

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 provide assurance to Council that the student experience at City, including student welfare and wellbeing, is delivered to a high standard
- e) To assure itself that student satisfaction is appropriately monitored.
- f) To ensure that processes are in place to ensure that learning is continually enhanced.
- g) To regulate the approval of all educational programmes and collaborative provision.
- h) To regulate the integrity of academic qualifications.
- i) To regulate validation and other academic partnerships with other third parties.
- j) To approve the academic calendar.
- k) To approve regulations for student discipline.
- l) 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.
 - 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) Vice-Chancellor and President (Chair)
 - b) Deputy President
 - c) Chairs of the following Standing Committees of Senate:
 - Boards of Studies
 - Academic Governance Committee
 - Educational Quality Committee
 - Education and Employability Board
 - Research Ethics Committee
 - Collaborative Provision Committee
 - Research & Enterprise Committee
 - Student Experience Board
 - d) Chief Operating Officer

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 Enhancement and Development and the Board of Studies of the Doctoral College). 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 including independent researchers 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 at least three sabbaticals and up to two other students nominated by the Trustee Board, ensuring that the members include at least one undergraduate, one postgraduate taught and one postgraduate research student.

Note:

The Trustee Board may delegate its power to make nominations to the Students' Union Senior Leadership Team.

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 Vice-Chancellor and 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 Vice-Chancellor and 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 Vice-Chancellor and President and his/her team. The SES will in the first instance discuss these concerns with the Vice-Chancellor and 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 University Secretary and the Pro-Chancellor and Chair of Council. The Pro-Chancellor and 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 University Secretary. Only the elected staff Senators can vote in the election of the SES.

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 University 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.