

O9. CITY ULE Schools & Departments, Roles and Responsibilities of Senior Officers of the Schools & Departments of CITY ULE

1. Organisation of Schools and Departments

A Department or School is a unit in an academic subject or combination of academic subjects. Typically:

- Schools are responsible for academic work in multiple, linked academic subjects.
- Departments are responsible for academic work in one or a small number of academic subjects.

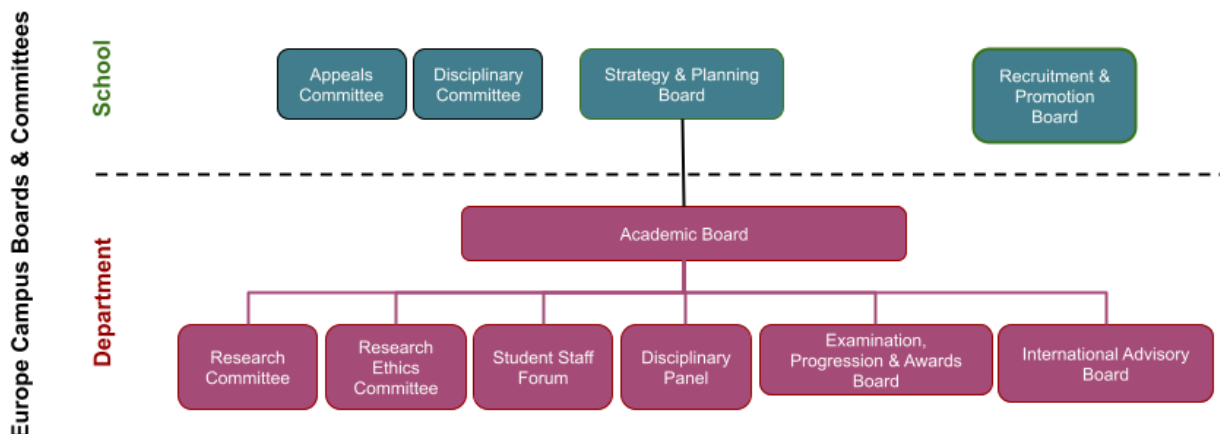
An Institute is a unit created to facilitate, undertake and promote achievement of one or more elements of the CITY ULE’s mission and strategy. They are normally education or research-based, or bring together capacity across departments and schools in a thematic field.

The CITY ULE Executive Board shall be responsible for approving the creation, amendment and disestablishment of Departments and Schools.

The following Schools, Departments, Institutes and Units are established:

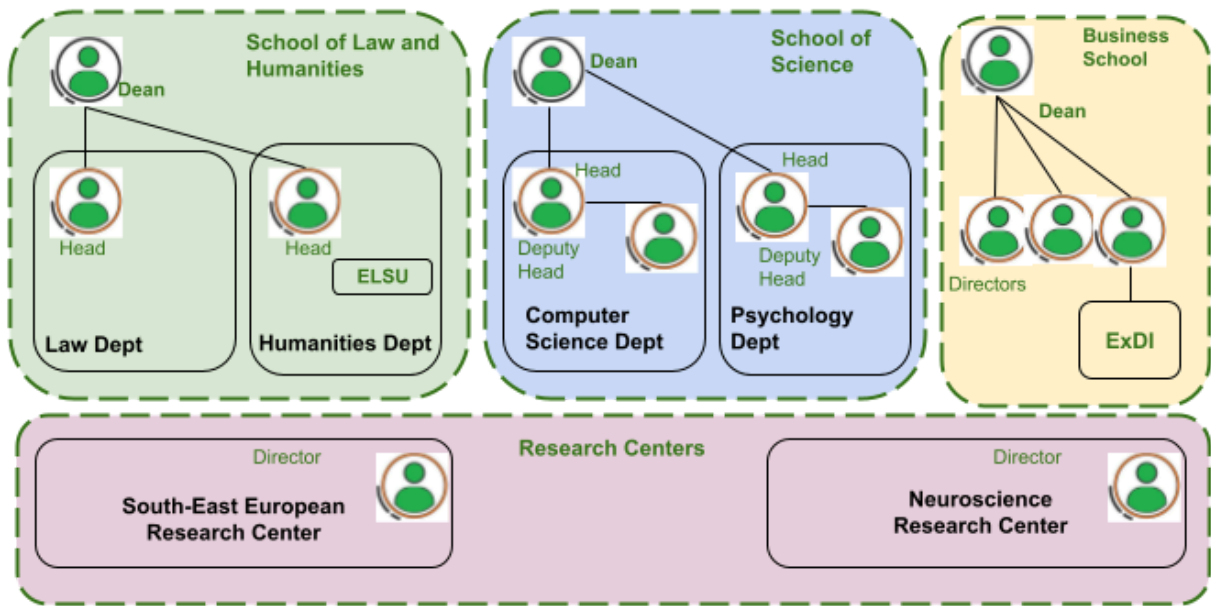
School of	Departments within the School	Institutes/Units within Department
Business	-	Executive Development Institute
Science	Computer Science	-
	Psychology	-
Law and Humanities	Law	-
	Humanities	English Language Support Unit

The Governance (Boards and Committees) of Schools and Departments is:



The Organisation Structure of Schools and Departments is:

University of York Europe Campus Organisation of Schools, Departments and Research Centers



2. Roles and Responsibilities of the Senior Officers of Schools & Departments

2.1 The Dean of School

The Dean of an CITY ULE School:

- Provides strategic leadership for the School and oversees planning relating to research and teaching developments across its Departments.
- Advises the EC Provost (CAO), Vice-President (CEO) and Vice-Provosts on academic strategy, staffing matters and resources for academic departments within their School.
- Provides leadership and support for the academic mission of the School and the CITY ULE.
- Convenes and chairs appointment and promotion panels for academic staff.
- Convenes the School Strategy & Planning Board, draws up its agenda, chairs its meetings and oversees the implementation of its decisions.

The Dean of a School is appointed by the CITY ULE Senate following a recommendation by a Review Panel. The Review panel consists of the Academic Provost (Chair), Vice-President & Principal and at least one Vice-Provost, at least one Dean of a School and at least one Head of a Department. The term of office is four years and can be renewed.

2.2 The Head of Department

The Head of Department:

- Provides strategic leadership for the Department by monitoring staff performance, fair allocation of workload, staff development and resources needed, collaboration and joint working with others within the department and beyond.

- Implements the academic strategy of the Department in line with the CITY ULE's and University strategic plans in order to ensure excellence in teaching and a dynamic and forward looking research environment for both staff and students.
- Develops and sustains appropriate structures for management, consultation, decision-making and communication with staff and students.
- Promotes and represents the Department both internally and externally.
- Ensures that all activities related to teaching, research, external engagement and management of resources are carried out to the highest possible standards and puts in place the necessary evaluation and monitoring procedures in order to ensure both compliance and improvement.
- Infuses a culture of excellence, co-operation and respect both within and beyond the department.
- Leads the review and development of programmes of study and provides directions for new research initiatives.
- Ensures that all problems, of an academic nature, raised by students are dealt with in a satisfactory manner.

The Head of a Department is appointed by the CITY ULE Senate following a recommendation by a Review Panel. The Review panel consists of the Academic Provost (Chair), Vice-President & Principal and at least one Vice-Provost, at least one Dean of a School, at least one Head of a Department and at least one senior member of academic staff. The term of office is four years and can be renewed.

In single Department Schools, the role of the Dean includes the tasks related to a Head of a Department and the role of a Vice-Dean is equivalent to the role of a Deputy Head of a Department.

2.3 Other Departmental/School Roles

Other roles (such as Deputy Head, Operations Officer, Academic Director, Programme Leads, etc.) are defined by the Departments as they see fit. For instance:

A Deputy Head of Department (where appointed) is appointed by the Head of the Department who assigns any of their duties and powers in case they are absent or temporarily unable to perform them.

An Academic Director of UG and PG programmes (where appointed) should: ensure the application at programme level of the Learning Teaching & Assessment policies and practices of the Department, monitor individual student performance in relation to programme requirements, and meets with students regarding problems and deficiencies, establish and maintain continuous personalised student contact and pastoral support, establish and maintain regular staff contact and support, organise programme related activities for students, implement curriculum updates and programme specifications, supervise the preparation of Annual Reflection reports, Periodic Reviews, Accreditation visits, etc., participate in relevant Boards and Committees, etc.

A Programme Lead is an academic staff member who has knowledge and expertise on the programme area and is assigned a key role in providing strategic oversight and direction of a particular programme. The programme lead ensures curriculum content communicates a strong programme identity, reviews programme curriculum by enhancing with up to date with sector developments, the subject area and its pedagogy, liaises and maintains relationships with external bodies and industry contacts to enhance programme visibility and input from industry experts, fosters collaborations with organisations for potential strategic partnerships, research and social

responsibility projects, represents the programme in public events organised by the department as appropriate, etc.

3. School Boards and Committees

3.1 Strategic & Planning Board

The Strategic & Planning Board (SPB) oversees the School's strategic planning and evaluation. SPB develops the strategic planning of the School and makes recommendations to the CITY ULE Executive Board regarding strategic initiatives and allocation of resources. SPB considers and makes recommendations on any matter of strategy or policy referred to by CITY ULE Executive Board or Senate or any other body. The Board is chaired by the Dean of School while all Heads, Deputy Heads of the Departments, Research and Academic Directors of programmes are members. The SPB meets twice a year.

3.2 Appointments and Promotion Panel

The Appointments and Promotions Panel (APP) reviews and approves applications for appointments of new academic staff and promotion of existing academic staff to higher academic positions. APP uses the Procedures and Criteria for Academic Staff Appointment and Promotion and Procedures for Academic Staff Appraisal and Development in order to make its decisions based on whether candidates demonstrate performance against the appointment and promotion criteria (Teaching, scholarship and professional practice, Research, Academic citizenship). APP is chaired by the Dean of the School. The APP consists of at least four members of academic staff who possess appropriate academic titles and are appointed as evaluators (as described in the relevant procedures). APP meets where necessary and depending on the number of applications submitted.

4. Departmental Boards and Committees

4.1 Departmental Academic Board

The Departmental Academic Board (DAB) is the primary Board for each Academic Department. All provisions leading to qualification, credit or award from the University will be subject to oversight from the DAB. There will be a single DAB for each Academic Department (or single Departmental Schools) within the CITY ULE.

Each DAB is chaired by the Head of the Department.

A DAB shall consist of:

- those members of the staff appointed to posts to teach any of the provision prescribed for the Board,
- undergraduate, taught postgraduate and doctoral student representatives,
- other members of staff appointed by the CITY ULE (e.g. Library, IT support, Student Affairs, etc), as the Board considers appropriate.

Each DAB shall meet at least four times per academic year. The Chair shall act as convenor for additional meetings.

Each DAB is empowered to decide which items of business should be reserved items and to exclude student members from the Board during discussions of and voting on those items.

The quorum shall be one third of the total membership of each DAB. For items of business, account shall not be taken of student members of a Board in calculating its quorum.

Each DAB is empowered to delegate business to appropriate subcommittees (see below). Where authority is delegated, this should be clear within the terms of reference of the subcommittee.

4.2 Research Committee

The Departmental Research Committee (RC) aims to establish a long-term research agenda and to facilitate high-quality research, policy advice, and networking activities leading to the implementation of Departmental Research Strategy. RC promotes, monitors and enhances Departmental Research activity in the pursuit of research excellence, high quality and impact. It is chaired by the Director of Research and consists of the Head of the Department and two self-nominated members of academic staff. The RC meets twice a year. The committee reports to the Departmental Academic Board.

4.3 Ethics in Research Committee

The Ethics in Research Committee (ERC) oversees the Ethics in Research Policy's implementation at the departmental level and research-related Ethics & Integrity compliance issues. ERC ensures that the Ethics review and approval of research projects with humans, submitted by academic staff members of the department and its students, is conducted in a diligent and effective manner. It also ensures that academic staff members and students comply with the CITY ULE Ethics in Research Policy, University of York's Research Code of practice on ethics and the requirements and standards of practice set out in guidelines published by scientific societies, Professional, Statutory and Regulatory Bodies (PSRBs), funding agencies and other relevant bodies. It keeps transparent and accountable records of the review and approval of ethics application and compliance with the Ethics in Research policy. ERC provides access to training and support for academic staff and students. The Committee is chaired by the Departmental Ethics Coordinator and its members are ethics reviewers (members of staff with appropriate training on Ethics & Integrity in Research). ERC meets where necessary and depending on the number of applications submitted. It reports to the CITY ULE Ethics Coordinator and CITY ULE Research and Innovation Committee. The committee reports to the Departmental Academic Board.

4.4 Student Staff Forum

The Student Staff Forum (SSF) assesses the evolution of the education process, pinpoints the positive aspects or the problems that arise, and provides suggestions on improving all education provision aspects in a programme of study. The SFF is chaired by the Head of Department or the Academic Director of a programme. The SSF consists of all the academic staff involved in the programme, staff from professional services and the elected student representatives of the programmes. The SSC meets twice a year (once every Semester). The committee reports to the Departmental Academic Board.

4.5 Disciplinary Panel

The Departmental Disciplinary Panel (DP) deals with incidents that are considered minor 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. The DP is chaired by the Head of the Department (or nominated person), one member of the academic staff of the Department in which the student is registered and one student member appointed by the President of the Student Union, and the Academic Registrar. The DP can refer the matter to the Disciplinary Committee when the incident,

after initial investigation, may lead to a stricter sanction. The committee reports to the Departmental Academic Board.

4.6 Examination, Progression and Awards Board (see also O8.Examination, Progression and Awards Board)

The Examination, Progression and Award Board includes the Departmental staff, the University of York subject contacts and the External Examiner. The Board makes the final decisions, taking into consideration the academic regulations, the recommendations of the individual examiners as well as any other certified extenuating circumstances (e.g. medical or social problems, etc.), which may have affected the candidates performance. Examination, Progression and Award Boards meet in February, July and September. The committee reports to the Departmental Academic Board.

4.7 International Industrial Advisory Board

The International Industrial Advisory Boards (IIAB) facilitate communication and collaboration with the industry in the wider region. The major objective of the IIAB is to advise the department in all educational, professional and research issues, complementing the feedback the Departments receive from scientific societies, quality assurance agencies and students. The IIAB is chaired by an appointed professional while representatives from companies and other professionals are members of the Board. IIAB meets at least once every two years. The committee reports to the Departmental Academic Board.