

Faculty Management Board

1. Function and Terms of Reference

The Faculty Management Board (FMB) is the chief management body of the Faculty. It provides support to the Executive Dean, advising the Dean in relation to matters within his/her remit, and on issues of strategic significance to the Faculty as they arise. Accordingly, in fulfilling its functions, the Faculty Management Board will:

- Advise on the policy and strategy of the Faculty, and will approve drafts of Faculty Strategic Plans for submission to the University Executive;
- Oversee and evaluate the implementation of the Faculty Strategic Plan, ensuring that the Faculty's structure, policies and procedures support its strategy and operations;
- Advise on the distribution of the Faculty's budget, with a view to ensuring it supports the Faculty's strategic aims and objectives and that the Faculty meets its regulatory and financial obligations;
- Advise on the staffing complement of Schools on an annual basis taking into account all relevant University protocols and requirements;
- Receive and review School and Centre strategic plans, making recommendations, where appropriate, regarding their content and implementation, and consider the implications of such plans for the Faculty strategy, resource allocations and operations;
- Receive and review of minutes of Faculty Committees, including:
 - Faculty Health and Safety Committee
 - Faculty Marketing Group
 - Faculty Research Committee
 - Faculty Teaching Committee
 - Faculty International Committee
- Receive and review of the minutes and related documentation generated by any sub-committee or working group that may be established under the auspices of the Board;
- Review and approve the Faculty Annual Report prior to submission to the University's Executive;
- Formulate Faculty responses to university strategic planning initiatives and related structural developments.

2. Membership

- Executive Dean (Chair), *ex officio*
- Associate Dean for Research, *ex officio*
- Associate Dean for Teaching and Learning, *ex officio*
- Associate Dean for International, *ex officio*
- Faculty Manager (Secretary), *ex officio*
- Manager of Facilities and Associated Services, *ex officio*
- Head of each school, *ex officio*
- Deputy Head of School (where School academic staff numbers are greater than 30), *ex officio*
- Chair, Faculty Health and Safety Committee, *ex officio*

Elected Members (for a period of three years):

- Two members of staff drawn from the Schools in the Faculty (who meet the requirements for Faculty membership as defined in the DCU Harmonised Constitutional Framework for Executive Faculty Structure¹).
- Two members of faculty¹ to represent researchers in the Faculty, elected by the Faculty Research Committee, at least one of whom is drawn from a research centre.
- One member drawn from technical officers based in schools or research centres.

¹ Membership of the Faculty comprises members of staff who hold permanent posts or hold a temporary fixed-term post approved by the Executive Dean, where the contract duration is of one year or more and/or whose continuous service to date within the Faculty is of a duration of one year or more.

3. Proxies and deputisation

- Only *ex officio* members of the Management Board may seek to have a nominated deputy attend in the event of their absence and only in exceptional circumstances.
- Normally, written confirmation of deputisation must be made to the Chair of the Board at least two working days in advance of the relevant meeting.

4. Meetings

- The Faculty Management Board will typically have six meetings each year;
- The Faculty Management Board will manage its business on an annual cycle, largely reflecting the annual cycle of business of the University Executive.
- Other matters will be dealt with as determined by the Chair and the other members of the Management Board.
- Additional, extraordinary meetings of the Board may be convened as necessary.
- Typically, the schedule of Faculty meetings, including the schedule of meetings of the Faculty Management Board, for the following academic year will be agreed at the Board's September meeting.

5. Quorum

The quorum is two-thirds of the membership

6. Postponement

Any meeting of the Faculty Management Board shall be postponed:

- if one half of the members signify beforehand that they are unable to attend;
- If, half an hour after the time set for the commencement of the meeting, insufficient members are present to constitute a quorum.

7. Chair

In the absence of the Executive Dean, normally an Associate Dean will take the chair. In exceptional circumstances, the Executive Dean may nominate an alternative Chair.

8. Agenda

- The Secretary shall compile the agenda in consultation with the Chair.
- Requests for the inclusion of items on the agenda must reach the Secretary, together with a single, unbound, copy of any papers for circulation, at least ten days before the date of the meeting at which the item is to be considered.
- Any member may submit items for the agenda; an explanatory memorandum to the Chair should accompany any item for which supporting papers are not provided.
- The agenda shall normally be circulated with supporting papers at least five clear working days before the meeting.

9. Order of business

The business of the Management Board will be organised as follows:

Part 1: Items for discussion

Part II: Items for decision

Part III: Items for noting

Part IV: Any other business

From time to time, presentations may be made to the FMB. These will be approved by the Chair in advance and precede Part 1 of the order of business.

10. Voting

- Decision-making by the Board will, where possible, be consensual.
- In instances where a vote is required, voting will normally be by a show of hands.
- A motion shall be declared carried if it receives a simple majority of the votes cast. In the event of a tie, the Chair shall have the right of a second or casting vote.
- The number of votes cast for and against a motion shall not be recorded in the minutes unless such a record is demanded by one third of those present.
- The Chair, *ex officio* members, elected members and co-opted members have the right to

vote. Officers in attendance and observers do not have the right to vote.

- Representatives attending in the place of ex officio members (see 3.1 above) have the right to vote.

11. Minutes

- Minutes of the meetings will be drafted by the Secretary and approved by the Chair before circulation.
- The minutes of a previous meeting must be approved by the Board and signed by the Chair.
- Minutes shall be circulated to members of the Board as soon as they are available and prior to their circulation with papers.
- Members wishing to challenge the accuracy of minutes, reports or other papers should advise the Secretary and Chair.
- Minutes will be posted on the Faculty shared drive for staff access when approved.

12. Amendments to Standing Orders

Amendments to the Standing Orders may be made by a simple majority of the Board, but shall not take effect until confirmed at a subsequent meeting of the Board.

13. Sub-committees

- The Board may establish such sub-committees or working groups as it may deem necessary and may determine the membership and terms of reference of each sub-committee.
- The minutes of each such sub-committee will be submitted to the Board.

14. Co-options

The Board may co-opt members on an exceptional basis for a fixed period of time, the co-option, its terms and duration to be agreed in advance by the Board.

15. Declaration of Interest

Members will, in advance of a meeting or during a meeting where it becomes relevant, declare an interest in an agenda item. They may continue to take part in the discussion but may not participate in any vote, should there be one.