



FACULTY MANAGEMENT BOARD

1. Function and Terms of Reference

The Faculty Management Board 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, the Faculty Management Board shall:

- Advise on the policy and strategy of the Faculty, and will approve the Faculty Strategic Plan 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 that 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 Units on an annual basis, taking account of all relevant University protocols and requirements.
- Receive and review Unit 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 minutes of Faculty Committees.
- Receive and review minutes and related documentation generated by any sub-committee or working group that may be established under the auspices of the Faculty Management Board.
- Review and approve the Annual Faculty Report prior to presentation at the Faculty Annual General Meeting and submission to the University's Executive.
- Review and approve the composition of interview panels relating to posts within the Faculty.
- Formulate Faculty responses to University strategic planning initiatives and related structural developments.

2. Membership

- Executive Dean (Chair), ex officio.
- Faculty Manager, ex officio.
- Facilities Manager, ex officio.
- Associate Dean for Research, ex officio.
- Associate Dean for Teaching and Learning, ex officio.
- Head of each School of the Faculty, ex officio.
- Two selected members from each School of the Faculty. Membership for the selected members is for a term of 3 years.

3. Schedule of Meetings

- The Board shall manage its business on an annual cycle, largely reflecting the annual cycle of business of the University Executive.
- The Board shall normally meet eight times in the calendar year.
- The schedule of Faculty meetings, comprising meetings of the Faculty Management Board and all designated Faculty Committees, should normally be agreed at the Faculty Management Board's September meeting, for the following academic year.

