

The University of Manchester

Faculty Committee - Biology, Medicine & Health

Terms of Reference

Preamble

Ordinance XI 5 (b) (<https://www.manchester.ac.uk/discover/governance/foundations/>) makes provision for a Faculty Committee “chaired by the Dean and established with the concurrence of the Board and Senate. Its *modus operandi* shall include the mechanisms for engaging with particular groups or representative sections of the Faculty, especially in respect of key strategic, policy and resourcing issues. The Dean shall be required to take full account of the advice offered by the committee, which shall also have the right to express an opinion directly to the Senate or to the Board.”

The Faculty Committee will therefore provide a means of engaging with the Faculty on academic and related matters through its membership which, in accordance with the provisions of Ordinance XI 5 (b) shall include, inter alia, elected academic and research members, elected Professional Services members and student representatives. Whilst Statutes and Ordinances have made provision for Faculty Committees in practice these have not met for some time and the re-establishment of Faculty Committees was a recommendation of the Senate Effectiveness Review.

Faculty Committees are therefore not decision making bodies, but are a source of advice for the Vice-President and Dean and wider Faculty Leadership Team and an opportunity for School Boards to raise issues with the Faculty leadership or onwards to Senate. As noted in the wording of the Ordinance outlined above, the Vice-President and Dean will take account of the advice offered by the committee and apprise the committee once that advice has been considered.

Terms of Reference

The Committee will provide a forum for consideration and discussion of:

1. Relevant strategic issues and developments (including learning and teaching, research and social responsibility) and in particular their implications for the work and activities of the Faculty.
2. Information relating to the overall performance of the Faculty and its constituent Schools.
3. Faculty planning and resourcing issues.
4. Relevant inter-disciplinary issues.
5. Matters relating to the overall student experience within the Faculty.
6. Matters raised through School Boards (notwithstanding the right of School Boards to declare an opinion to the Senate and/or the Board through the RSCOO) including (but not limited to) matters referred to in 1-5 above.

Membership (detail in brackets indicates parameters stipulated in Ordinance XI 5 (b))

Category 1 - ex-officio (no less than one-third and no more than one-half of total membership)

Vice-President and Dean of Faculty

Vice-Deans x 3 (Learning and Teaching, Research and Social Responsibility)

Heads of School/Vice-Deans

Category 2 - academic and research (no less than one-third and no more than one-half of total membership)

Members of academic and research staff from the Faculty, elected by members of the Faculty, ensuring at least two representatives from each constituent School. The total number of elected academic and research staff shall be at least equal to the total number of ex-officio staff in Category 1.

Category 3 – professional services (at least two and no more than four)

Up to four Professional Services staff members elected by such staff in the Faculty.

Category 4 - students (at least one and no more than three)

Up to three students registered on programmes within the Faculty (to be appointed via a process to be determined in conjunction with the Students' Union)

Secretary

As set out in Ordinance XI.6, “the Secretary to the Committee shall be the Director of Faculty Operations and other members of the Faculty Administrative Team may attend meetings of the Committee from time to time as may be appropriate to the business of the Committee.”

Election

The proposed draft Regulation for Faculty elections is attached at Appendix A. This Regulation mirrors the existing Regulation for the election of members of Senate in Category 3.

The election timetable will enable the Faculty Committee to meet for the first time from April 2020 (this will be an exception to the clause in paragraph 1 that “members elected shall normally take up their seats at the commencement of the academic year immediately following their election.”). It is proposed that elections in Faculties run alongside planned elections for eligible Faculty academic staff to Senate. To ensure continuity of membership it is proposed that membership terms for elected members be of varying length up to a maximum of three years duration from the commencement of the following academic year, i.e 1 September 2020 (i.e terms run until either 31 August 2021, 31 August 2022 or 31 August 2023) with the length of term determined in accordance with clause 4g) in the draft Regulation.

Quorum

The quorum for meetings of the Faculty Committee shall be one-third of total membership rounded up to the nearest whole number.

APPENDIX A

Election of members of the Faculty Committee

1. The election of members of the Faculty Committee, shall be held in the Second Semester of each academic year on a date (the 'appointed date') to be fixed by the Registrar and Secretary, who shall also act as the Returning Officer. The date selected shall make due allowance for the provisions of paragraph 3 below to be properly fulfilled. The members elected shall normally take up their seats at the commencement of the academic year immediately following their election. Elected members shall normally hold office for a maximum of three years and are eligible for re-election for a second term if all other requirements for eligibility have been fulfilled. After a second term, members shall not be eligible for re-election until after the expiration of at least one year.
2. Those entitled to nominate, vote and stand in the election in each of the Faculties shall be the members of the academic or research staff, or Professional Services staff, full-time or part-time, who hold paid appointments assigned to the Faculty which are:
 - (a) of a duration greater than twelve months; or
 - (b) of a duration of twelve months or less, provided that each such member has an accumulated length of continuous service in excess of twelve months.
3. A roll of the persons eligible to nominate, vote or stand for election, as at 31 January in the academic year of election, shall be maintained, in consultation with the Registrar and Secretary, for each of the Faculties by the Deputy Secretary, and shall be conclusive evidence that any person whose name appears therein is entitled to nominate, vote or stand in the election, and that any person whose name does not appear therein is not so entitled. Any matters relating to the eligibility of persons to nominate, vote or stand for election shall be determined by the Registrar and Secretary.
4. The election shall be conducted by the Deputy Secretary, in consultation with the Returning Officer, provided that in each Faculty:
 - (a) each candidate shall be nominated by no fewer than two eligible electors, and shall confirm, in writing, his or her willingness to stand for election;
 - (b) a period of no fewer than two weeks shall elapse between an announcement of the number of vacancies to be filled and the closing date for receipt of nominations;
 - (c) if on the expiration of the time for the receipt of nominations the number of valid nominations received does not exceed the number of vacancies declared, the Deputy Secretary shall inform the Returning Officer, who shall declare those candidates nominated to be duly elected. If in such instances nominations have been invited for periods of office of varying duration, the allocation of seats shall be determined by lot;

- (d) if on the expiration of time for the receipt of nominations the number of valid nominations does not equal the number of vacancies declared, the Deputy Secretary shall inform the Returning Officer, who shall extend the time for receipt of nominations by one further week. If, after such time the number of valid nominations still does not equal the number of vacancies declared, then the Vice-President and Dean of the relevant Faculty/Faculties, shall nominate person(s) eligible to stand for election in accordance with paragraph 3 above to fill the vacancies declared.
- (e) if on the expiration of the time for the receipt of nominations the number of nominations received exceeds the number of vacancies declared, the election shall be determined by secret ballot. In such circumstances, the Deputy Secretary shall make available to each elector, no fewer than two weeks before the appointed date, information giving the names and styles of the candidates, and the appointment each holds;
- (f) each elector shall be at liberty to vote for as many candidates as there are vacancies, and shall vote via an approved electronic voting system. On the expiration of the period for electronic voting the Deputy Secretary shall count the votes;
- (g) if ballots are being held for seats which include a number having periods of office of varying duration, the allocation of these seats shall be determined by the number of votes cast, the candidate with the greater number of votes taking the seat of longer duration, unless there is an equality in the number of votes cast for such seat, in which case the allocation of the seat shall be determined by lot. In the event that there is an equality in the number of votes cast for the final seat between two or more candidates, the allocation of that seat shall be determined by lot;
- (h) on completion of the counting of the votes cast and the allocation of seats, the Deputy Secretary shall forward the result to the Returning Officer, who shall publish the names of the successful candidates forthwith;
- (i) a scrutiny shall be held if demanded by ten electors within seven days of the publication of the name or names of those elected, one proposer of each candidate to act as a scrutineer, such scrutineer to be selected by the candidate.