Annex I: Associate Deans (Education) and Education Committees

1 Associate Deans (Education)

1.1 Each Faculty will have an Associate Dean (Education), appointed by the Faculty Board from among the academic staff of the Faculty.

1.2 The period of appointment of the Associate Dean (Education) will normally be three years. The person appointed will be eligible for reappointment at the end of each period of appointment.

1.3 The role of the Associate Dean (Education) will be:

- To advise the Faculty and its Schools on the implementation of the University Code of Practice for Quality Assurance as applicable to undergraduate programmes of study.
- To advise Schools in the Faculty on the preparation of proposals for new undergraduate programmes of study and their constituent modules, in particular on the academic and curricular aspects of such proposals.
- To provide advice to the Faculty Education Committee on whether proposals for new programmes of study are adequate.
- To serve as a member of the Programme Approval Sub-Committee of the Education Board and the Graduate School Board.
- To serve as a member of the Academic Standards and Quality Committee and the Education Board.
- To serve as a member of the University’s Directors of Education Network (‘DoE-Network’) in order to identify and disseminate good practice in learning and teaching.
- To chair School/Faculty Programme Development Teams and approve on behalf of the Faculty any new or amended undergraduate modules put forward as part of a proposed new or revised programme of study and to recommend the submission of undergraduate programme proposals to the Faculty/University stage of the approval process, as per the procedure set out in Annex C: Approval and Withdrawal of Taught Programmes.
- To chair Faculty Panels convened for the purpose of considering proposals from the Validated Institutions for new or substantially amended undergraduate programmes of study.
- To approve the withdrawal of undergraduate modules and recommend the withdrawal of undergraduate programmes.

2 Faculty Education Committees

2.1 Each Faculty will have an Education Committee.

2.2 The membership of the Faculty Education Committee will be determined by the Faculty Board but should include the Associate Dean (Education), the School Directors of Education and at least three student members.

2.3 The Chair of the Faculty Education Committee will be appointed by the Faculty Board. The Chair may, but need not be, the Associate Dean (Education).

2.4 The Terms of Reference of the Faculty Education Committee will be determined by the Faculty Board but should include advising the Faculty Board on the exercise of its responsibilities as set out in this Code of Practice, i.e.:
To ensure that Schools’ annual monitoring of undergraduate programmes conforms to the requirements of this Code and to review the outcome of such monitoring (see Annex E: Annual Monitoring);

To ensure, in co-operation with Schools, that all undergraduate students are provided in good time with all appropriate information relating to their programme and its modules (see Annex D: Information to Students);

To organise and conduct periodic reviews on behalf of the University (see Annex F: Periodic Review);

To consider and approve applications for APECL, record its decisions and report them to the APECL Board (see Annex R: Accreditation of Prior Experiential and Certificated Learning).

To convene Faculty Panels to consider proposals for new or amended undergraduate programmes of study proposed by the Partner Colleges, as per the requirements of Annex O: QA Procedures for Programmes of Study at Partner Colleges Leading to University Awards.

2.5 Faculty Boards may authorise their Faculty Education Committees to act on behalf of the Faculty Board in respect of some or all of the matters listed in 2.4 above.