

School of Psychology
2016-17

Approved terms of reference, composition and reporting lines of University committees and officerships is set out in the [Organisation of the University](#).

HEAD OF SCHOOL'S ADVISORY COMMITTEES

(locally agreed terms of reference)

School Strategy Group	
<i>Terms of Reference:</i>	To advise and assist the Head of School, particularly to discuss issues arising from the University Senior Management Group.
<i>Chair:</i>	Head of School
<i>Membership:</i>	Deputy Head of School (Deputy HoS), Director of Teaching & Learning (DTL), Director of Research & Knowledge Exchange (DRaKE), Director of Doctoral Studies (DoDS), Director of Student Experience (DoSE), Director of Recruitment and Admissions (DoRA), 2 elected members of faculty, School Administrator
<i>Secretary:</i>	Head of School's Co-ordinator (HoSC)
<i>Meetings:</i>	Monthly
<i>Minutes:</i>	Circulated to members Study Direct – Staff forum

School Strategy Committee	
<i>Terms of Reference:</i>	To advise and assist the Head of School in the management of the School, particularly in formulation of strategy in research and teaching
<i>Chair:</i>	Head of School
<i>Membership:</i>	Deputy HoS, Director of Teaching & Learning (DTL), Director of Research & Knowledge Exchange (DRaKE), Director of Doctoral Studies (DoDS), Director of Student Experience (DoSE), Director of Recruitment and Admissions (DoRA), Research Group Leads, 2 elected members of faculty, School Administrator, Management Accountant
<i>Secretary:</i>	Head of School's Co-ordinator (HoSC)
<i>Meetings:</i>	Termly
<i>Minutes:</i>	Circulated to members Study Direct – Staff forum.

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Marketing & Communications Committee [was Marketing, Admissions and Recruitment]	
<i>Terms of Reference:</i>	<p>To organise admissions, including preliminary assessment, interviewing, admissions days, clearing and confirmation; recruitment, including University open days, school visits etc.</p> <p>To review School web pages and additional publicity such as brochures, leaflets, posters etc.</p> <p>To review the Schools Research Dissemination strategy</p>
<i>Chair:</i>	Head of School (or nominee)
<i>Membership:</i>	<p>Director of Recruitment and Admissions (DoRA), UG Admissions Tutor, PGT Admissions Tutors, Marketing & Publicity Officer, UG Course Convenor, 2 nominated members of faculty representing research interests, Representative from the Marketing Team, Representative from the Communications Team</p> <p>In attendance: School Administrator</p>
<i>Secretary:</i>	Head of School's Co-ordinator (HoSC)
<i>Meetings:</i>	Termly
<i>Minutes:</i>	<p>Circulated to members</p> <p>School shared Drive</p> <p>Marketing shared folder</p>

Equality & Diversity Committee	
<i>Terms of Reference:</i>	<p>To coordinate and submit School applications for Athena SWAN accreditation, and any other accreditations/charter marks that are deemed necessary.</p> <p>To oversee the Athena Swan Action Plan, ensuring that all actions are completed in a timely manner.</p> <p>To be a repository of information and expertise on equality and diversity matters.</p> <ol style="list-style-type: none"> a. To share this information as needed, on a reactive basis, with other committees and members of School. b. To disseminate this information of a proactive basis to other members of School

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	<p>To provide informal support and advice on harassment issues to individuals who request it.</p> <p>To monitor equality and diversity in the School.</p> <p>To carry out initiatives as directed by Head of School.</p> <p>To propose changes to School policy, or lobby for change in University policy, as needed.</p>
<i>Chair:</i>	Head of School (or nominee)
<i>Membership:</i>	Nominated members of faculty and professional services
<i>Secretary:</i>	Head of School's Co-ordinator (HoSC)
<i>Meetings:</i>	Termly
<i>Minutes:</i>	<p>Circulated to members</p> <p>School shared drive</p> <p>Equality & Diversity Group shared folder</p>
<i>Reports to:</i>	Head of School and Strategy Committee

SCHOOL COMMITTEES

School Meeting	
<i>Terms of Reference:</i>	<p>To disseminate information, encourage discussion on issues of common interest and take soundings on proposed University policies. Senate has agreed that School meetings are an appropriate formal forum for discussing strategic and academic plans. Positions agreed or views presented at such meetings will not be binding on Heads of Schools and School Meetings will be advisory to Heads of Schools rather than formal committees of the University. However, Heads of Schools may decide to communicate the outcomes of School Meetings to Senate or other University committees.</p>
<i>Chair:</i>	Head of School
<i>Membership:</i>	All academic and Professional Services staff in the School; All School Student Representatives in the School
<i>Secretary:</i>	School Administrator

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<i>Minutes:</i>	Sussex Direct School shared drive
<i>Meetings:</i>	Twice a year (Autumn & Spring Terms)

Health, Safety & Environment Committee	
<i>Terms of Reference:</i>	<ul style="list-style-type: none"> • To advise the Head of School on all relevant matters relating to safety, health and environment. • To keep the School Safety Policies and arrangements under review, revising in the light of developments. • To determine the health and safety priorities for the School and making recommendations to the Head of School for implementing plans to improve health and safety conditions. • To monitor the performance of safety, including any serious incidents, within the School - including the results of both active and reactive monitoring. • The Committee will establish a two-way flow of information between School's staff and students and the Committee.
<i>Chair:</i>	Head of School
<i>Membership:</i>	School of Psychology composition modelled on guidance in the Organisation of the University School Administrator, Space & Facilities Co-ordinator, Technical Services Representative, Technical Services Co-ordinator (Life Sciences), Union representative(s), School Health & Safety Adviser (QSHE)
<i>Secretary:</i>	School Administrator
<i>Meetings:</i>	Twice a year (Autumn & Spring Terms)
<i>Minutes:</i>	Sussex Direct School shared drive
<i>Reports to:</i>	Health, Safety and Environment Committee

Board of Study	
<i>Terms of Reference:</i>	(a) To consider and convey views and recommendations to the School Teaching and Learning Committee concerning any academic matter

relating to Courses and/or Modules within its remit and any other matter requiring consideration as may be referred from time-to-time.

(b) To keep under review delivery of courses within the remit of the Board in order to ensure course objectives are achieved and to assure the effective operation of the course, including receipt of the annual course report.

(c) To keep under review course admission criteria, placement and study abroad arrangements and ensure the accuracy of information, advice and guidance to applicants and students in published information for courses within the remit of the Board, including the approval of course handbooks.

(d) To ensure the administration of the examination and assessment arrangements is conducted in accordance with the agreed course requirements, following University procedures, and to recommend improvements to the School Teaching and Learning Committee (STLC) and/or the Course Co-Convenor as necessary.

(e) To advise STLC on external examiner nominations for approval by the PVC Teaching and Learning, and to ensure external examiners are appropriately briefed on course examination and assessment requirements and related matters.

(f) To consider issues arising from students and staff in relation to course delivery and management and to recommend action as appropriate or to refer matters for consideration and approval to the appropriate authority as required.

(g) To keep under review the resources required for the effective delivery of the course(s) under its remit and to ensure STLC and the School management team are apprised of requirements as appropriate, including library and e-resources on Study Direct.

(h) To make recommendations to STLC on in-year assessment changes arising from unforeseen issues to ensure the effective delivery and assessment of the course(s) under its remit and to provide regular reports as required to relevant School committees. The Chair of the Board of Study will be responsible for ensuring that the majority of students sign to agree to any in-year assessment change and that all students are informed of the change.

(i) The Chair of the Board of Study will be the main point of contact with the Chair and Deputy Chair of the PAB. The Chair of the Board of Study will be responsible for ensuring the proper and timely setting of all assessments including collation and submission of exam questions for scrutiny to the Deputy Chair of the PAB. The Deputy Chair of the PAB will seek the approval of the External Examiner and confirming that the standards required by the Student Progress and Assessment

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	office (SPA) have been met. The Deputy Chair of the PAB is responsible for sending examination papers to the SPA.
<i>Chair:</i>	In Psychology: Deputy Head of School
<i>Membership:</i>	Academic Staff; Course Convenors; Module Convenors; Students agreed by the School; elected Student Representatives; Administrative Staff/Secretary and Course Co-ordinator
<i>Secretary:</i>	School Administrator
<i>Meetings:</i>	Twice a year (Autumn & Spring Terms)
<i>Minutes:</i>	Circulated to members School shared drive
<i>Reports to:</i>	School Teaching & Learning Committee

School Research Committee	
<i>Terms of Reference:</i>	<p>Key Role:</p> <p>The School Research Committee will support the Head of School and Director of Research and Knowledge Exchange in formulating and implementing the School Research Strategy, promote a strong research and knowledge exchange culture and ethos across the School, review the progress of Departments/Groups and individuals in the context of the School Research Strategy and develop activities that enhance research</p> <p>Terms of Reference:</p> <p>(a) to agree the School Research Strategy for approval by Research Committee;</p> <p>(b) to monitor School progress against the parameters set out by Research Committee;</p> <p>(c) to receive and approve Department research strategies;</p> <p>(d) to receive regular reports from each Department research committee (where it exists) about progress against the Department strategy;</p> <p>(e) to facilitate interaction between Departments and Schools to promote interdisciplinary research;</p> <p>(f) to manage the School's engagement with key funding initiatives;</p> <p>(g) to promote and exchange best practice in relation to the enhancement and management and conduct of research and knowledge exchange activities.</p>

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<i>Chair:</i>	Director of Research & Knowledge Exchange (DraKE)
<i>Membership:</i>	A representative cross-section of staff from the School, this encompassing the range of research groups / themes / activities pursued by individuals and a range of experience including representation from at least one member of postdoctoral research staff. In attendance: Director of Research and Enterprise (or nominee)
<i>Secretary:</i>	Research & Enterprise Co-ordinator (REC)
<i>Meetings:</i>	Twice a year (Autumn & Spring Terms)
<i>Minutes:</i>	Sussex Direct School shared drive
<i>Reports to:</i>	Research and Knowledge Exchange Committee

School Research Degrees Committee	
<i>Terms of Reference:</i>	<p>(a) to determine arrangements for selection, admission and induction of research degree students in accordance with the requirements of Doctoral Studies Committee;</p> <p>(b) to consider and monitor the delivery of provision for postgraduate research students and postdoctoral staff within the School (in accordance with the requirements of Doctoral Studies Committee);</p> <p>I to determine and monitor arrangements for training and support for postgraduate research student and postdoctoral research staff in accordance with requirements of the Research Councils and the Doctoral Studies Committee;</p> <p>(d) to monitor the outcomes of the annual review of progress for postgraduate research students, taking action as appropriate and to submit a report to Doctoral Studies Committee;</p> <p>I to monitor (against targets) the performance of Departments in terms of admission, progression, granting extensions to, and completion rates of, research degree students;</p> <p>(f) to consider arrangements for the appointment of supervisors in accordance with national requirements and those of Doctoral Studies Committee;</p> <p>(g) to recommend changes to University policies and procedures governing research degree and professional doctorate courses</p> <p>(h) to consider arrangements for the management of research students acting as Associate Tutors.</p>

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<i>Chair:</i>	Director of Doctoral Studies (DoDS)
<i>Membership:</i>	Heads of Departments (or nominees; or, in single-Department Schools, two members of academic faculty with substantial experience of postgraduate and/or postdoctoral research supervision appointed by the Director of Doctoral Studies following consultation with the Head of School); At least one postgraduate research School Student Representative; At least one Postdoctoral Researcher. <i>In attendance:</i> School Administrator (or nominee).
<i>Secretary:</i>	Research & Enterprise Co-ordinator (REC)
<i>Meetings:</i>	Twice a year (Autumn & Spring Terms)
<i>Minutes:</i>	Sussex Direct School shared drive
<i>Reports to:</i>	Doctoral Studies Committee.

School Student Experience Group	
<i>Terms of Reference:</i>	(a) to discuss matters related to the student experience in the School including: <ul style="list-style-type: none"> (i) feedback from Student Representatives; (ii) issues for information or consultation referred by the Head of School or other School Officers; (iii) informal complaints or concerns that can be resolved locally; (b) to refer relevant issues to: <ul style="list-style-type: none"> (i) School Management Team; (ii) School Teaching and Learning Committee; (iii) Student Experience Forum.
<i>Chair:</i>	Student Representative elected by the School
<i>Membership:</i>	Head of School ; Director of Teaching and Learning; Director of Doctoral Studies; Director of Student Experience; Director of Research and Knowledge Exchange; School Administrator; All Student Representatives in the School. <i>In attendance:</i> Head of Student Support and Experience (or nominee)
<i>Secretary:</i>	Student Experience Co-ordinator

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<i>Meetings:</i>	Twice a year (Autumn & Spring Terms)
<i>Minutes:</i>	Sussex Direct School shared drive
<i>Reports to:</i>	School Teaching and Learning Committee and Student Experience Forum.

School Student Progress Committee	
<i>Terms of Reference:</i>	<p>(a) in accordance with University regulations, to permit a student temporarily to interrupt his or her studies, and determine the conditions for return in line with University procedures;</p> <p>(b) in accordance with University regulations, to require that a student discontinue his or her registration, either temporarily or permanently;</p> <p>(c) to submit a termly statistical report on temporary and permanent withdrawals resulting from a student request outside of the SSPC and those determined under (a) and (b) above and those to the School Teaching and Learning Committee. This should include data about the profile of students (ethnicity, disability, age etc.);</p> <p>(d) to receive reports from the Director of Student Experience on the status of all students who have been permitted or required to temporarily interrupt their studies;</p> <p>(e) In the case of de-registration within the teaching term as a result of non-payment of fees, to determine if re-entry is appropriate, dependent upon the teaching missed;</p> <p>(f) to refer, as appropriate, issues relating to student welfare and the student experience which require school or university attention.</p> <p>(g) to meet once a month (between September and June).</p>
<i>Chair:</i>	Director of Student Experience
<i>Membership:</i>	Director of Teaching and Learning; Director of Doctoral Studies; Heads of Departments (or nominees). In attendance: School Administrator (or nominee)
<i>Secretary:</i>	Student Experience Co-ordinator
<i>Meetings:</i>	Monthly (between September and June)

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<i>Minutes:</i>	Sussex Direct School shared drive
<i>Reports to:</i>	School Teaching and Learning Committee

Teaching and Learning Committee	
<i>Terms of Reference:</i>	<p>(a) working within the context of the institutional framework set by the University, to approve the School Teaching and Learning Strategy and associated operational plans for recommendation to Teaching and Learning Committee and to monitor progress towards achieving objectives;</p> <p>(b) to oversee the annual review of undergraduate and postgraduate courses, through review of reports and assessments of quality in teaching and learning in the School, including peer observation of teaching, and having responded appropriately, to approve an aggregate annual report, incorporating recommended changes of policy and noting any aspects of good practice;</p> <p>(c) having reviewed reports from departments on all aspects of student performance with particular attention to issues of equality and diversity, and having responded appropriately to departments, to report to the University Teaching and Learning Committee, incorporating recommended changes of policy and noting any aspects of good practice;</p> <p>(d) having reviewed annually enrolment and graduate destinations data for all taught courses and modules, and having noted in particular the courses and modules recruiting/enrolling below threshold, to oversee the quality assurance of School decisions with respect to withdrawal, suspension or continuation, and to make recommendations to the Portfolio Approval Committee or University Teaching and Learning Committee as appropriate;</p> <p>(e) to recommend to Portfolio Approval Committee changes in title of courses or the introduction of alternative modes of study;</p> <p>(f) to approve, in accordance with procedures laid down by University Teaching and Learning Committee, changes to existing modules and minor changes to courses and recommend these to Curriculum Development and Approval Sub-Committee;</p> <p>(g) to recommend annually to University Teaching and Learning Committee for approval the membership of examinations boards within the School;</p>

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	<p>(h) to consider applications made for accreditation of prior learning and recommend approval to the Pro-Vice-Chancellor (Teaching and Learning) as appropriate;</p> <p>(i) to approve action plans arising from external examiner reports and monitor the completion of agreed actions; to recommend nominations for external examiners within the School;</p> <p>(j) to recommend to University Teaching and Learning Committee amendments to assessment regulations and procedures;</p> <p>(k) to approve Periodic Review action plans and to ensure their implementation;</p> <p>(l) to advise the Head of School on all matters relating to Teaching and Learning as they affect the annual planning round;</p> <p>(m) to produce termly reports to University Teaching and Learning Committee on University-wide matters arising from reports from External Examiners, Periodic Review and annual course review, and other matters as appropriate;</p> <p>(n) to receive reports and recommendations from School Boards of Study, as appropriate to the terms of reference of Boards of Study;</p> <p>(o) to receive reports from School Suitability for Professional Practice Panels, where appropriate;</p> <p>(p) to receive an annual report from the School Progression and Award Board on the conduct and outcomes of assessment;</p> <p>(q) to receive reports from Professional and/or Statutory Bodies, as appropriate;</p> <p>(r) to receive reports from School Student Experience Group and the School Student Progress Committee.</p> <p>The Committee may delegate to its Chair or other members of the Committee for the purpose of implementing policy, powers and functions that it is itself competent to perform.</p>
<i>Chair:</i>	Director of Teaching and Learning
<i>Membership:</i>	<p>Head of School; Director of Student Experience; Heads of Departments within the School (or, in single-Department Schools, two members of academic faculty drawn from across the School appointed by the Director of Teaching and Learning following consultation with the Head of School); One undergraduate School Student Representative; One postgraduate taught School Student Representative; other members invited by the Director of Teaching and Learning, as appropriate.</p>

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<i>Secretary:</i>	Curriculum and Assessment Officer
<i>Meetings:</i>	Three times a year
<i>Minutes:</i>	Sussex Direct School shared drive
<i>Reports to:</i>	Teaching and Learning Committee