NEWMAN UNIVERSITY

TERMS OF REFERENCE – SENATE

(Approved by Council February 2021 following agreement by Senate on 11 November 2020)

1. INTRODUCTION

1.1 As the University's governing body, Council has the ultimate responsibility for the governance of the University and its compliance with the ongoing conditions of registration with the Office for Students.

1.2 The University's Articles of Association stipulate the establishment of a Senate that shall have such powers and duties as delegated to it by Council.

1.3 Council has delegated the responsibility for the maintenance of academic quality and standards of the University's awards to Senate. These terms of reference prescribe the delegation of responsibility for such academic governance to Senate.

1.4 Effective academic governance is critical to the maintenance of the University's registration with the Office for Students, degree awarding powers and university title and ultimately its overall sustainability.

1.5 Senate needs to be agile and proactive in discharging its delegated responsibilities and working collaboratively with Council to enable the effectiveness of the academic governance arrangements of the University.

2. MEMBERSHIP

2.1 Pursuant to the University's Articles of Association, Senate shall have no more than 30 members. Substitution of members is not permitted.

2.2 The members of Senate shall be:

Ex Officio Members

- the Vice-Chancellor
- the Deputy Vice-Chancellor
- Pro-Vice-Chancellor, Students
- University Secretary and Registrar
- Executive Dean of Faculty of Education
- Executive Dean of Faculty of Arts, Society and Professional Studies
- Director of Library Services & Learning Services
- Director of Student Support
- Chief Financial Officer
- Director of Teaching, Learning and Scholarship
- University Chaplain

- Associate Deans

Elected Members

2.3 Up to two individuals elected from each of the Faculty departments in accordance with such election procedures as may be determined by the relevant Faculty from time to time ("**Faculty Members**").

Students' Union Members

2.4 Up to two individuals selected by the Student's Union in accordance with such selection procedures as may be determined by the Students' Union from time to time ("**Students' Union Members**").

Nominated Member

2.5 Council may also nominate one of its members to be a member of Senate ("**Nominated Member**"). The Nominated Member is in addition to the Vice Chancellor.

3. TERMS OF OFFICE

3.1 Ex officio members shall hold office for as long as they hold the above-named positions.

3.2 Elected Members shall have a tenure of three years, renewable for one further term of three years.

3.3 Students' Union Members shall have a tenure of one year, renewable for one further year.

3.4 The Nominated Member shall have a term of office as decided by Council.

4. PROCEDURES

4.1 The Chair of Senate is the Vice-Chancellor.

4.2 The Vice-Chancellor may nominate a Deputy Chair from among the members of the Senate.

4.3 Senate will meet at least four times in each academic year.

4.4 Senate is quorate when at least half of the current membership is present, plus one.

4.5 Voting is decided by a simple majority.

4.6 Attendance will be monitored and reported on an annual basis by the Chair of Senate to Council.

5. TERMS OF REFERENCE

5.1 Senate has delegated responsibility from Council to determine and oversee the nature and shape of the academic provision of the University and for providing an academic environment in which students are enabled to achieve their full potential and outcomes. Senate shall be responsible for the development and oversight of the academic work of the University, for maintaining standards and continuously improving quality.

5.2 Senate shall provide regular reports to Council on the discharge of its delegated responsibilities to enable Council to provide assurance on the academic standards and the integrity of the University's academic qualifications and for Council's oversight of performance of the University against the University's Strategic Framework.

5.3 Senate shall discharge its responsibilities through:

5.3.1 determining the academic strategy of the University and the viability of the University's programmes;

5.3.2 providing the academic rigour and oversight to the University's application for, and maintenance of, Research Degree Awarding Powers;

5.3.3 promoting student engagement and partnership in order to maximise the student experience;

5.3.4 approving, implementing and monitoring a framework of principles and regulations for compliance by all the University's programmes of study and supervised research;

5.3.5 approving, implementing and monitoring policies, procedures and criteria relating to the admission of students, teaching, curriculum content, assessment and examination of the academic performance of students subject to the requirements of all relevant external bodies;

5.3.6 defining, maintaining and continuously enhancing the quality of academic standards;

5.3.7 validating and reviewing courses and programmes, in line with the requirements of external regulatory and professional bodies;

5.3.8 appointing and removing internal and external examiners;

5.3.9 approving, implementing and monitoring the General Academic Regulations and those regulations relating to the academic disciplinary procedures for student conduct;

5.3.10 collecting, monitoring and analysing relevant data on all aspects of the academic environment, including the monitoring of student

outcomes/continuation and the achievement of the agreed targets in the University's Access and Participation Plan;

5.3.11 providing assurance to Council on specific academic risks including partnerships and collaborations, recruitment and retention, data provision, quality assurance and research integrity;

5.3.12 providing data and reporting as required on its performance of the above responsibilities in order to allow Council to fulfil its regulatory obligations and to maintain good practice; in particular, providing relevant aspects of compliance with the Office for Students' regulatory framework and government and statutory requirements including the Prevent Duty and assuring Council in relation to requirements such as freedom of speech/academic freedom;

5.3.13 assessing and reporting annually to Council on the effectiveness of the academic systems of the University; agreeing the academic KPIs which Council will use to oversee performance as well as reviewing the results of surveys such as NSS the TEF and reviews and inspections from the QAA and OfSTED; and

5.3.14 advising on such other matters as Council or the Vice Chancellor may refer to the Senate.

6. COMMITTEES

6.1 Senate may establish such committees, fora or task groups as it considers necessary to discharge its responsibilities, provided that each establishment and its terms of reference is first approved by the Vice-Chancellor. The number of members of any such committee and the terms on which they are to hold and vacate office shall be determined by the Senate.

6.2 Senate shall receive and review the minutes and decisions from all committees, fora and task groups as standing items of Senate business.