

## C. COMMITTEES

### 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.

- 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
  - 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.
- 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:
  - 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) Deputy President(s)
  - c) Vice-Presidents
  - d) Chairs of the following Standing Committees of Senate:
    - Boards of Studies
    - Academic Governance Committee
    - Research Ethics Committee
    - Validation and Institutional Partnerships Committee

- e) Dean of City Graduate School
- f) 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.

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.

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.

Approved by Council (25.11.16)

## REGULATION 29

### ROLE OF SENATE IN MAJOR CHANGE PROJECTS

#### **Senate's Role**

1. Senate's role in connection with major change projects is to seek assurance that academic quality and standards will be protected and enhanced where possible but not to run, govern or make decisions in respect of the project. Senate should focus on the intended outcomes of the project and any effects on academic quality and standards rather than the process of change for which it should rely on the Executive. ExCo will decide whether the project is major with significant potential risks to academic quality and standards which will impact many of the Schools and, where this is the case, will present it to Senate. However, Senators can also request that Senate discusses whether this regulation should cover a particular project.

#### **Initial Decision**

2. Senate will want to be informed of the scope of the project, including the key potential risks to academic quality and standards, the consultation processes and overall governance arrangements for the project. Senate might wish to comment on the project including commenting to Council.

#### **During the Project**

3. The responsible officer will report on progress to Senate including risks to and impact on academic quality and standards. If there are significant risks to academic quality and standards then Senate will want to hear how academic quality and standards will be protected. The reporting frequency will be determined by Senate and built into the Senate calendar.
4. AGC and/or Senate can require an internal audit to be carried out during the project which will report and provide assurance to AGC and Senate.
5. If there are programme specific quality issues, the Programme Committees (perhaps having been raised at the Student-Staff Liaison Committees which report into Programme Committees) will deal with this or escalate them to the Board of Studies.
6. If there are School level issues which come through Programme Committees or Student Experience Committees, the Board of Studies will deal with these or escalate them to Senate. The Chair of the Board of Studies has a responsibility to quickly escalate such issues if the meeting cycle is not appropriate and the risks are significant.
7. If issues are escalated to Senate, Senate will seek assurance from the responsible officer on the way in which academic quality and standards will be protected.
8. Senate may escalate matters to Council at any time.

#### **Following the Project**

9. Senate will receive a report on the learnings from the Project restricted to matters concerning academic quality and standards.

Approved as a Regulation 18.06.14

## REGULATION 30

### THE WAY SENATE OPERATES

1. Senates do not operate in the same way as commercial boards. They act in a collaborative way as a group of experts advising Council on matters of academic quality & standards. Senates are deliberately large and a diverse representation is encouraged to ensure that issues are debated by the representative body and buy-in/ownership is thus gained across the academic community. The sub-committee structure reinforces this by involving more staff and students especially through the Boards of Studies. Senates tend to be bodies seeking assurance rather than making decisions and hence the number of decisions tends to be limited. They also operate as safety valves for the academic community allowing a healthy debate even when they have no decision making powers. This means they are complex organisationally.
2. Executive Committee is informed of and inputs to Senate papers but does not have a role in recommending decisions to Senate. Officers may wish to present papers for information which give Senators important background information and may also wish to ask Senate's advice on issues which are within or possibly outside its delegations of academic quality and assurance.
3. Some ex-officio members wear two or even three hats in Senate e.g., a Dean may be the leader of the School, Chair of the Board of Studies and a Senator. When an ex-officio member presents a paper asking for advice, presenting information or asking for approval it is appropriate for Senators to question and raise concerns if they are within Senate's remit. Senates do not hold the executive to account but work with the Executive in monitoring the implementation of strategies to improve education, regulations and policies. It is worth noting that the ex-officio member presenting the paper cannot exclude themselves from wearing several hats at that time including the need to fulfil their role as a Senator.
4. Senate comprises a majority of student and elected staff members. It is worth noting that given the three year term for elected staff members and the one or two year term for student members, Senate will always comprise experienced members and those with less experience of Senate. Many will have experience of their local School rather than wider institutional experience. If they have concerns in respect of academic quality or standards it is important that they feel able to raise these and they are treated respectfully. However, it is also important that the Senators bear in mind the Senator role profile in Ordinances.
5. All Senators have a common duty to ensure academic quality and standards. Therefore, all Senators have a jointly held accountability to Council to maintain academic quality and standards, and this is the main purpose of Senate. All Senators should work collaboratively together in fulfilling this remit.

Approved as a Regulation 18.06.14