

REGULATION 13: SCHOOLS OF STUDIES AND HEADS OF SCHOOLS

This Regulation may only be amended at a meeting of Council with the agreement of three- fourths present and voting, and having taken into account the views of Senate.

Schools of Studies

1. There shall be Schools of Studies which shall be established, varied or disestablished by Council on report from Senate (as defined in the Schedule to this Regulation) and there may be other academic organisations which shall be established, varied or disestablished by Council following report from Senate.
2. Senate shall prescribe which subjects shall belong to which School or Schools of Studies, or other unit of academic organisation.
3. Each School shall have the right to regulate, subject to review by Senate, the teaching, study and research within the School.
4. Each School, or other unit, shall have the right to discuss any matter relating to that unit and any matter referred to it by Senate and to report to Senate thereon.
5. The membership and internal constitution of each School, or other unit of academic organisation, shall be prescribed by Senate.
6. For each School of Studies there shall be a Head of School who shall be appointed by Senate on such terms and in accordance with such procedures as shall be prescribed by Regulation. Each Head of School shall consider the attendance, progress and conduct of students in the School and report to Senate thereon. A Head of School will have the title of Head of School or such other title as determined by the Vice-Chancellor, taking into account the views of Senate.

Heads of School*Role*

7. The role of the Head of School of Studies shall be to provide academic leadership and management of the School, in support of the University's mission and strategic aims. The key accountabilities of Heads of Schools shall be:
 - (a) Strategy and Planning:
 - (i) Contribute to the strategic planning of the University;
 - (ii) Develop and ensure the delivery of academic strategy and operational plans for the School in line with University strategy, key performance indicators and operational targets (e.g. student recruitment, student retention, research grant and contract income);
 - (iii) Ensure the identification and management of key strategic and operational risk.

(b) Teaching and Learning:

- (i) Plan and ensure the highest quality delivery of teaching, learning, assessment and feedback within the School, in line with academic standards, quality assurance and other enhancement measures (e.g. e-learning), in accordance with the teaching and learning strategy;
- (ii) Ensure the development, innovation, promotion and delivery of the School's curriculum, in line with the teaching and learning strategy.

(c) Research and Enterprise:

- (i) Ensure the conduct of the highest quality research by all levels of academic faculty, to the required volume, in accordance with the research strategy and University policy, e.g. on research ethics;
- (ii) Ensure the delivery of a high standard of research student supervision;
- (iv) Grow research, contract and knowledge transfer income for the School, across all levels of academic faculty, in accordance with University aims and budgetary requirements;
- (v) Develop the School's enterprise initiatives and productive links/partnerships with businesses and the community, in accordance with the enterprise strategy.

(d) Student Experience:

Ensure the delivery of a high quality student experience to all students within the School, seeking and achieving enhancement on a continuous basis in line with University strategies.

(e) Management Team:

Lead the School Management Team to ensure optimal performance of the School, liaising with other Schools and with senior management colleagues, as necessary. The School management team will comprise the Head of School, Deputy Head of School, Director of Doctoral Studies, Director of Research and Knowledge Exchange, Director of Student Experience, Director of Teaching and Learning and such other members of staff as s/he appoints.

(f) Staff Planning and Recruitment:

- (i) Ensure the appropriate planning for and deployment of staff across the School in accordance with strategic and operational plans;
- (ii) Ensure the recruitment and appointment of high calibre staff in accordance with University appointment procedures.

(g) Performance Management:

Ensure the effective, consistent and fair management and development of individual staff and teams within the School in order to achieve high levels of School and University performance, implementing relevant University policies and procedures for induction, probation, performance and development review, career

development, reward and capability management.

(h) Financial Control:

Plan, manage and control the School's finances, within allocated budgetary resource, ensuring the effective and efficient allocation of resource and to ensure that funds are assigned and used for the purpose for which they are intended.

(i) Internal and External Communications and Liaison:

- (i) Promote a positive image of the School internally and externally;
- (ii) Foster positive working relationships for the School within the Faculty and across the University.

(j) Equal Opportunities, Health and Safety, Data Protection:

Ensure the School's compliance with, and promotion of good practice in relation to, University policy, procedure and guidance on equal opportunities, health and safety, and data protection in respect of students, staff and other relevant parties and any other legislative or regulatory obligation.

Eligibility

8. A Head of School shall be appointed as a member of academic staff and will normally be of Professorial standing. In addition to their duties as Head of School, they will also hold an academic post in their School and will be expected to maintain some teaching and research.

Method of Appointment

9. A Head of School will be appointed by the Vice-Chancellor on the advice of an Appointing Committee. The appointment shall be for an initial period of five years, renewable for a further consecutive period of up to five years.

When a vacancy in a Headship is impending, the Vice-Chancellor shall constitute an Appointing Committee to usually include:

- Vice-Chancellor or Deputy Vice-Chancellor (Chair) (in the case of the Dean of the Brighton and Sussex Medical School, will include the Vice-Chancellor or Deputy Vice-Chancellor of Brighton University)
- Deputy Vice-Chancellor
- A Head of School (member of Senate and not the outgoing Head of School)
- Professorial member of the School on Senate (should neither of the two elected School members on Senate be Professors then one should still be appointed to the Committee)
- Up to two other professorial members of the School, as necessary
- An External Assessor (who may be an independent member of Council) determined by the Vice-Chancellor
- Director of Human Resources

Both staff and students from the School will be invited to put forward nominations for any vacancy.

Delegation of Duties

10. A Head of School shall delegate to another member of the School the power to carry out the role and duties of the Headship on his or her behalf during his or her absence from the University for any consecutive period of five days or more, provided that all such delegations shall have been notified in advance to and approved by the Vice-Chancellor. The delegation shall normally be to a member of the School's management team.

Schedule

The Schools of Studies shall consist of the following, namely:

- Brighton and Sussex Medical School
- University of Sussex Business School
- School of Education and Social Work
- School of Engineering and Informatics
- School of Global Studies
- School of Law, Politics and Sociology
- School of Life Sciences
- School of Mathematical and Physical Sciences
- School of Media, Arts and Humanities (from 1 August 2020)
- School of Psychology