Terms of Reference
Departmental Teaching and Learning Committee

Membership

The Committee will be chaired by the Head of Department or their nominee.

The Head of Department (or nominee) will appoint the members of the Committee from those staff with teaching and learning responsibilities within the Department.

The membership will include departmental staff with senior learning and teaching responsibilities, such as the Directors of Teaching, the Director of Studies (UG), the Director of Graduate Studies (PGT), and Academic Coordinators. Departments or schools may make arrangements for separate committees for UG and PGT provision where it is deemed necessary.

Further staff, such as the Admissions Officer, Joint Honours Officer, or Chair of Sub-Board of Examiners will be entitled to attend meetings of the Committee when business relating to their respective areas is under discussion.

The elected Departmental Representative will have membership of the committee, as per the Academic Representation Partnership Agreement in the College and Students’ Union Memorandum of Co-operation.

Co-option

Other members of staff from the Department or School may be co-opted as members as the Committee requires.

Invited Members

The Committee has the authority to invite other members of staff to meetings for discussions of specific matters to support development of teaching, learning and assessment practices. This may include colleagues from other faculties, schools or departments, or from professional services or external guests.

Purpose

To maintain and enhance the teaching and learning culture of the Department or School, both undergraduate and postgraduate, including support for teaching, learning and assessment activities, promoting and monitoring quality assurance mechanisms for teaching and learning, encouraging and sharing innovative practice, promoting strategies and initiatives for teaching and learning, and overseeing curricular development.

Terms of reference

1. To implement, monitor and promote good practice and innovation in curricular development and teaching and learning by identifying, disseminating and advocating appropriate internal and external developments in relation to teaching, learning and assessment practices.

2. To oversee academic development, academic standards and the quality of teaching and learning in the Department or School, including programme and course unit (module) assessment, student feedback (including the National Student Survey (NSS)), reports from External Examiners, Directors of Studies and the Staff-Student Committee, new academic initiatives, quality...
assurance, academic policies and professional accreditation reports.

3. To receive and evaluate proposals for new programmes, new course units, withdrawals of course units and/or significant and minor changes to existing programmes and course units, advising on any issues of standards related to new awards, and making recommendations for approval of new and/or amended programmes and the temporary withdrawal or closure of programmes prior to institutional approval.

4. To promote continuing collaboration and consultation between staff and students in the development and enhancement of the student learning experience, in partnership with the Faculty Teaching Committee and Staff–Student Committee, encompassing the identification and implementation of suitable activities to ensure appropriate opportunities for the student voice to be expressed and responses to that feedback to be given.

5. To consider any issues raised in External Examiners’ reports relating to curriculum and teaching matters as referred to the Head of Department or School, Dean of Faculty or relevant Sub-Board of Examiners.

6. To receive the minutes of Staff-Student Committees, to note the main matters arising, and, where required, to take further action. This may include referring matters for further consideration at Faculty Teaching Committee or by the Associate Dean (Education) and/or the Dean of Faculty.

7. To report to the Department or School Board concerned by submission of minutes of each meeting of the Committee to the Secretary.

Reports to
Department or School Board

Effectiveness Review
Three-yearly via Faculty Teaching Committee (FTC) to evaluate business covered and consider its effectiveness in contributing to the teaching and learning culture across departments.