



TERMS OF REFERENCE AND MEMBERSHIP

Faculty Quality Assurance & Enhancement Committee

CHAIR: Faculty Registrar

1. STRATEGIC CONTEXT

Faculty Quality Assurance and Enhancement Committees are accountable to Faculty PVCs via FMTs and to the University Quality Assurance and Enhancement Committee via Faculty Academic Representatives. They are responsible for the maintenance of academic standards and the enhancement of the quality of student learning opportunities for taught programmes, which lead to awards or credit of the University, including those that are delivered in collaboration with other organisations. They will report some elements of their work to Education Committee and/or its sub-committees.

In discharging their responsibilities for the assurance and enhancement of the University's taught programmes, FQAECs must act with due regard to the requirements of external agencies, including the Office for Students, the Quality Assurance Agency and Professional, Statutory and Regulatory bodies. The Committees will undertake their responsibilities in a manner consistent with LJMU values.

2. GENERIC RESPONSIBILITIES

- To ensure that the activities and decisions of the Committee are aligned with the priorities contained within the LJMU Strategic Plan 2017-2022.
- To oversee progress of relevant strategic Key Performance Indicators
- To ensure that equality and diversity matters are fully considered, addressed and embedded within the activities and decisions of the Committee.
- To identify risks and opportunities associated with the proposals, decisions and other activities, which fall within the remit of the Committee.
- To ensure terms of reference are reviewed on an annual basis along with the Committee's effectiveness.
- To ensure any changes to the terms of reference are reported to the relevant parent committee for approval.
- To ensure the Committee complies with the standards and guidelines provided by the University's Secretariat for reporting and presentation

3. SPECIFIC RESPONSIBILITIES.

- 3.1.** Promote, at Faculty-level, the University's policies and procedures for quality management and enhancement, and receive feedback on them.
- 3.2.** Oversee, guide and support the Faculty's Schools/Departments in the promotion and implementation of Academic Board policies and procedures for the development, delivery, monitoring, review and assessment of academic programmes, including those policies and procedures, which deal with the maintenance of academic standards and the enhancement of the quality of student learning opportunities.
- 3.3.** Receive for consideration and approval programme and module amendments and CPD activity.
- 3.4.** Oversee programme and School/Department level monitoring, within the Faculty.
- 3.5.** Receive and confirm issues arising from student feedback and External Examiner reports and where appropriate pass these on to the Faculty Education Committee, ensuring the timely and satisfactory conclusion of matters (including local service issues) that impact on the student experience.
- 3.6.** Receive for consideration and endorsement External Examiner applications at a Faculty level, recommending candidates to the Pro Vice-Chancellor (Education) and track the status of applications.
- 3.7.** Monitor External Examiner coverage of the Faculty's programmes.
- 3.8.** Receive for consideration and action the annual report on the process of External Examining within the Faculty.
- 3.9.** Receive for consideration and action the annual report on validation and review activity within the Faculty.
- 3.10.** Receive outcomes from the University Academic Planning Panel.
- 3.11.** Monitor the Faculty's validation and review activity and, where appropriate, refer any identified issues to the University Validation and Review Oversight Panel.
- 3.12.** Monitor the Faculty's operation of programme Board of Study
- 3.13.** Monitor the Faculty's engagement with Professional, Statutory and Regulatory Bodies.
- 3.14.** Receive for consideration and approval collaborative partner staffing requests.

3.15. Monitor the completion and submission of the Faculty's Link Tutor Reports.

4. CONSTITUTION

The constitution of the Committee is detailed below:

4.1 Reporting and Membership

Reporting to:	Quality Assurance and Enhancement Committee
Reporting Committees:	N/A
Working Panels/Groups:	Faculty Recognition Group External Examiner Sub-group (optional) Collaborative Provision Sub-group (optional)
Receive minutes and selected papers from:	Faculty Education Committee Boards of Study Academic Oversight Panels

	Job Title / Representative	Title and Name
Chair	Faculty Registrar	
Secretary	Quality Assistant	
Members	Associate Dean (Education) A maximum of 12 Academic Representatives, from across the Faculty, with at least 1 from each School/Department (determined by size). Academic Representatives may be Programme Leader, Subject Leader or Link Tutor	

	1 Student Representative Quality Enhancement Officer / Quality Support Officer Faculty Head of Operations (or nominee) Faculty PVC (Ex Officio member) Head of Quality and Standards (Ex Officio member)	
Alternates	Alternate Chair (Associate Dean (Education)) At least 1 named alternate Academic Representative from each School/Department (determined by size) 1 alternate Student Representative	

The Committee will be empowered to co-opt further members with specialist knowledge, to assist as necessary, and to invite guest speakers to make presentations on specific topics.

The Committee will invite interested parties to attend meetings or those parts of meetings of relevance to them.

Members have equal voting rights, but the Chair has the casting vote.

In the event that programme/module amendments, External Examiner nominations/applications, and/or Collaborative Staff Appointments require consideration outside of the Committee, these will be referred to the Head of Quality and Standards.

4.2 Quorum

To ensure that the Faculty Quality Assurance and Enhancement Committee is quorate, meetings will only proceed with the following attendees: Chair (Alternate

Chair), a representative from Academic Registry, and 1 Academic Representative from each School/Department.

4.3 Frequency

Normally six times a year.

APPROVED BY QAEC: 15th July 2020
DATE OF NEXT REVIEW: May 2021