

# Representing the Faculty or a School on Groups and Committees

## Faculty of Humanities 2024/25

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We are grateful to all our colleagues who represent their School or Faculty on groups and committees. These colleagues play a crucial role in ensuring a breadth of expertise, perspectives and voices of the Faculty are embedded in supporting and influencing Faculty and University level policy and decision making.

This document is to help both Faculty and School academic and PS colleagues understand the expectations of what it means to be a representative on a University level group/committee, and ensure representatives are aware of the expectations on them in this role.

This document should be read in conjunction with the [Governance Handbook](#) which provides guidelines, principles, [outline of roles](#) and recommended templates to support the operation of formal committees and groups across the University.

### Principles:

When representing a School or Faculty on a group or committee, or when appointing a representative to be on a committee, it is requested the following principles are considered:

- **Representation:** Committee members should acknowledge that they are representing the wider views of the School/Faculty, in addition to sharing their own views and expertise.
- **Consultation:** Supporting the principle above, representatives should consult with relevant members of Faculty and School staff to ensure the position of the School/Faculty is accurately represented as part of ongoing discussions.
- **Active participation:** Committee members should actively engage with the group/committee, including reading papers, participating in relevant discussions (where appropriate/necessary), and ensuring any agreed actions are delivered or appointed to the appropriate individual.
- **Appropriateness:** The seniority, experience, diversity and expectations on the representative asked to join should be appropriate for the focus, objectives and expectations of the group/committee.
- **Confidentiality:** Committee members should be aware that a key role of committees/groups is to allow confidential discussions to take place. Committee members should ensure that all data, papers and discussions are treated with an appropriate level of confidentiality.

### **In preparation for, and during, attendance to groups/committees:**

- Where a representative cannot attend a meeting, an appropriate alternate should be identified (where possible). Where necessary, this may need to be agreed with the appropriate member of FLT/SLT or PSLT.
- Where feasible, committee members should review papers/agenda items ahead of time, and consult with relevant Faculty and School colleagues where wider input may be required to support effective discussions and decision making.
- Where a decision on behalf of the School/Faculty cannot be made (ie, this decision requires further consideration by FLT or other relevant group/committee), the representative should verbally state this, so the Chair and Secretary is aware that wider School or Faculty consultation is required.

### **Following attendance to groups/committees:**

- It is the School/Faculty representative's responsibility to ensure that any necessary actions agreed in the committee/group are completed by the appropriate members of staff. In some cases, this may mean raising this action for discussion with the relevant member of FLT/PSLT, or a paper to be considered at the relevant committee (outlined below).
- Representatives should share minutes or notes with relevant teams/individuals (as appropriate) to ensure colleagues are kept up to date on the developments, discussions and decisions made by the committee/group.

### **Faculty Governance groups/committees:**

If an item/action from a University level group/committee requires approval, or further discussion, at Faculty please see the summary of Faculty groups and committees where this discussion should take place: <https://www.staffnet.manchester.ac.uk/humanities/meetings-committees/>

It is recommended a conversation with the Chair of the appropriate group takes place in the first instance.

<b>Group/Committee</b>	<b>Chaired by</b>	<b>Contact</b>
<b>Faculty Leadership Team</b>	Fiona Devine	<a href="mailto:hannah.jordan-2@manchester.ac.uk">hannah.jordan-2@manchester.ac.uk</a>
<b>Faculty Committee</b>	Fiona Devine	<a href="mailto:victoria.roberts-2@manchester.ac.uk">victoria.roberts-2@manchester.ac.uk</a>
<b>PS Leadership Team</b>	Hannah Rundle	<a href="mailto:claire.jones-7@manchester.ac.uk">claire.jones-7@manchester.ac.uk</a>
<b>Humanities Teaching &amp; Learning Committee</b>	Fiona Smyth	<a href="mailto:stephanie.beck@manchester.ac.uk">stephanie.beck@manchester.ac.uk</a>
<b>Research Strategy Committee</b>	Maggie Gale	<a href="mailto:louise.mcmahon@manchester.ac.uk">louise.mcmahon@manchester.ac.uk</a>
<b>Postgraduate Research Committee</b>	Admos Chimhowu	<a href="mailto:anusrin.lowe@manchester.ac.uk">anusrin.lowe@manchester.ac.uk</a>

<b>Humanities Social Responsibility Operations Group</b>	Dimitris Papadimitriou	<a href="mailto:Roz.Webster@manchester.ac.uk">Roz.Webster@manchester.ac.uk</a>
<b>Humanities International Network Group</b>	Angie Wilson	<a href="mailto:bethany.pedder@manchester.ac.uk">bethany.pedder@manchester.ac.uk</a>
<b>Equality, Diversity and Inclusion Committee</b>	Dimitris Papadimitriou	<a href="mailto:bethany.pedder@manchester.ac.uk">bethany.pedder@manchester.ac.uk</a>
<b>Faculty Compliance Committee</b>	Emma Rose	<a href="mailto:lynda.rowlinson@manchester.ac.uk">lynda.rowlinson@manchester.ac.uk</a>

**School Governance groups/committees:**

If an item/action from a Faculty/University level group/committee requires approval, or further discussion, within the School, please contact the following for further information of the appropriate forum in which to do this:

<b>School of Social Sciences</b>	<b>Georgina Lewis-Vasco</b> , School Operations Manager <a href="mailto:Georgina.Lewis@manchester.ac.uk">Georgina.Lewis@manchester.ac.uk</a>
<b>School of Environment, Education and Development</b>	<b>Lucy Adams</b> , School Operations Manager <a href="mailto:lucy.adams@manchester.ac.uk">lucy.adams@manchester.ac.uk</a>
<b>School of Arts, Languages and Cultures</b>	<b>Kim Hunter</b> , School Operations Manager <a href="mailto:Kim.hunter@manchester.ac.uk">Kim.hunter@manchester.ac.uk</a>
<b>Alliance Manchester Business School</b>	<b>Michelle Kipling</b> , School Operations Manager <a href="mailto:michelle.kipling@manchester.ac.uk">michelle.kipling@manchester.ac.uk</a>

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