

## **DEPARTMENT OF EARTH, ATMOSPHERIC AND ENVIRONMENTAL SCIENCE**

### **Teaching Committee Terms of Reference 2021/22 [agreed on 03/11/21]**

The Department Teaching Committee is responsible to the Departmental Forum for the development and enhancement of teaching and learning approaches and practices; in particular these will include teaching processes, learning support, assessment, innovation; teaching quality assurance.

#### **Duties**

1. To develop a culture of excellence in teaching, learning and assessment practices.
2. To report to and advise the Departmental Forum on learning, teaching, innovation and assessment development.
3. To encourage innovation in learning, teaching and assessment.
4. To ensure that all reviews of undergraduate and postgraduate taught programmes are undertaken and to report such reviews to the Departmental Forum for approval.
5. To keep under review, the effectiveness of arrangements for managing academic standards, and assuring the quality of students' learning opportunities through the department's annual Student Experience Action Plan.
6. To approve all matters in relation to External Examiners, including nominations, moderation procedures and responses in relation to issues raised in External Examiner reports relating to curriculum and teaching matters.
7. To keep under review, all teaching and quality assurance procedures relating to undergraduate and postgraduate taught programmes to ensure compliance with University and external body regulations.
8. To consider and approve proposals for new programmes and course units or modification to programmes and course units and to ensure that, in cases where a proposal has relevance for another School(s), appropriate cross-School discussion/consultation has taken place.
9. To be proactive in disseminating good practice, where noted, in respect of teaching and learning, both within the Department and across Schools.

## **Membership**

1. Department Head of Education
2. Head of Department
3. Programme Directors
4. Welfare (Mitigating Circumstances) Officer
5. Welfare (Disability Support) Co-ordinator
6. Appeal Complaints and Discipline Officer
7. Careers Co-ordinator
8. With Industry Tutor
9. Year Abroad Tutor
10. Pathway Leads
11. Student Representative (3)
12. Fieldwork Co-Ordinator
13. Senior Education Officer
14. Health and Safety Manager
15. Teaching and Learning Enhancement Tutor
16. Assessment Tutor (Chair of Exam Board)
17. Representative from Equality, Diversity, Inclusion and Accessibility (EDIA)
18. TEF Coordinator
19. Other staff members by reason of their role as determined by the Departmental Forum
20. Representative(s) from other school(s)
21. A Committee Secretary will be allocated from a member of the department's PSS staff.

The Committee has the authority to invite other members of University staff to meetings for discussion of specific matters. This may include colleagues from relevant Professional Support Services to support developments in teaching, learning, and quality of the student learning experience.

## **Quorum**

The meeting shall be considered quorum when no less than one third of members are present

## **Frequency of Meetings**

5 times per year, to include Annual Review.