon the Committee by the Regulations. The AP shall have no power to vary any decision made by Examiners.

Terms of Reference:

1. To consider and thoroughly investigate appeals of students through oral hearings on decisions taken by other CITY ULE committees.
2. To confirm, vary or quash the decision taken by another Committee.

Membership:

- a Deputy Provost (chair),
- not less than two and not more than four other members of academic staff, preferably one from each Academic Department other than the Department in which the student is registered,
- one student member appointed by the President of the Student Union,
- the Academic Registrar

Meetings:

The Appeals Committee meets where necessary and depending on the number of appeal cases reported.

Reports to: CITY ULE Senate and Executive Board and other Committees/Boards (where appropriate)

7. Disciplinary Committee

Purpose:

Responsibility for considering discipline of students has been delegated by the University to the CITY ULE. The Disciplinary Committee (DC) deals with serious and/or repeated incidents and/or of academic misconduct nature. A student will be subject to a formal disciplinary process if they are alleged to have committed an act of misconduct characterised as: Physical Misconduct, Sexual Misconduct, Sexual Harassment and/or Sexual Violence, Abusive, Threatening, or Unacceptable Behaviour, Damage to Property, Unauthorised Taking or Use of Property, Causing a Health or Safety Concern or Risk, Operational Obstruction, Reputational Damage, Criminal

Convictions, Academic Misconduct, etc. General University Regulations as to the Discipline of Students apply when the DC refers the case to the University Discipline Committee.

Terms of Reference:

1. To consider and thoroughly investigate serious and/or repeated incidents and/or of academic misconduct nature.
2. To decide what level of sanction is appropriate for any act of misconduct.

Membership:

- a Vice-Provost (chair),
- the Head of a different academic Department to the one in which the student is registered,
- one member of the academic staff of a different Department to the one in which the student is registered,
- one student member appointed by the President of the Student Union,
- the Academic Registrar, and
- the Gender Equality Officer when issues are related to Sexual Misconduct.

Meetings:

The Disciplinary Committee meets where necessary and depending on the number of disciplinary cases reported.

Reports to: CITY ULE Senate and Executive Board and other Committees/Boards (where appropriate)

8. Health and Safety Committee

The Vice President (CEO) has the overall responsibility for ensuring the effective management of the health and safety function in the CITY ULE. The arrangements for oversight of health and safety management are approved by the Health and Safety Committee. The Health and Safety Committee is principally a consultative body, with specific recommendatory and decision-making powers. It may also make recommendations and/or refer items upwards to the CITY ULE Executive Board and other committees for advice or decision as appropriate.

Terms of reference:

1. To promote the continuous development and improvement in workplace health and safety across all CITY ULE's work activities and premises for the benefit of staff, students and visitors.
2. To provide assurance to CITY ULE Executive Board that consultations on workplace health and safety arrangements in place are effective.
3. To provide a forum for consultation with staff, students and management.
4. To meet the requirements set out by the relevant Greek Law for workplace Health and Safety, including the relevant requirement for Higher Education institutions.

Membership:

- Vice-President (CEO) (Chair)
- Chief Operations Officer (COO)
- Head of Academic Services
- Dean of School representative
- Head of Department representative
- Library representative
- IT Support representative

- Estates Development representative
- Secretarial Services representative
- Student Union representative

Meetings:

The Health and Safety Committee will meet at least 2 times per academic year. Additional meetings may be called at the discretion of the Chair.

Reports to: Executive Board.

These Terms of Reference shall be reviewed at the end of each year. Amendments may be proposed by any Committee member and shall be subject to approval by the Committee.