**Terms of Reference for the DCU Quality Promotion Committee**

These Terms of Reference were agreed and approved at the Quality Promotion Committee of 7th January 2009. They were subsequently revised and approved by QPC on: 16 May 2012 and 28th May, 2017.

1. The Quality Promotion Committee is a subcommittee of the DCU Executive Committee (Executive).
2. Membership of the Quality Promotion Committee shall be drawn from all parts of the University and shall represent all Academic Areas in the University. (A detailed overview of the membership of the QPC is contained in Appendix 1).
3. The University President or his/her designee shall be the Chair of the Quality Promotion Committee.
4. Members of the Governing Authority shall have the right of attendance at meetings of the Quality Promotion Committee as observers and without a vote.
5. Six meetings of the Quality Promotion Committee shall take place every academic year.
6. The term of office of representative membership on the Quality Promotion Committee shall be three years for academic members, and two years for rotating professional support areas; a maximum of two terms per person shall normally apply.
7. Academic representation on the Quality Promotion Committee shall include all Faculties and the DCU Open Education unit. Representation from Support / Service units shall follow a defined rolling cycle of membership (Appendix 2). Units can decline membership in the Quality Promotion Committee for one term. Constituencies should mandate their representative or representatives.
8. A quorum of one half of the membership of the Quality Promotion Committee shall apply.
9. A review of the Quality Promotion Committee membership shall be conducted in the spring of every year; change-over of Quality Promotion Committee members, if applicable, shall take place at the start of the academic year.
10. The Quality Promotion Committee shall:

* promote an ethos of self-evaluation and continuous quality improvement within the university, and seek thereby to enhance the student and staff experience
* advise and make recommendations to DCU Senior Management, Executive and Academic Council on policies for quality assurance and improvement, arising from the University's responsibilities under the Universities Act (1997) and the Qualifications and Quality Assurance (Education and Training) Act 2012; from the activities of the Quality and Qualifications Ireland (QQI) and from the requirements of other national agencies such as the Higher Education Authority, that have a remit for quality in higher education.
* advise Senior Management, Executive and Academic Council on the establishment of a framework of principles, policies, priorities, procedures and good practice for the promotion of outstanding quality in teaching, research and administration across the University
* disseminate information throughout the University on best national and international practice on quality related issues
* administer funding from the Quality Improvement Fund and advise Executive and Academic Council on funding needs arising from quality assurance mechanisms
* review the range of quality assurance mechanisms used both at institutional level and by Schools and Units, to provide advice as appropriate and to ensure the cross-fertilisation of experience with procedures throughout the University
* review, and where necessary, propose revisions of these terms of reference from time to time

1. Minutes of the Quality Promotion Committee shall be circulated to all members of the Executive and published on the Quality Promotion Office website.

**Appendix 1: Membership of Quality Promotion Committee**

|  |  |
| --- | --- |
| **Officers (5)** | **5** |
| Deputy President\* (Chair) - nominated by the President |  |
| Director of Quality Promotion\* (Secretary) |  |
| Representative Nominated by VP Academic Affairs/ Registrar’s Office |  |
| Representative Nominated by VP Research and Innovation Office |  |
| Director, Student Support and Development or nominee |  |
| **Academic Staff Representatives (11)** | **11** |
| 2 representatives from DCUBS (*Faculty of Business*) |  |
| 2 representatives from the Faculty of Engineering and Computing |  |
| 2 representatives from the Faculty of Humanities and Social Sciences |  |
| 2 representatives from the Faculty of Science and Health |  |
| 2 representatives from the Institution of Education |  |
| 1 representative from Open Education Unit |  |
| **Representative of Faculty Administrative Peer Group** | **1** |
| 1 representative from Faculty Administrative Peer Group |  |
| **Representatives of Support / Service units (4)** | **4** |
| 4 representatives from 8 units: |  |
| Registry  Human Resources  ISS  Estates  Library  Finance  External Affairs  VPAA/TEU/GSO |  |
| **Student Representatives (2)** | **2** |
| Vice-President (Welfare)\* (under review) |  |
| Vic-President (Engagement and Development)- (under review) |  |
| **Quality Promotion Office Staff** | **3** |
| Quality Review Co-ordinator (recording secretary) |  |
| Quality Promotion Officer\* (in attendance) |  |
| Research and Institutional Analysis Officer\* |  |
| **Total membership** | **26** |

**\***Ex officio members of QPC

**Appendix 2:** **Support / Service Units’ Rota**

