



TERMS OF REFERENCE, MEMBERSHIP AND STANDING ORDERS OF

DCU QUALITY PROMOTION COMMITTEE,

A SUB-COMMITTEE OF

DCU EXECUTIVE

Approved by DCU Executive on 03/10/2023

DUBLIN CITY UNIVERSITY QUALITY PROMOTION COMMITTEE

Terms of reference, membership and standing orders

1. Context

Established as a sub-committee of DCU Executive Committee in December 2020, DCU Quality Promotion Committee (QPC) has an oversight and advisory role in relation to the discharging of specific aspects of the University's statutory obligations for quality assurance as set out in the terms of reference below. This current version of the Terms of Reference was approved by QPC on 20 September 2023 and subsequently approved by DCU Executive on 3 October 2023.

2. Terms of reference of Quality Promotion Committee

The remit of QPC includes

- 2.1 with due regard to the University's responsibilities for quality, as set out in the Universities Act (1997), the Qualifications and Quality Assurance (Education and Training) Act (2012), the Higher Education Authority Act (2022) and through the requirements of other national agencies, advising and making recommendations to Executive, Academic Council and Senior Management on the University-wide framework of principles, policies, procedures, priorities and good practice for quality assurance and enhancement
- 2.2 promoting and fostering an ethos of critical self-evaluation and continuous quality enhancement within the University, thereby seeking to enhance the student and staff experience
- 2.3 overseeing the statutory cyclical programme of internal quality reviews
- 2.4 In the context of 2.3 above:
 - 2.4.1 approving peer-review group panels for internal quality reviews, to include a member of QPC to act as a coordinating reviewer in each case
 - 2.4.2 reviewing quality enhancement plans, approving the associated distribution of quality enhancement funding and advising Executive and Academic Council on funding needs and other items of relevance arising from quality assurance mechanisms
 - 2.4.3 reviewing progress and reporting on the implementation of enhancement recommendations arising from internal quality reviews
- 2.5 identifying and disseminating information within the University on best practice in relation to quality assurance and enhancement
- 2.6 overseeing the allocation of funding from the Quality Improvement and Development Fund (QUID)
- 2.7 supporting the University's participation in external institutional reviews

- 2.8 periodically reviewing the University's Quality Framework to ensure its consistency with national policy and its effectiveness in the delivery of ongoing quality enhancement in the University

3. Membership of Quality Promotion Committee

- 3.1 The membership is as follows:

University President (or designee) - Chair - ex officio
Director of Quality Promotion and Institutional Research - Secretary - ex officio
Vice-President for Academic Affairs (or designee) - ex officio
Vice-President for Research and Innovation (or designee) - ex officio
Dean of Students (or designee) - ex officio
Institutional Research and Analysis Officer - ex officio
2 academic representatives from DCU Business School
2 academic representatives from DCU Institute of Education
2 academic representatives from the Faculty of Engineering and Computing
2 academic representatives from the Faculty of Science and Health
2 academic representatives from the Faculty of Humanities and Social Sciences
2 representatives from DCU Students' Union
1 representative from the Faculty Administration Peer Group
4 representatives from professional and service units
Quality Review Coordinator - Recording Secretary - in attendance, non-voting

- 3.2 Members of DCU Governing Authority shall have the right of attendance at meetings of the QPC as observers without a vote.
- 3.3 Substitution of representation is not permitted as a matter of course. If, however, a member wishes to speak to an agenda item and cannot be present, a substitute may attend for that item subject to permission from the Chair.
- 3.4 The term of office of representative membership on QPC shall be three years. A maximum of two terms per representative will apply.
- 3.5 Academic representation on QPC shall include all Faculties. Representation from professional and service units shall follow a defined rolling cycle of membership as set out in Appendix A. Units can decline membership for one term. The method of selection of these members is a matter for the Faculties and units.
- 3.6 A review of QPC membership shall be conducted each year in Spring, with the changeover of members, where applicable, taking place at the start of the next academic year.

4. Standing orders of Quality Promotion Committee

4.1 Chair, secretariat

4.1.1 The University President or designee is the Chair of QPC. In the absence of the Chair from a meeting, the Director of Quality Promotion and Institutional Research will chair the meeting.

4.1.2 A member of the Quality Promotion Office is Recording Secretary to the Committee.

4.2 Meetings

4.2.1 The QPC will meet six times per year. A schedule of meetings for each academic year is noted by Executive in advance of that year and published on the University Schedule of Meetings.

4.2.2 Additional meetings can be convened either (i) by the Committee at one of its scheduled meetings or (ii) by the Chair.

4.2.3 The normal duration of meetings will be at most two hours.

4.3 Agenda

4.3.1 The first item of business at each meeting will be the adoption of the agenda.

4.3.2 Any member may request to have an item placed on the agenda for a meeting of the Committee. The item must be submitted to the Secretary two weeks in advance of the meeting.

4.4 Minutes

The Recording Secretary will keep minutes of every meeting of the Committee. The approved minutes of QPC will be submitted to DCU Executive for noting and will be published on the Quality Promotion Office website.

4.5 Documents

4.5.1 All documents for circulation to the members of the Committee must be submitted to the Recording Secretary two weeks in advance of the next meeting. The Recording Secretary will circulate meeting documentation one week in advance of each meeting.

4.5.2 A document may be tabled at a meeting provided it relates to one of the agenda items for the meeting and provided two-thirds of the members present agree to its being tabled.

4.5.3 Documents will be made available in electronic format only.

4.6 Quorum and attendance

4.6.1 A meeting will not commence until at least one-half of the members are present. If a

quorum is not forthcoming, the Chair will set an alternative date for the meeting.

4.7 Mode of address

Speakers will always address the Chair. While a member is speaking, other members will be silent.

4.8 Other business

The rubric 'other business' on each agenda will be used only (a) to inform the meeting of agenda items which are proposed for the next following meeting or (b) to convey briefly other items of information of a factual nature.

4.9 Interpretation

Where a dispute arises as to the interpretation of these orders, the decision of the Chair is final.

5. Amendments to Terms of Reference and Standing Orders

The Committee can recommend amendments to the Terms of Reference and Standing Orders. Any such amendments will be subject to DCU Executive approval.

Appendix A: Professional and Service Units Rota

Area	22/23	23/24	24/25	25/26	26/27	27/28	28/29
Human Resources							
Registry							
ISS							
Estates							
Library							
Finance							
External Engagement							
OVPAA-units							