Appendix A

SCHOOL OF TECHNOLOGY

STRATEGY AND PLANNING COMMITTEE

TERMS OF REFERENCE

1   MEMBERSHIP

The Committee will have the following membership:

- Head of School (chair)
- Heads of Department
- Director of CISL

The Secretary of the School will act as Secretary.

The Finance Manager and the Deputy Head of School (Research) will attend the meeting.

The Committee does not allow deputies to be sent in the absence of Committee members.

2   ROLE AND RESPONSIBILITIES

The Strategy and Planning Committee will do the following:

- Develop and implement a coherent strategy for the School to enable the School to work towards its vision
- Agree on the initiatives and projects underpinning the strategy, identify the relevant champions/project managers to take forward the work and actively monitor progress
- Advise on the development and preparation of the School's strategic plan, including all teaching, research and operational activities which are funded by all sources of income, for approval by the Council of the School
- Evaluate and assess major new initiatives in the School to ensure they are of sufficiently robust academic rigor and financially sustainable
- Evaluate and assess capital projects with the School, for approval by the Council of the School (be aware of lack of interaction with the project boards)
- Allocate non-recurrent UEF allocations as delegated by the Council of the School,
- Approve capital items (below £1m) as delegated by the Council of the School,
- Recommend, for approval of the Council of the School, any resource allocation on a recurrent basis (including filling of vacancies and new needs), and
- Discharge any duty delegated by the Council of the School.

3   ACCOUNTABILITIES

Accountable to the Council of the School of Technology

4   FREQUENCY OF MEETINGS

twice per term.

5   ADMINISTRATION OF MEETINGS

Appendix A

The intention is to send out the agenda and the papers for the Committee one week in advance of the meeting. If necessary, a second batch of late papers will be sent out subsequently.

This does impose the deadline on the Departments that they have to send papers to the School Office a fortnight before the meetings of the Needs Committee in order for the papers to be considered.

October 2019

Appendix A

SCHOOL OF TECHNOLOGY

UNDERGRADUATE EDUCATION COMMITTEE

TERMS OF REFERENCE

1   MEMBERSHIP

Membership of the Committee:

- Two members from the Department of Engineering
- One member from the Department of Chemical Engineering and Biotechnology
- One member from the Computer Laboratory
- One member from the Judge Business School
- One member from the School of the Physical Sciences
- Other members co-opted by the Committee

The Assistant Secretary of the School, or a person designed by the Secretary of the School, will act as Secretary.

2   ROLE AND RESPONSIBILITIES

The Committee will seek to review the undergraduate courses offered by Departments within the School and determine ways of improving the teaching and learning through the implementation of school-wide strategic planning and the exchange of best practice. The committee will also maintain links with other Schools in the University so as to ensure that the teaching in technology has appropriate links to other disciplines. The Committee will take into account a number of organisational, educational and administrative issues:

- in a broad sense, anticipated changes to the education of engineers/technologists in the coming ten years
- the Tripos organisation required for the enhanced provision
- the shape of the courses covering the final two years, including the disciplines required to constitute a broad foundation, the number and balance of subjects to be offered, the combination and number of subjects that students are required to take, the extent of choice and constraints,
- the shape of pre-requisite courses and the extent of choice and constraints,
- cross-disciplinary links and the desirability of strengthening and extending interdepartmental**,** and possibly inter-School, teaching
- the way in which the educational aims of the Tripos can accommodate requirements of accreditation for professional qualifications
- the provision of the teaching using the appropriate delivery style
- professional topics such as ethics, risk assessment …
- non-scientific topics, such as a foreign language or other transferable skills
- the relationship with other Triposes, such as the Natural Sciences Tripos, the Mathematical Tripos
- a mechanism for the allocation of FTEs to Departments on a stable and equitable basis, which has due regard to the teaching load taken on by the Departments

3   ACCOUNTABILITIES

- Accountable to the Council of the School of Technology

Appendix A

4   <u>FREQUENCY OF MEETINGS</u>

As required.

April 2012

Appendix A

<div align="center">

SCHOOL OF TECHNOLOGY

GRADUATE SCHOOL COMMITTEE

TERMS OF REFERENCE

</div>

1   MEMBERSHIP

The membership will be appointed by the Council of the School of Technology on the recommendation of the Heads of Department concerned.

- Head of School (or a deputy appointed by the Head of School)

- Up tp two academic (or equivalent) representatives for graduate education from each of the Departments/Institutions

- The School's representative on the University's Researcher Development Committee

- Two postgraduate students appointed by the Council of the School for a period of up to two years

The [Interim] Assistant Secretary of the School is the Secretary

One administrative representative from each Department will be nominated by the academic members for each Department and will attend the meeting as observers

2   ROLE AND RESPONSIBILITIES

Implementation of University policies on Graduate Education

- Consider and comment on documents describing University policies on Graduate Education such as periodic University Reviews of Graduate Education and subsequent implementation action plans and develop a School response for School representatives on the University Graduate Education Steering Committee and equivalent bodies.

- Consider and propose to the Council of the School, potential short-term changes (for approval within 2 years) in the provision, management and administration of Graduate Education within the School. Including:
    - The future shape of graduate courses within the University
    - Fee structures
    - Student admissions and student numbers
    - Student support and supervision
    - The future role of the Board of Graduate Studies,
    - External policy development including the Bologna Agreement
    - The role of Colleges

Oversee Implementation of Roberts Review Funding

- Oversee the Researchers Development activities in the School.

Appendix A

Graduate Education Provision

- To develop a longer-term strategy for Graduate Education within the School of Technology taking into account resource, organisational, educational and administrative issues.

- To advise the Council of the School of Technology on Graduate Education Matters.

- To respond to future consultations concerning Graduate Education from the University.

3   ACCOUNTABILITIES

- Accountable to Council of the School of Technology

4   FREQUENCY OF MEETINGS

At least once per Term with minutes being provided to the Council of the School.

November 2016

Appendix A

<div align="center">

SCHOOL OF TECHNOLOGY

RESEARCH COMMITTEE

TERMS OF REFERENCE

</div>

1 <u>MEMBERSHIP</u>

The Committee will have the following membership:

- Head of School or designated person (Chair).
- A member of senior academic staff from each of the Departments within the School, excluding CISL, as appointed by the relevant Head of Department.
- One senior member of staff (academic or otherwise) from the Department of Engineering.
- One senior member of staff from CISL.
- The Head of School (if not Chair).
- Additional co-opted members as considered appropriate by the Committee.

The School Office will provide secretarial support.

A representative of the Research Office will attend meetings as appropriate.

2 <u>ROLE AND RESPONSIBILITIES</u>

Strategic
- Maintain an overview of the research activities within the School, noting opportunities and challenges. In doing this, the Committee will expect to take into consideration matters such as: research environment, output, forthcoming research funding initiatives, income and the individual support of researchers within the School.
- Develop, in conjunction with the University and the School's Departments, research strategies specific to the activities of the School. In doing this the Committee will expect to note new policies and practices developing elsewhere within the University.
- To note emerging themes and priorities in research, taking note of developments elsewhere in the University, and where possible provide support for these.
- To consider proposals of new ethical procedures from the School Ethics Committee on ethical issues.
- To oversee preparation for national research assessments, such as the "REF", in relation to the research of the School.

Advisory
- To review University policies and procedures relating to research (for example in terms of research assessment, research income and intellectual policy), and consider making recommendations through the Council of the School to the University.
- To assist in responses to the University on consultations relating to research.
- To provide advice to the School during the preparation of its annual planning submission to the University.
- To draw together best practice in the School and advise the Council of the School and its Departments. Exemplars of this activity might be;
  - the implementation of fEC within the School of Technology
  - the development and management of large projects
  - the support of individual researcher staff and students
  - the recording of published output

Appendix A

- To provide some strategic and/or tactical direction in responding to Research Councils' requests for input to consultation exercises (which can define future research funding priorities) and to help define the policy as to how such requests are met.

Operational
- To assess School level strategic research funding priorities.
- To receive reports from the School Research Ethics Committee.
- To facilitate the exchange of documents with other Schools to facilitate large scale interdisciplinary collaborations and possibly having an inter-committee/School meeting/event once a year.
- To oversee preparation for national research assessments, such as the "REF", in relation to the Research of the School.

3   ACCOUNTABILITIES

- Accountable to the Council of the School of Technology
- Receives minutes from the School Ethics Committee

19 November 2015

Appendix A

<div align="center">

SCHOOL OF TECHNOLOGY

ETHICS COMMITTEE

TERMS OF REFERENCE

</div>

1   MEMBERSHIP

The Ethics Committee will have the following membership:

- The Head of School or a nominated representative as Chairman.
- Three additional members from the departments within the School. Members will not review projects with which they have a conflict of interest.

The Committee has access to legal and specialist advice when necessary and will appoint specialist Panels to hear individual cases as required.

The Secretary of the School of Technology, or a nominated deputy, will act as Secretary of both the Ethics Committee and any specialist Panels appointed to hear individual cases.

2   ROLE AND RESPONSIBILITIES

The Ethics Committee shall:

- Provide advice to Departments on their review process and approve ethics policies written by Departments.
- Undertake the review of the ethics of a piece of proposed research work when directed to do so by Departmental review:
    - the committee will normally agree by circulation to appoint a specialist Panel to review each individual case.
    - each review will be conducted by a specialist Panel with a minimum of 3 members who are not necessarily all members of the School Ethics Committee – this number may include the Head of School (Chair).
    - applicants may be invited to a meeting of the committee where this would assist scrutiny of the application.
    - the Committee may seek specialist advice or expertise, including legal.
    - applications will normally be reviewed at a meeting. Decisions may be made by circulation where appropriate, at the discretion of the Chair.
    - the Committee will seek to notify any applicant of a decision – which may include approval subject to changes or defined conditions - within two months of receipt of a complete application.
- Investigate any potential breach of Departmental or School ethics policy when requested to do so by Departmental review.
- To report annually to the University Research Ethics Committee.

3   ACCOUNTABILITIES

Accountable to the Research Committee of the School of Technology.

Appendix A

4   FREQUENCY OF MEETINGS

Meetings will be convened as required in response to requests submitted to the Committee.

November 2015

Appendix A

<div align="center">

SCHOOL OF TECHNOLOGY

REF2021 STEERING COMMITTEE

TERMS OF REFERENCE

</div>

1.   MEMBERSHIP

The membership will be:

- Head of School (or a deputy appointed by the Head of School) as Chair
- Chairs of each of the four Units of Assessment (UoA) Committees
- REF support staff appointed for each UoA
- Director of Research (Engineering), and
- Secretary of the School

The secretary will be the School Administrator until further notice.

Those who will receive papers and have the right to attend meetings are:

- Head of the University Research Office
- REF Manager, University REF team
- Deputy REF Manager (outputs),University REF team
- Heads of Department
- School REF administrative team
- School Finance Manager
- Chair of the Research Committee

2.   ROLE AND RESPONSIBILITIES

- Provide oversight of how the School will conduct its REF submission, including:
  a. To make a proposal on whether a joint submission or separate submissions will be made in the case of Engineering and CEB

- Oversee and ensure the UoA Committees within the School of Technology progress on all aspects of the REF submission
  a. Staff eligibility and selection
  b. Submission of outputs
  c. Selection of Impact Case Studies

- Ensure timely progress in accordance with University stated deadlines,

- Clarify and ensure consistency across the UoAs in the application of the principles of the University REF Code of Practice and all other Policy related to REF,

- Provide the Chairs of the UoA Committees with a forum to discuss issues of mutual interest and concern and to share good practice.

3.   ACCOUNTABILITIES

- Accountable to the Head of the School of Technology
- Accountable to the Council of the School

Appendix A

4.   <u>FREQUENCY OF MEETINGS</u>

At least once per Term, with minutes being circulated to the Units of Assessment Committees and to the School's Research Committee.

January 2018

Appendix A

<p style="text-align:center">**SCHOOL OF TECHNOLOGY**</p>

<p style="text-align:center">**HUMAN RESOURCES COMMITTEE**</p>

<p style="text-align:center">**TERMS OF REFERENCE**</p>

1   MEMBERSHIP

The Committee will have the following membership:

- Head of School or Designated Person (Chair)

- The Heads of the Departments within the School

- The Director of CISL

The Assistant Secretary of the School will act as Secretary

The Secretary of the School of Technology and the Human Resources Business Manager will attend the meeting

The Committee will co-opt relevant staff to the Committee as required.

2   ROLE AND RESPONSIBILITIES

Strategic
- Maintain an overview of the structure of staffing within the School noting areas where greater HR support could lead to greater organisational effectiveness. This activity will be expected to take account of matters such as:
  - Structure of Departments including staff function and grading profiles
  - Age/gender/ethnicity profiles
  - Staff turnover, recruitment and retention
  - Individual staff support and career development
  - Relations between the School, Departments and the HR Division.

- Monitor new developments in HR policy elsewhere in the University and where appropriate advise the University on how policies might best be developed taking into account the nature of the School.

- To develop School-level policies in HR.

Advisory
- Provide advice to the Council of the School on:
  - HR issues related to its Five Year plan
  - How the School can implement new regulations most effectively
  - How to respond to HR related consultations such as; changes to policies and procedures or the proposed introduction of new policies and procedures

Operational
- Take responsibility on behalf of the Council of the School for the local implementation of HR procedures relevant to the School of Technology including:
  - Contribution Increment/s applications
  - Application to work beyond retirement

Appendix A

- Take responsibility on behalf of the Council of the School for the implementation of any new HR policies/ procedures or initiatives.

- Receive regular reports from the HR Business Manager on HR work undertaken on behalf of the School.

- Receive regular reports from the HR Forum[1].

3   ACCOUNTABILITIES

Accountable to the Council of the School of Technology

4   FREQUENCY OF MEETINGS

At least once per Term.

5   ADMINISTRATION OF MEETINGS

The agenda will be divided into three sections 1 Strategic, 2 Advisory and 3 Operational. Due the confidential nature of the matters under discussion in which individuals are identifiable, section 3 will be designated as confidential business. Papers and the minutes of this section of the meeting will be circulated to Committee members only.

November 2016

Appendix A

SCHOOL OF TECHNOLOGY

IT STRATEGY COMMITTEE

TERMS OF REFERENCE

1 MEMBERSHIP

The IT Strategy Committee will have the following membership:

- The Head of School or a nominated representative as Chairman,
- At least one academic or academic-related member of staff with a connection to each department/institution in the School,
- The School IT Business Manager (*ex officio*),
- Other representatives co-opted from the body of School Computer Officers (formerly ITAG),
- A representative from the School Office, and
- Persons co-opted by the Group to enhance communication between the School and central bodies including the University Information Services (UIS).

2 ROLE AND RESPONSIBILITIES

Overall remit:

- Strategic planning in respect of IT systems and infrastructure required for teaching, research and administration in the School of Technology.

Primary responsibilities:

- Routine replacement/upgrade of central software and IT systems: Provide feedback to ISC (Information Services Committee), or the appropriate sub-committee or UIS, with regard to planned replacement and upgrade schedules for central IT.

- Strategic needs and opportunities: Advise ISC, or the appropriate sub-committee or UIS, of potential for new central IT facilities or initiatives based on consultation within the School.

- Business case for new systems: Contribute to, and review, business cases for new central IT systems development and initiatives.

- Resource allocation: Communicate School-specific priorities for resource allocation to central IT activities, communicated to ISC, or the appropriate sub-committee or UIS, via the School representative.

- Project governance: Review governance arrangements for those central and School-based IT projects whichimpact on activities in the School.

- Identify resources to meet School IT needs not otherwise met by central IT provision.

- Feedback to ISC, and relevant subcommittees, information relating to future demand for and ongoing satisfaction with UIS services. Support the School IT Business Manager in monitoring service levels from central services.

- Receive information from other University sources, including the UIS, relating to future plans for the development of information services across the University. Discuss this information and disseminate it appropriately to the Departments of the School.

The standing business of the Committee will also include:

- Receipt of reports from the School IT Business Manager and body of School Computer Officers (formerly ITAG), working with them to further the strategic priorities of the School.

3   <u>ACCOUNTABILITIES</u>

Accountable to the Council of the School of Technology

4   <u>FREQUENCY OF MEETINGS</u>

Once per term.

May 2016

Appendix A

SCHOOL OF TECHNOLOGY

IT ADVISORY COMMITTEE

TERMS OF REFERENCE

1 MEMBERSHIP

The IT Advisory Committee (ITAC) will have the following membership:

a) A member of staff responsible for IT provision from each department/institution within the School, as appointed by the Head of Department,
b) The School IT Business Manager,
c) The Chair of the School's IT Strategy Committee (ITSC)
d) representatives appointed by the IT Strategy Committee from the academic or academic-related users in the School
e) A representative from the School Office, and
f) Persons co-opted by the Committee to enhance communication between the School and central bodies including the University Information Services (UIS).

The Chair of the committee will be appointed, not necessarily from the above members, by the Council of the School.

2 ROLE AND RESPONSIBILITIES

Overall remit:

- To facilitate the sharing of expertise amongst the School's IT Staff; and to provide advice on the technical appropriateness and feasibility of IT systems and infrastructure proposed for teaching, research and administration in the School of Technology.

Primary responsibilities:

- To provide a forum for the sharing of IT expertise, solutions and resources amongst the School's institutions.
- To advise on the provision of IT resources at School level, e.g. shared licences, jointly developed software, and shared facilities.
- To liaise with the School's ITSC and central University IT service providers to influence the specification and development of these systems so that they suit the School's needs.
- To be aware of work being done by the ISC and other University IT committees, to comment on this where appropriate, and to be aware of its implications for the School generally and its institutions individually.
- To discuss issues of IT staff development including consistency of grading within the School and possible opportunities for promotion via change of institution within the School.

The standing business of the committee would also include:

- Receive reports from the School IT coordinator and the School's ITSC, working with them to further the strategic priorities of the School.
- Arranging opportunities (meetings and social events) for all the School's IT staff to meet and to share expertise.

Appendix A

3   ACCOUNTABILITIES

Accountable to the Council of the School of Technology via the IT Strategy Committee.

4   FREQUENCY OF MEETINGS

Once per term.

November 2016