Learning and Teaching Committee/Forum Terms of Reference and Composition Regulation

Responsibilities

Learning and Teaching Committees/Forums are responsible to the Board of Studies for the development and enhancement of learning and teaching approaches and practices. The different organisational structures and level of cognate activity of each School should allow Boards of Studies flexibility in the way in which such a committee or forum is established.

Specific Duties

i. To develop a culture of excellence in teaching, learning, innovation and assessment practices.

ii. To facilitate the sharing of good practice and initiatives from internal and external developments.

iii. To advise the Board of Studies on learning, teaching, innovation and assessment developments.

iv. To advise the Board of Studies on policy development initiated by Senate.

v. To contribute to the development of strategic learning and teaching development within School plans.

vi. To contribute to the development of institution-wide strategic planning for learning and teaching

vii. To foster innovation in learning, teaching and assessment

Composition

Equality and Diversity statement

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Diverse membership of all committees is expected. Wherever possible membership will consist of at least 30% women and 30% men and representation of other protected groups will be actively considered. Where this has not been met, committees should be able to demonstrate what action has been taken to achieve this target.

i. Chair/Lead – Associate Dean Education pr any other senior academic with School responsibilities in the area to be approved by the Chair of the Board of Studies and
Deputy Vice-Chancellor ii. Members of academic staff by reason of their role as determined by the Board of Studies iii. Students by category of representation to be determined by the Board of Studies iv. Senior member of staff from the University’s Learning Development Centre v. Co-opted members

Boards of Studies may wish to establish a formal committee or a wider-based forum or a number of these groups depending on the organisational structure of the School and the most appropriate approach to management of learning and teaching developments within this context. Should a committee be formed, the Board of Studies must also appoint a Committee Secretary. Should a forum be formed, a senior member of staff must be assigned to report to the Board of Studies.

The Committee has the authority to invite other members of staff to meetings for discussions of specific matters to support development of learning, teaching and assessment practices. This may include colleagues from other Schools or from Professional Services or external guests.

**Frequency of Meetings**
Three times per year, or more frequently as determined by the Board of Studies.

**Standing Orders**
Learning and Teaching Committees operate in accordance with the Standing Orders for Boards of Studies and their Sub-Committees