

Revisions to Ordinances A.3 and C.1

Summary

The purpose of this paper is to ask Senate to consider proposed changes to Ordinance A.3 and Ordinance C.1. The revised texts are enclosed.

The proposed revision of Ordinance A.3 (Annex A) brings the Ordinance relating to the role profile of Senators into full alignment with Ordinance A.1 which sets out Council Member Standards. This was discussed at the last meeting of CGNC and the Committee asked for text to be added to make clear that the role of Senators is not a representative one. New text, highlighted in yellow, has been added to that effect.

The proposed revisions of Ordinance C.1 (Annex B) have been designed to make clearer the relationship between Senate and Council (given Council's new responsibilities in relation to academic governance) and to change the membership of Senate to reflect the creation of a new sub-committee of Senate, the Educational Quality Committee.

The revisions proposed also include changes to Senate membership which mean that all Vice-Presidents are no longer members of Senate ex-officio (Professor Stanton Newman has indicated his desire to step down from Senate). Rather, relevant Vice-Presidents would in general become members of Senate in virtue of chairing Senate sub-committees. (The one exception is Professor Andrew Jones, at present. But the proposal is that a Research sub-committee of Senate will be established in due course; and at that point the Ordinance will be further revised to reflect this new sub-committee.) This change would reduce the number of ex-officio Senators by two (and therefore would also reduce by two the number of elected Senators.) Attached to this covering paper please find both 'old' and 'new' versions of Ordinance C.1.

The proposed Ordinance revisions have been discussed by CGNC and AGC and subject to comments from Senate, will be considered for approval by Council on the recommendation of CGNC. Should significant concerns be raised, these will be reflected in the text that will be proposed to Council for agreement on 16th March.

Recommended Action

Senate is asked to **consider** the proposed changes to Ordinance A.3 and the proposed changes to Ordinance C.1.

Publication: Open

**PROPOSED REVISIONS TO ORDINANCE A.3, SENATORS MEMBER STANDARDS
AND ROLE PROFILE**

PROPOSED ADDITIONAL TEXT FOLLOWING CGNC DISCUSSION IS HIGHLIGHTED

A.3, SENATORS MEMBER STANDARDS AND ROLE PROFILE

- i. The provisions of Ordinance A.2.2 set out the Member Standards that apply to all members of Council and its Committees and which therefore apply to all members of Senate:
 - a. Members have a responsibility to ensure that Senate conducts itself in accordance with accepted standards of behaviour in public life.
 - b. Members have a responsibility to ensure that they conduct themselves in accordance with accepted standards of behaviour in public life.
 - c. Members are expected to play an appropriate part in ensuring that the necessary business of Senate is carried out efficiently and effectively.
 - d. Members must accept collective decisions once made. They should indicate where they disagree with a decision and this will be noted in the Minutes.
 - e. Members should not act as representatives of any particular part of the institution or any external stakeholder but in the interests of City as a whole.
 - f. Members must recognise the proper separation between governance and management and [in their role as Senators must] avoid involvement in the day to day executive management of City.
 - g. Members must maintain confidentiality when agenda items or minutes are marked "Closed".
 - h. Members must attend and participate in such information-sharing events, training, procedures and appraisals as are deemed necessary by Senate and/or the Chair of Senate.
 - i. Members must attend Senate and meetings of Senate subcommittees which they are members. Members will normally be expected to serve on one Committee of Senate.
- ii. All Senators should consider the interests of City as a whole in deliberating and taking decisions about academic quality and standards. Senate is deliberately large and diverse body which includes office-holders with responsibilities for academic quality and standards, elected Senators drawn from five Boards of Study areas, and undergraduate, postgraduate taught and postgraduate research student Senators. But in deliberating and taking decisions about academic quality and standards at Senate,

Senators should not act as representatives of groups from which they are drawn or of the offices that they hold.

- iii. All Senators bring considerable experience to Senate and are encouraged to bring their knowledge and experience to bear in addressing the issues of academic quality and standards discussed at Senate. All Senators are also encouraged to discuss issues related to enhancing academic quality and assuring academic standards with their colleagues.
- iv. The role of Student Senators in bringing the student voice to Senate is very important. It is recognised that while Student Senators, like all other members of Senate, must accept a Senate decision, the Students' Union may continue to campaign for a change in that decision.
- v. The role of elected Senators is critically important in raising the institution's ambition to do better academically. They serve as both a sounding board and also as a check on the Executive. The role can be uncomfortable – they may at times have to be critical of the Executive to which they report on a daily basis. It is important that their role is supported and appreciated by the Executive when this happens.

Original Version of Ordinance A.3 Senators Member Standards and Role Profile

A.3 SENATORS ROLE PROFILE

- i. Senators have a responsibility to ensure that Senate conducts itself and they conduct themselves in accordance with accepted standards of behaviour in public life.*
- ii. Senators are expected to play an appropriate part in ensuring that the necessary business of Senate is carried out efficiently and effectively.*
- iii. Senators fall into three main categories (a) ex-officio staff members (b) those elected from the academic staff and (c) students appointed by the Students' Union Trustee Board or ex-officio. In this context:*
 - Senators bring considerable experience to Senate and are encouraged to use that to support Senate's prime role in enhancing academic quality and assuring academic standards.*
 - Senators will often address issues from their own knowledge, background or standpoint but they should always seek to act in the interest of the University as a whole.*
 - Although, Senators have no obligation to report back to their colleagues or to take up issues raised by their colleagues, they are encouraged to discuss academic issues raised at Senate with their colleagues.*
 - The elected Senators are critically important in raising the institution's ambition to do better academically. They serve as both a sounding board but also a check on the Executive. The role can be uncomfortable – they have at times to be critical of the Executive to which they report on a daily basis – and it is important that their role is supported and appreciated by the Executive when this happens.*
 - The role of Student Senators in bringing the student voice to Senate is very important. This role profile will apply to Student Senators but it is recognised that while they will abide with a Senate decision, the Students' Union may continue to campaign for a change in that decision*
- iv. Senators must accept and abide by collective decisions once made. They may indicate where they disagree with a decision and this will be noted in the Minutes.*
- v. Senators should recognise the proper separation between governance and management. Senate is a Committee primarily concerned with governance and will not normally deal with operational or detailed resources issues.*
- vi. Senators must maintain appropriate confidentiality when papers or minutes are marked "Closed" or "Restricted".*
- vii. Senators should make every effort to attend and participate in such information-sharing events, training, procedures and appraisals as are deemed necessary by Senate and/or the Chair of Senate.*
- viii. Senators must make every effort to attend all meetings of Senate and also any Senate Committees of which they are members*

PROPOSED REVISIONS TO ORDINANCE C.1. SENATE

C.1. SENATE

C.1.1 DELEGATED POWERS TO SENATE

City's Charter provides that there shall be a Senate of City which shall have delegated authority from the Council for the enhancement of academic quality and assurance of academic standards. For the avoidance of doubt this includes authority over student appeals and discipline.

Senate has the composition, powers and functions conferred on it through this Ordinance. This includes the power to make Regulations in accordance with its delegated authority.

Senate has the following primary responsibilities:

- a) To regulate the academic work of the institution in both education and research.
- b) To approve related policies and procedures.
- c) To be responsible for assuring academic quality and standards.
- d) To assure itself that student satisfaction is appropriately monitored.
- e) To ensure that processes are in place to ensure that learning is continually enhanced.
- f) To regulate the approval of all educational programmes and collaborative provision.
- g) To regulate the integrity of academic qualifications.
- h) To regulate validation and other academic partnerships with other third parties.
- i) To approve the academic calendar.
- j) To approve regulations for student discipline.
- k) To provide assurance to Council, through an annual report, about the enhancement of academic quality and the assurance of academic standards at City.

Senate has a responsibility to ensure that it first spends adequate time on its primary responsibilities.

SENATE AND COUNCIL

The work of Senate will have the predominant role in enabling Council to provide its annual assurance about academic quality and standards, although Council will also draw on other sources of data in giving that assurance.

Senate must seek approval from Council for the following matters:

- a) approval of new ordinances.
- b) merger, incorporation and major institutional alliances.
- c) creation, closure and renaming of schools, faculties, academic departments and disciplines.

On any academic matter Senate can express its opinion to Council. Equally, Council can ask for advice from Senate on academic aspects of any proposed Council decision.

SENATE AND THE EXECUTIVE

Senate can ask to be consulted on any major changes planned affecting the academic staff and students where approval rests elsewhere provided the impact of the proposed action is likely to be significant and pervasive.

The Executive should consider if and how Senate should be consulted when planning major changes where decision making authority is not delegated to Senate. Regulation 29 sets out in detail Senate's role in major change programmes.

C.1.2 POWERS DELEGATED BY SENATE

- i. Senate may delegate its authority to an:
 - a) appropriately qualified member (s) of the Senate; or
 - b) appropriately qualified committee including one or more members of Senate; or
 - c) appropriately qualified member of City, University of London's staff.
- ii. Senate may not delegate its authority to approve the following except as set out below in
- iii. Senate's schema of delegation is set out in Regulation 27.
 - a) Academic regulations and policy.
 - b) Decisions on the academic year.
 - c) Strategies and improvement plans that underpin the Strategic Plan and which are related to education, research and enterprise.
 - d) Academic aspects of validation.
 - e) The terms of reference and composition of Senate Committees.
 - f) The annual statement of assurance of academic standards to Council.
- iv. In exceptional circumstances, Senate may decide to delegate a decision or several decisions in respect of ii. above to the Chair of Senate, or to the Chair of Senate and one or more of its members, and will normally require the following conditions to be fulfilled in order to make the delegation:
 - a) the matter has already been subject to a Senate discussion; and
 - b) the decision is urgent; and
 - c) a simple yes/no vote by circulation is not possible.

Senate will not empower those delegated in this way to delegate the decision(s) further to others. Also Senate cannot delegate a decision or several decisions retrospectively.

Senate will agree the conditions for the exercise of each instance of delegation of a decision listed under ii. These conditions might include a requirement for a further discussion to take place, for members to receive further documentation to comment on before the decision is taken, stipulation of the way in which the decision is to be communicated to Senate so that the rationale for the decision is transparent and/or any requirement for additional outstanding issues to be reviewed at the next Senate meeting.

C.1.3 COMPOSITION

- i. The following Ex-Officio members:
 - a) President (Chair)
 - b) Chairs of the following Standing Committees of Senate:
 - Boards of Studies
 - Academic Governance Committee
 - Educational Quality Committee

- Research Ethics Committee
 - Collaborative Provision Committee
- c) Vice President (Research & Enterprise)
 d) Dean of City Graduate School
 e) Director of Student and Academic Services

The Deputy Chair of a Board of Studies may attend in place of the Chair of the Board on occasions when the Chair is unable to attend.

ii. Non Ex-Officio members

Elected members of Category A staff to equal the number of ex-officio staff posts and to include at least two from each of the academic discipline Board of Studies areas (i.e. excluding the Board of Studies in Learning Development). All are elected for a period of three years, renewable. Category A staff comprise the entire electorate for this election. One additional elected member from Category B Staff (with an alternate) where the Category B staff comprise the entire electorate for that election.

Note:

Category A staff = Staff on full time and fractional academic staff contracts but excluding research assistants and research fellows.

Category B staff = Staff on Visiting Hourly Paid Lecturer Contracts

iii. Student members

A maximum of five students including the three sabbaticals and up to two other students nominated by the Trustee Board, ensuring that the student members include at least one undergraduate, one postgraduate taught and one postgraduate research student.

Other officials will attend Senate to present papers or take part in discussion when invited to do so. The Director of Library Services will always be invited to attend.

C.1.4 OFFICERS

i. Chair of Senate

The President chairs Senate as City's senior academic officer.

ii. Deputy Chair of Senate.

The Deputy Chair is appointed by the Senate from its membership on the recommendation of the President as Chair for a period of three years, renewable.

iii. The Senior Elected Senator (SES)

The SES will act as a point of contact for Senate members and other academic staff with concerns that significant matters of academic quality and standards have not been appropriately addressed by Senate. The SES should not be the first port of call for these concerns. They should have been raised with those who have authority to act in the first instance.

The role ensures that there is an alternative route of communication to Council for members of Senate if they have concerns in respect of academic quality and/or standards that have not been addressed by the President and his/her team. The SES will in the first instance discuss these concerns with the President, who is also Chair of Senate. If the

concerns are material and are still not addressed, or in the view of the SES not likely to be addressed, then the SES should raise these concerns with the College Secretary and the Chair of Council. The Chair of Council will then decide on the next steps to be taken.

To ensure, as far as possible, accessibility and involvement in the full range of academic quality and standards processes, eligible candidates for election as SES are those who are employed on an academic contract of half time or more. The election will be managed by the College Secretary. Only the elected staff Senators can vote in the election of the SES. Senate and Council must approve the appointment of the Senior Elected Senator after the election.

The holder will hold the position for three years but will be eligible for re-election. If the holder ceases to be a Member of Senate (for example in the event that their term of appointment as a Senate Member expires without re-election) they will cease to be the SES and a new election will be held.

iv. Committee Secretary – The College Secretary

C.1.5 AGENDAS

The Chair and the Secretary determine the agenda as is the norm for other Committees. If four members request an item to appear on the agenda and provide a written paper then it must appear on the agenda.

C.1.6 FREQUENCY OF MEETINGS

At least three meetings per year.

Original Version of Ordinance C.1. SENATE

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Senate has the composition, powers and functions conferred on it through this Ordinance. This includes the power to make Regulations in accordance with its delegated authority.

- i. Senate has the following primary responsibilities:
 - a) To regulate the academic work of the institution in both education and research.*
 - b) To approve related policies and procedures.*
 - c) To be responsible for assuring academic quality and standards.*
 - d) To assure itself that student satisfaction is appropriately monitored.*
 - e) To ensure that processes are in place to ensure that learning is continually enhanced.*
 - f) To regulate the approval of all educational programmes and collaborative provision.*
 - g) To regulate the integrity of academic qualifications.*
 - h) To regulate validation and other academic partnerships with other third parties.*
 - i) To approve the academic calendar.*
 - j) To approve regulations for student discipline.*
 - k) To provide assurance to Council, through an annual report, about the enhancement of academic quality and the assurance of academic standards at City.**
- ii. Senate must seek approval from Council for the following matters:
 - a) approval of new ordinances.*
 - b) merger, incorporation and major institutional alliances.*
 - c) creation, closure and renaming of schools, faculties, academic departments and disciplines.**
- iii. Senate can express its opinion to Council on any academic matter and Council can ask for advice from Senate on the academic aspects of proposed Council decisions. e.g. if a School were to be closed, it is a Council matter, but Council would certainly want to seek the advice of Senate – which it can decide not to follow and Senate can express an opinion on that final decision.*
- iv. Consultation on Major Changes where the decision does not rest with Senate:*

When planning major changes where the decision making authority is not delegated to Senate, the Executive should consider if and how Senate should be consulted. Senate can ask to be consulted on any major changes planned affecting the academic staff and students where approval rests elsewhere provided the impact of the proposed action is likely to be significant and pervasive. However, the priority for Senate is those matters where it is the deciding authority and Senate has a responsibility to ensure that it first spends adequate time on its primary responsibilities.

C.1.2 POWERS DELEGATED BY SENATE

- i. Senate may delegate its authority to an:
 - a) appropriately qualified member (s) of the Senate; or*
 - b) appropriately qualified committee including one or more members of Senate; or*
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- iii. In exceptional circumstances, Senate may decide to delegate a decision or several decisions in respect of ii. above to the Chair of Senate, or to the Chair of Senate and one or more of its members, and will normally require the following conditions to be fulfilled in order to make the delegation:
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C.1.3 COMPOSITION

- i. The following Ex-Officio members:
 - a) President (Chair)
 - b) Deputy President(s)
 - c) Vice-Presidents
 - d) Chairs of the following Standing Committees of Senate:
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 - e) Dean of City Graduate School
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The Deputy Chair of a Board of Studies may attend in place of the Chair of the Board on occasions when the Chair is unable to attend.

- ii. Non Ex-Officio members
Elected members of Category A staff to equal the number of ex-officio staff posts and to include at least two from each of the academic discipline Board of Studies areas (i.e. excluding the Board of Studies in Learning Development). All are elected for a period of three years, renewable. Category A staff comprise the entire electorate for this election.

One additional elected member from Category B Staff (with an alternate) where the Category B staff comprise the entire electorate for that election.

Note:

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- iii. Student members

A maximum of five students including the three sabbaticals and up to two other students nominated by the Trustee Board, ensuring that the student members include at least one undergraduate, one postgraduate taught and one postgraduate research student.

Note: the Director of Library Services will be invited to attend.

C.1.4 OFFICERS

- i. *Chair of Senate*
The Charter and Statutes state that:

*“There shall be a President.” and
“The President shall assume the role of the chief executive officer of City.”*

The President chairs Senate as City’s senior academic officer in order to ensure academic quality and standards.

- ii. *Deputy Chair of Senate.*
The Deputy Chair is appointed by the Senate from its membership on the recommendation of the President as Chair for a period of three years, renewable.

- iii. *The Senior Elected Senator (SES)*
The SES will act as a point of contact for Senate members and other academic staff with concerns that significant matters of academic quality and standards have not been appropriately addressed by Senate. The SES should not be the first port of call for these concerns. They should have been raised with those who have authority to act in the first instance.

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