



Senate

Paper Title	Senate: terms of reference and membership 2013/14
Outcome requested	Senate is asked to note the terms of reference and approve the membership.
Points for Senate members to note and further information	n/a
Questions for Senate to consider	n/a
Regulatory/statutory reference points	n/a
Strategy and risk	n/a
Reporting/consideration route for the paper	Senate to approve.
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Sponsor	Professor Simon Gaskell, Principal

Ordinance A15: The Senate

Constitution of Senate

1. The Senate is established by the Charter, subject to the overall superintendence of the Council, to exercise general responsibility for the academic activity of Queen Mary. In addition to exercising jurisdiction over the following issues, it may offer advice to the Council and to the Principal on all academic matters.

Terms of reference

Academic Standards

- [a] To establish the requirements for degrees and other awards made under the Charter and to put in place procedures and boards for the consideration of such awards.
- [b] To approve regulations relating to the admission, assessment and operation of all programmes, modules and awards.
- [c] To approve procedures for approval and amendment of programmes and modules leading to awards of the College and the University.
- [d] To approve procedures for the withdrawal of programmes and modules.
- [e] To consider and approve or advise on as applicable strategies and policies designed to ensure the academic quality of programmes, including the teaching, learning and assessment strategy.
- [f] To receive reports on procedures that relate to academic standards, academic quality and the quality of the student experience and recommend appropriate action in the light of these reports.
- [g] To approve provisions for the operation and award of prizes as applicable.

Academic Freedom

- [h] To approve policies to support and foster academic freedom in relation to the academic activity of Queen Mary and to report to Council on matters of concern in relation to the provision of academic freedom.

Research

- [i] To consider and approve or advise on as applicable the research strategy and policies for research.
- [j] To approve regulations relating to the admission, supervision, assessment and operation of postgraduate research programmes in addition to those provided for under Academic Standards above.
- [k] To approve in place structures and procedures for the consideration of research ethics.

Academic Organisation

[l] To advise the Principal and the Council on matters related to the academic organisation of Queen Mary.

[m] To approve the conferral of Honorary Fellows of the College and award of Honorary Degrees of the University, upon the recommendation of the appropriate committee.

Other

[n] To regulate the conduct of students and receive reports from the Student Disciplinary and Fitness to Practise Committees.

[o] To advise on any other matter referred to it by the Council or other relevant matters that have a bearing on the academic policy of the College.

Membership

[a] The Principal as Chair *ex-officio*

[b] The Vice-Principals *ex-officio*

[c] The President of the Students' Union *ex-officio*

[d] The Students' Union VP Education and Welfare *ex-officio*

[e] Heads of School/Institute (School of Medicine and Dentistry) *ex-officio*

[f] Faculty Deans of Research and Taught Programmes *ex-officio*

[g] Three students elected by the students' representatives across all faculties.

[h] Elected members of academic staff so that there is an overall elected majority (including the elected student members). The numbers of elected members of academic staff per faculty may vary to provide for uneven numbers of Heads of School or Heads/Directors of Institute so that there is in total an even number from each Faculty over all membership categories. In the first instance this will be: 9 from HSS; 12 from SMD and 13 from S&E.

Elected members of Senate

2. The call for nominations and elections shall be conducted by the Academic Secretary. The elections shall be conducted by a ballot using a single transferable vote system.
3. All academic staff in the relevant constituencies shall be entitled to stand and to vote. Academic staff are defined in Ordinance B1. In any category, where more than one person stands for election, the Secretary to Council conducts a postal or electronic ballot.
4. Elections are normally held during the second semester prior to the academic year in which an elected member's period of office shall be due to end.

5. Where a casual vacancy arises because an elected member ceases to be a member before his/her term of office expires, the member replacing him/her shall commence a new term of office of four years and be eligible for re-appointment in the same way as other members.
6. A member who does not attend a meeting for twelve consecutive calendar months shall be deemed to have resigned his/her membership.

Attendance at Senate meetings

7. Individuals in attendance at meetings of Senate, in addition to the Secretary to Senate, do so at the invitation of the Chair.

Boards and Committees of Senate

8. Senate may establish such Boards and Committees as it considers appropriate for the discharge of its responsibilities

Ordinary meetings of Senate

9. The Senate shall meet at least four times per year with meetings scheduled in advance. Scheduled meetings shall also be known as ordinary meetings.
10. The schedule of ordinary meetings shall normally be published by 30 June in the academic year prior to the year in which the meetings are to be held.
11. The quorum for Senate shall be one third of the membership.
12. If a meeting of Senate is inquorate, the Chairman shall decide whether; a) the meeting shall be postponed and rearranged, or b) whether the meeting shall proceed, with all decision made to be considered preliminary, until the agreement of the required number of members has been confirmed to effect the decisions as formal for the record.

Extraordinary meetings of Senate

13. An extraordinary meeting of Senate may be called by the Chairman at any time and will be held within a maximum of 21 days.
14. An extraordinary meeting of Senate may be called by the secretary to Senate at the written request of no fewer than one third of the members. Extraordinary meetings shall be held within a maximum of 21 days from the date of the requests to the secretary.

15. The business of an extraordinary meeting of Senate shall be only that business for which the meeting was called. An extraordinary meeting may be held electronically, by circulation or in person.

Circulation of agendas and papers

16. The secretary to Senate normally despatches the agenda and papers to all members for a meeting at least seven days prior to the date of the meeting.
17. Any member of Senate may propose an item for consideration to the agenda by submitting it to the secretary by the relevant published deadline.
18. Any papers not sent with the original circulation shall be circulated by the secretary at least three days prior to the meeting. Only in exceptional circumstances, and with the agreement of the Chairman, shall papers be circulated in a shorter timeframe or tabled at the meeting.
19. The agenda for a meeting of Senate may include items marked with an asterisk, which will signify an expectation that these items will pass without discussion. Any member may before the start of a meeting request that the asterisk be removed, to permit discussion of the items.
20. In exceptional circumstances, supplementary agenda items may be taken with the approval of the Chairman.
21. Agenda and papers for, and minutes of, any meeting or items relating to reserved business shall be recorded separately and circulated only to those members entitled to receive them.

Conduct of meetings of Senate

22. Any proposal or recommendation which appears on the agenda or in a report submitted to the meeting shall be put to the meeting for resolution. Any amendments to the proposal shall be considered in turn before the overall proposal. If an amendment is carried, the proposal shall be amended accordingly and the amended version considered for approval.
23. It shall be within the discretion of the Chairman to set a limit to the length of time to be spent on debate, provided that the mover of any proposal, motion, amendment or item of business has the right of final reply before it is put.
24. Voting at meetings shall be normally by show of hands of those present, not including the Chairman. The decision shall be taken in accordance with the majority votes. When equal numbers of votes are cast, the Chairman shall have the casting vote.

Acts during vacancies

25. No act or resolution of the Council or any committee or board constituted by it or one of its committees or boards can become invalid by reason only of any vacancy in the body doing or passing it or by reason of any want of qualification by or invalidity in the election or appointment of any *de facto* member of the body whether present or absent, or by reason of the accidental omission to give any member notice of the meeting or the non-receipt by any member of that notice.

Minutes

26. The secretary to Senate shall be responsible for producing minutes of the meeting and for maintaining the master copies of all minutes and papers.
27. Minutes shall be unconfirmed until approved at the next meeting. After the Chairman has agreed the unconfirmed minutes they shall be circulated to members. Any amendments to the unconfirmed minutes agreed at the meeting shall be incorporated into a final version which becomes the confirmed minutes and the formal record of the discussion and decisions.

SENATE MEMBERSHIP 2013-14

EX OFFICIO MEMBERS

a) Chairman

The Principal

Professor Simon Gaskell

b) The Vice-Principals

Vice-Principal & Warden of the School of Medicine and Dentistry

Professor Richard Trembath

Vice-Principal and Executive Dean (Humanities & Social Science)

Professor Morag Shiach

Vice-Principal and Executive Dean (Science & Engineering)

Professor Jeremy Kilburn

Vice-Principal (Teaching and Learning)

Professor Susan Dilly

Vice-Principal (Research and International Affairs)

Professor Bill Spence

Vice Principal (Public Engagement & Student Enterprise)

Professor Peter McOwan

c) The President of the Students' Union

Sarah Sarwar

d) The Students' Union VP Education

Gaby Dale Leal

e) Heads of Schools & Institutes Humanities and Social Sciences

Business Management

Professor Martin Laffin

Centre for Commercial Law Studies

Professor Spyros Maniatis

Economics

Professor George Kapetanios

English and Drama

Professor Markman Ellis

Geography

Professor Miles Ogborn

History

Professor Miri Rubin

Languages, Linguistics & Film

Professor David Adger

Law

Professor Valsamis Mitsilegas

Politics and International Relations

Professor Adam Fagan

Medicine and Dentistry

Barts Cancer Institute

Professor Nicholas Lemoine

Blizard Institute

Professor Graham Hitman

Institute of Dentistry

Professor Mike Curtis

Institute of Health Sciences Education

Professor Anthony Warrens

William Harvey Research Institute

Professor Mauro Perretti

Wolfson Institute of Preventive Medicine

Professor Sir Nicholas Wald

Science and Engineering

Biological and Chemical Sciences

Professor Matthew Evans

Electronic Engineering and Computer Science

Professor Mark Sandler

Engineering and Materials Science

Professor David Lee

Mathematical Sciences

Professor Boris Khoruzhenko

Physics and Astronomy

Professor Steve Lloyd

f) Faculty Deans of Research and Taught Programmes

Humanities and Social Sciences

Dean for Taught Programmes

Professor Omar Garcia

Dean for Research

Professor Virginia Davis

Medicine and Dentistry

Dean for Education

Professor Anthony Warrens

Dean for Research

Professor Thomas MacDonald

Science and Engineering

Dean for Taught Programmes

Professor Julia Shelton

Dean for Research

Professor Wen Wang

g) Three students elected by the students' representatives across all faculties

Humanities and Social Sciences

Sue Newell

Science and Engineering

Deliya Kim

School of Medicine and Dentistry

Georgina Eliot

h) Elected members of academic staff

The numbers of elected members of academic staff per faculty may vary to provide for uneven numbers of Heads of Schools/Institutes so that there is in total an even number from each Faculty over all membership categories.

1) Constituency One: Nine elected members of the academic staff from the Faculty of Humanities and Social Sciences

Dr Jenny Chamarette, [Languages, Linguistics and Film] [2017]

Dr Bridget Escolme, [English and Drama] [2014]

Professor Montserrat Guibernau, [Politics and International Relations] [2017]

Dr Sue Harris [Languages, Linguistics and Film] [16.11.2013]

Professor Loukas Mistelis [Centre for Commercial Law Studies] [2014]

Dr Nick Ridout, [English and Drama] [2017]

Professor Maxine Robertson [Business and Management] [16.11.2013]

Dr Richard Saull [Politics and International Relations] [2014]

Professor Adrian Smith [Geography] [2015]

Dr Christopher Tyson [Economics and Finance] [2014]

One vacancy is held open.

2) Constituency Two: Twelve elected members of the academic staff of the School of Medicine and Dentistry

Dr Melania Capasso [Barts Cancer Institute] [2017]

Dr Matthias Dittmar [Blizard Institute] [2015]

Professor Jonathan Grigg [Blizard Institute] [16.11.2013]

Dr Lucinda Hall [Blizard Institute] [2014]

Professor Joy Hinson [Institute of Health Sciences Education] [16.11.2014]

Professor Atholl Johnston [William Harvey Research Institute] [2014]

Professor Ania Korszun [Wolfson Institute of Preventive Medicine] [16.11.2013]

Dr Anwar Tappuni [Institute of Dentistry] [2017]

Dr Nasir Warfa [Wolfson Institute of Preventive Medicine] [2017]

Professor Olwyn Westwood [Institute of Health Sciences Education] [2014]

Professor Ferranti Wong [Institute of Dentistry] [2017]

One vacancy is held open.

3) Constituency Three: Thirteen members of the academic staff from the Faculty of Science and Engineering

Professor John Allen [Biological and Chemical Sciences] [2017]
Dr Asa Barber [Engineering and Materials Science] [16.11.2013]
Dr Adrian Bevan [Physics] [2017]
Dr James Busfield [Engineering and Materials Science] [2017]
Dr Henri Huijberts [Engineering and Materials Science] [2014]
Dr Robert Janes [Biological and Chemical Sciences] [2014]
Dr Theo Kreouzis [Physics] [2014]
Professor Andrew Leitch [Biological and Chemical Sciences] [2014]
Professor Richard Pickersgill [Biological and Chemical Sciences] [2014]
Dr Thomas Prellberg [Mathematical Sciences] [2017]
Ms Jane Reid [Electronic Engineering and Computer Science] [2014]
Professor Mike Watkinson [Biological and Chemical Sciences] [2014]

One vacancy is held open

ACADEMIC SECRETARIAT

Secretary to Council & Academic Registrar
Deputy Academic Registrar

Wendy Appleby
Jane Pallant

Information on Variable Four and Three Year Terms of Office

Following the establishment of both a new Council and Senate membership structure with effect from the start of the 2010-11 academic year, fifty per cent of elected candidates will serve for a period of three years, and the remaining fifty per cent for the full four year term to minimise the need to elect the complete constitute at the same time and ensure some membership continuity. Where 50% or less of the vacancies for each constituency have been filled, elected candidates will automatically be given a four year term of office. In the event of an uneven number of candidates in each constituency, the number assigned a four year term will be rounded up [e.g., 5/9 vacancies in the Faculty of Humanities and Social Sciences had been filled, so all 5 candidates have been awarded a four-year term of office. When a subsequent election is held, the remaining four candidates will be assigned a three-year term of office. See paragraph 2.7 of the election *Rules* for further information. 12/13 vacancies have been filled for the Faculty of Science and Engineering and 7/12 candidates were drawn by lot by the Returning Officer to determine who would be assigned a four year term of office.

Revised 24.09.2013