



## **The UCD Arts and Humanities Undergraduate Taught Programmes Board Terms of Reference**

Revisions approved by Academic Council Executive Committee 12 August 2020

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

- 1.1. The Arts and Humanities Undergraduate Taught Programmes Board is responsible to Academic Council or its relevant committee 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 Academic Council or its relevant committee 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 or its relevant Committee 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) Make decisions in line with the University's approved policies and procedures in relation to Continuation and Readmission, Fitness to Continue in Study and Student Fitness to Practice.

- (ix) Receive, consider, and act upon or respond to, recommendations from the Teaching and Learning Committee of the College of Arts and Humanities.
  - (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 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 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 Board or the Associate Dean, Undergraduate 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 College Principal.
- 2.4. The Board shall, within the resources made available by the University and the College of Arts and Humanities, 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 Undergraduate Arts and Humanities and may appoint other Associate Deans.
- 2.7. The Board shall be chaired by the Associate Dean Undergraduate Arts and Humanities.
- 2.8. The Board shall support the Dean and Associate Dean Undergraduate 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 Undergraduate Arts and Humanities and Programme Directors for the programmes within the remit of the Board.
- 2.11. The Board shall establish so many Programme Examination Boards, as subcommittees of the Board, as are required for the programmes it governs. The responsibilities of the Programme Examination Board shall be as per the Academic Regulations.

- 2.12. The Board shall hold a Programme Forum, at least once in the Autumn trimester and at least once in the Spring trimester. The Programme Forum should include all staff involved in the delivery of the programmes. The major strategic and operational decisions facing the Board during the Autumn and Spring trimesters 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 Undergraduate Arts and Humanities. The Associate Dean Undergraduate Arts and Humanities 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 Undergraduate 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 and 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 the College of Arts and Humanities Office and support the development of a collaborative administrative network with School Offices and relevant University offices, e.g., UCD Registry.
  - (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.
- 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 Undergraduate Arts and Humanities

- (iii) Vice Principal for Teaching and Learning, Vice Principal for Graduate Studies and Vice Principal for Global Engagement, College of Arts and Humanities
- (iv) Up to four Programme Directors

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 of the following Subjects within the College of Arts and Humanities:

- Art History
- Celtic Civilization
- Creative Writing
- Drama Studies
- English
- Film Studies
- French
- German
- Greek
- Greek & Roman Civilization
- History
- Irish
- Irish Folklore
- Irish Studies
- Italian
- Latin
- Linguistics
- Music
- Spanish

Where the Head of School is the Head of Subject there will be no additional representation from the Subject area.

The Head of Subject may only delegate authority to represent the Subject area to the Head of School where the Head of School is aligned with the subject area.

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
- UCD Access and Lifelong Learning

- (v) One academic member nominated by the Principal, College of Arts and Humanities
- (vi) One 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 six 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 College of Arts and Humanities Office
- (iii) The Programme Managers for the Programmes
- (iv) One nominee from the Student Advisers associated with the programmes under the remit of the Board

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

- 5.1. The Board should meet at least 4 times per academic year, to include at least 2 meeting in the Autumn trimester and at least 2 meeting in the Spring trimester; meetings shall be aligned to the schedule of meetings of the College of Arts and Humanities and 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. Meeting papers shall be circulated to members a minimum of five working days' before the meeting.
- 5.3. One of the Programme Managers for the Arts and Humanities programmes shall act as Secretary to the Board.
- 5.4. Heads 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.