

Policy on Committee Membership & Terms of Reference

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1 Introduction

Arising from Delegation of Authority up to Level 8 in January 2007, a review of Academic Council and its various Sub-Committees was carried out. In 2017, IADT received Delegated Authority up to Level 9 and this, along with changes to institutional structures and new roles, led to this periodic Committee review.

1.1 Policy Aims

The aim of this policy is to create a reference document that gives clear and concise information for all regarding IADT's Committees and their operation. The policy will be scheduled for review every three years, which is designed to coincide with the Terms of Office for each Committee.

The following sections list all Committees and details the:

- Terms of Reference – these outline the duties, responsibility and functions of the Committee
- Membership by role
- Number required for a quorum – the number of members who must be present in order for the meeting to proceed

1.2 Terms of Office

Members of all Committees are appointed for a period of three years and have a minimum of 40% representation of those identifying as male or female.

Members of the Institute Executive are circulated with the membership spreadsheet in September each year to confirm any adjustments necessitated by staffing changes.

2 Academic Council

Academic Council is appointed by the Governing Body and assists in the planning, co-ordination, development and overseeing of the educational work of the Institute and to protect, maintain and develop the academic standards of the programmes and the activities of the college.

There are six sub-committees of Academic Council and each must report their activities to the Academic Council, via the minutes of their meetings. Sub-Committees meet as required but no less than four times per academic year. Each Sub-Committee also prepares an annual report which is discussed at the first Academic Council at the start of the academic year.

Programme Boards are also sub-committees of Academic Council and have been noted in this policy. Please refer to the [Programme Boards Terms of Reference and Procedures](#) document.

2.1 Terms of Reference

The duties and responsibilities of Academic Council, on behalf of the Governing Body, are to:

- Uphold the standards of knowledge, skill or competence to be acquired by the learners. These standards have been stated in the National Qualification Framework and adopted by Quality and Qualifications Ireland (QQI).
- Ensure that procedures established for the assessment of learners are fair, consistent and compliant with the standards approved by QQI.
- Monitor and evaluate the quality of programmes of education in the Institute, both those awarded by IADT and recognised by the Higher Education and Training Awards Council and those awarded by QQI.

2.2 Functions

Academic Council has the following functions:

- To design, develop and assist in the implementation of programmes of study consistent with the functions of the college
- To make recommendations to the Governing Body:
 - For the establishment of appropriate structures to implement the programmes of study referred to above
 - For research and development work
 - For the selection, admission, retention and exclusion of students
 - For the award of scholarships, prizes or other awards
 - To make general arrangements for tutorial or other academic counselling
- To be responsible, subject to the approval of the Governing Body, for making the academic regulations of the college
- To propose to the Governing Body, subject to the requirements of QQI or any university or other authority to which section 5 (1) (b) of the Regional Technical Colleges Act, 1992 applies, the form of regulations to be made by the Governing Body for the conduct of examinations and for the evaluation of academic progress

- To exercise any other functions, consistent with the RTC Acts and the Institutes of Technology Act 2016, which may be delegated to it by the Governing Body
- To assist in implementing any regulations which may be made by the Governing Body concerning any of the matters aforesaid.

Academic Council, with the approval of the Governing Body may:

- Establish committees, consisting either wholly or partly of persons who are not members of the college, as it thinks proper to assist the Academic Council to discharge its duties and responsibilities as well as functions under the Qualifications Act, the RTC Acts and the Institutes of Technology Act 2016
- Determine, subject to the provisions of the RTC Acts and the Institutes of Technology Act 2016, the functions of any committee established under paragraph 5.1 of this subsection.

The acts of a committee established under Section 5 shall be subject to confirmation by the Governing Body, unless the Governing Body dispenses with the necessity for such confirmation.

In order to fulfil its duties, responsibilities and functions under the relevant Acts of the Oireachtas, Academic Council will review all matters of academic business, including reports and recommendation of:

- Programme Boards and other committees of Academic Council
- The Appeals Board as constituted by Academic Council
- The Disciplinary Committee as constituted by Academic Council

Subject to the provisions of the appropriate legislation and to the directions of the Governing Body, Academic Council may regulate its own procedure.

2.3 Membership

The President and Registrar are members of the Academic Council and all of its Sub-Committees. The Senior Quality Officer acts as the administrator for all Sub-Committees, except for the Quality Enhancement Sub-Committee, on which they are a member.

The membership of Academic Council is:

Role	Number
President – Chair	1
Registrar – Deputy Chair	1
Head of Creative Engagement or nominee	1
Head of Faculty or nominee	2
Head of Department, one per Faculty	2
Staff reporting to Registrar	1
Head of Academic & Student Affairs	1
Academics, three full-time and one part-time per Faculty	8
Student Union representative	1
Student Body representative, two full-time and one part-time	3
Total	21
Administrator/Minute Taker	Senior Quality Officer

2.3 Quorum

Chair or nominee, plus nine other members	10
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3 Programme Validation Sub-Committee

The role of the Programme Validation Committee, or PVC, is related to ensuring quality within the suite of programmes offered by the Institute. It deals with reports from Programme Board meetings (see [Section 9](#)), reviews recommendations for new programmes via internal validation, and proposals for minor changes in programmes, ie change of module credit weighting etc, to continue to refine the programme offering.

3.1 Terms of Reference

The Committee will meet to consider and reach decisions with regard to:

- Changes to existing programmes
- Recommendations for new programmes
- Draft programme documentation, prior panel review
- Reports and recommendations from Programme Boards if relevant to programme changes
- Any other matters referred to the Committee by the Academic Council for consideration and recommendation

3.2 Membership

Role	Number
Registrar – Chair	1
President	1
Heads of Faculty or nominee	2
Academic staff members, two per Faculty	4
Academic & Student Affairs Manager	1
Faculty Administrators, one per Faculty	2
Admissions Officer or Postgraduate Admissions Officer	1
Student Union Representative	1
Total	13
Administrator/Minute Taker	Senior Quality Officer

3.3 Quorum

Chair or nominee of the Registrar plus six other members	7
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4 Academic Planning, Co-ordination and Review Sub-Committee

The Committee deals with all relevant matters of a cross-Institutional nature to ensure the effective and efficient provision of programmes and academic support services. It also reports and makes recommendations, as appropriate, to Academic Council.

4.1 Terms of Reference

The Committee will meet to consider and reach decisions with regard to:

- Planning the annual calendar of academic and related events
- Portfolio assessment/interviews
- CAO process
- Examinations and Examination Board co-ordination
- Graduation
- Support to Marketing for the prospectus, student handbook, and other publications
- Support also for open days, exhibitions, visits to schools etc

4.2 Membership

Role	Number
Academic & Student Affairs Manager – Chair	1
President	1
Registrar	1
Heads of Faculty or academic nominee	2
Academic staff members, one per Faculty	2
Administrators, one per Faculty	2
Admissions Officer or Postgraduate Admissions Officer	1
Examinations Officer	1
Marketing Manager	1
Student Union Representative	1
Total	13
Administrator/Minute Taker	Senior Quality Officer

4.3 Quorum

Chair or nominee of the Registrar plus five other members	6
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5 Teaching and Learning Sub-Committee

The Committee's remit includes the upholding of the standards of knowledge, skill and competences to be acquired by our learners, to ensure that the Institutional procedures that are established for students are fair, consistent and compliant with Higher Education standards. With an overall responsibility in the areas of teaching, learning and assessment, the Committee aims to document and review existing practice, develop staff training and research and disseminate best practice

5.1 Terms of Reference

The Committee will meet consider and reach decisions with regard to:

- Documentation/review of existing practice in teaching, learning and assessment
- Research and dissemination of best practice in teaching, learning and assessment
- Co-ordination and leading of teaching and learning efforts across the Institute
- Advice on the appropriateness (or otherwise) of the learning environment
- Investigation of teaching and learning methodologies and make recommendations, as appropriate
- Supporting tutorial and other academic counselling
- Advice on staff training and development in the teaching and learning area
- Linking to wider teaching, learning and assessment initiatives, internally and externally

5.2 Membership

Role	Number
Head Department of Entrepreneurship – Chair	1
President	1
Registrar	1
Academic staff members, three per Faculty	6
Student Experience Manager or nominee	1
Librarian or nominee	1
ICT/eLearning representative	1
Access Officer	1
Staff Training, Learning & Development Officer	1
Student Union representative	1
Student Body representative	1
Total	16
Administrator/Minute Taker	Senior Quality Officer

5.3 Quorum

Chair or nominee of the Registrar plus seven other members	8
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6 Quality Enhancement Sub-Committee

The main role of the Quality Enhancement Committee is to facilitate an integrated approach to academic quality, including Institutional policies, procedures and systems. The Committee is central to both Programmatic and Institutional reviews, including Delegated Authority review. The Committee is the central forum for monitoring and improving standards of academic quality and is guided by the approach outlined in the Institution's Quality Manual and by relevant policies and procedures.

6.1 Terms of Reference

The Committee will meet to consider and reach decisions with regard to:

- Guidance to the Academic Council on issues of quality
- Provision of a forum for reviewing quality processes and procedures
- Input to the Annual Institutional Quality Review (AIQR)
- Provision of an advisory audit function of the academic quality systems of the Institute, to ensure compliance with standards
- Monitoring the review cycles within IADT to ensure compliance
- Revision of good practice for third level institutions and other similar organizations

6.2 Membership

Role	Number
Head of Department of Humanities and Arts Management – Chair	1
President	1
Registrar	1
Heads of Department, one per Faculty	2
Academic staff members, three per Faculty	6
Senior Quality Officer*	1
Faculty Administrators, one per Faculty	2
Student Union Representative	2
Total	16
Administrator/Minute Taker	Nominated Administrative Staff Member from the Office of the Registrar

**The Senior Quality Officer is a member of the Quality Enhancement Sub-Committee and, therefore, cannot be the administrator/minute taker.*

6.3 Quorum

Chair or nominee of the Registrar plus seven other members	8
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7 Research and Development Sub-Committee

The role of the Research and Development Committee is to foster a culture of collaborative research and development, innovation and technology transfer in the context of the Institute’s strategic plan.

7.1 Terms of Reference

The Committee will meet to consider and reach decisions with regard to:

- Development of a research strategy for the Institute in collaboration with the Faculties to ensure the Institute’s strategic goals are met
- Revision, on an annual basis, the effectiveness of the Institute’s research strategy and to make recommendations on amendments which inform both the research strategy and the overall strategic plan for the Institute
- Formulation, monitoring and review of a Research and Development policy for adoption by the Governing Body
- Determination of appropriate performance indicators in relation to the Institute’s research and development activities
- Advice to the Institute Executive on the necessary infrastructure and environment required to underpin a vibrant research culture
- Preparation of an annual Research Report on all such activities within the Institute
- Carrying out such other functions as may be assigned to it from time to time by Academic Council

7.2 Membership

Role	Number
Head of Creative Engagement – Chair	1
President	1
Registrar	1
Heads of Faculty or nominee	2
Secretary/Financial Controller or nominee	1
Head of Strategic + Postgraduate Development or Innovation, Commercialisation + Development manager	1
Academic staff members, two per Faculty	4
Librarian	1
Research student representative	1
Students Union representative	1
Total	14
Administrator/Minute Taker	Senior Quality Officer

7.3 Quorum

Chair or nominee of the Registrar plus seven other members	8
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8 Student Experience Sub-Committee

The Committee role is to provide institutional oversight of student wellbeing and student administrative policy issues.

8.1 Terms of Reference

- Develop and advise on policy and procedure relating to overall student well-being with specific reference to, but not limited to, the following:
 - Student contribution to campus community
 - Initiatives to promote a professional, respectful and creative diverse environment
 - Student ambassadors, eg mentor, buddy schemes, ICT and Library student support
 - Learner Charter, eg participation and interaction in the learning environment
 - Student conduct, eg discipline, complaints, transitional learning and well being
 - Supporting students with particular needs, eg establishing appropriate communication networks
 - Interactions/communication between specific services/units and academic departments
 - General Institute environment and its impact on students

- Input into the Institutional strategy for Student Supports and suggest key performance indicators for same

- Establish and review appropriate standards for student services in collaboration with the respective service providers, e.g. Health Services, Estates and Facilities, ICT and Library. For example, optimal library service delivery in a digital environment with changing student profile/diversity requires increased accessibility and availability of information resources to satisfy learning needs. The respective services will provide where necessary regular updates, information proposals, statistics, standards and summary reports to inform members.

- Receive and consider an annual report from the Student Services unit (to cover access, student counselling, careers, health, disability, learning supports) and make recommendations to Academic Council arising from same, as appropriate

- Monitor and review, in general terms, issues arising from students' grievance/complaints and disciplinary matters which are of concern to the student experience overall and advise Academic Council as appropriate

- Establish or promote initiatives that support the creation of an environment which enhances the students' experience of the Institute

8.2 Membership

Role	Number
Student Experience Manager – Chair	1
President	1
Registrar	1
Academic & Student Affairs Manager	1
Heads of Faculty or nominee	2
Nominees of the Registrar (eg Librarian, Access Officer, Medical, Counsellor)	2
Examinations Officer	1
Student Representatives to include Students Union officers	4
Total	13
Administrator/Minute Taker	Senior Quality Officer

8.3 Quorum

Chair or nominee of the Registrar plus six other members	7
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9 Programme Boards

Each programme of study in the Institute has a Programme Board and these are also formally Sub-Committees of Academic Council and report annually to Academic Council.

The Programme Board is responsible for the effective management, operation and review of the Programme, within the wider context of the Faculties/Institute academic plan. It operates within the framework of regulations set down by Academic Council and quality assurance procedures.

The current Terms of Reference for Programme Boards includes monitoring and review, quality assurance and dealing with operational matters.

Membership includes Head of Department, Programme Chair, and every full-time member of academic staff teaching on the programme along with student representatives chosen by democratic election. Part-time lecturing staff and external members can be co-opted, as appropriate.

Full information on Programme Boards is available through the [Programme Boards Terms of Reference and Procedures](#) document, 2016 – 2018.

10 Other IADT Committees

10.1 Ethics Committee

The Institute Research Ethics Committee (IREC) oversees good practice in ethical research and develops the Institute's ethics policies and procedures. It is responsible for reviewing and approving postgraduate research and staff research proposals and also hears appeals from Faculty/Departmental Research Ethics Committees. The Ethics committee is a sub-committee of the R+D subcommittee.

It is IREC's responsibility to develop detailed Ethics policies and to oversee and refine procedures. The policies will sit within the internationally accepted norms on ethical research and will promote the welfare of all human and animal participants while at the same time respecting academic freedom. These may include:

- The confidentiality of information provided by those taking part in the research
- The anonymity of the respondents
- Any consent which may be required
- The transparency to both researchers and those taking part in the research as to the purpose, methods, application of the research and any risks involved
- Arrangements for the publication of the results, including issues of co-authorship
- Legal restrictions governing access to or the use of research resources and data

Membership

Role	Number
Member of the Executive or a nominee – Chair	1
Chair of the Academic Council Research and Development Sub-Committee, or a nominee	1
SU President, or nominee	1
Two research active members of academic staff, one from each Faculty	2
A Research student	1
Total	6

Quorum

Chair or nominee plus two other members	3
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The following are **not** Sub-Committees of Academic Council but are Institute Committees.

10.2 Partnership Oversight Committee

The Committee has a specific role in advising Academic Council and the President on decisions to be made in respect of partnerships and collaborative programme development. The President appoints members.

The Committee is responsible for:

- Liaising with the Secretary/Financial Controller on the Institute Risk Register and the standing heading therein on Partnerships and Collaborative Provision
- Reporting at least twice yearly to the Audit Committee of the Governing Body on current partnerships
- Preparing an annual summary report for the President on IADT partnerships and work associated with them. This report will be shared with Executive Management Team, Academic Council and the Governing Body
- Determining the extent of the due diligence enquiries required in respect of prospective partners, or a new programme type under an existing partnership
- Establishing a Memorandum of Understanding between the Institute and its potential partners, to govern the full due diligence enquiries to be undertaken, if such an MOU is not already in place
- Appointing a Due Diligence Team (where relevant, utilising the Institute [Procurement Policy](#))
- Assessing the findings of the Due Diligence Team and conducting a Risk-Opportunities Assessment
- Advising the President and Executive Management Team of the outcome of the Risk-Opportunities Assessment and making a recommendation as to whether the proposal should, or should not, be progressed further
- Recommending to the President and Executive Management Team the approval of a financial plan for new collaborative programme, or their further investigation
- Reviewing annual reports from the respective Relationship Management Teams and taking action or advising relevant authority of action required, or information relevant authorities of relevant updates
- Establishing monitoring groups as relevant for various projects or partnerships

Membership

Role	Number
Head of Creative Engagement – Chair	1
Academic & Student Affairs Manager	1
Secretary/Financial Controller	1
Academic staff members, two from each Faculty	4
Finance Manager	1
Students Union Representative	1
Total	9

Quorum

Chair or nominee plus four other members	5
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10.3 The Library Forum

The Committee reports to the Registrar and has a specific role in advising Academic Council and the President on decisions to be made in respect of the IADT Library. The purpose of the Committee is to provide academic staff and students with a forum for engaging with the Library.

Terms of Reference:

- Provide a forum for students and staff to discuss issues regarding all Library services including but not limited to facilities in the Library; print and online collections; services and supports; Library communications
- Facilitate collaboration between the Library, student body and academic community including joint initiatives, projects and events
- Provide a forum for the Library to seek consultation and feedback
- Provide a framework to inform the collection and analysis of both qualitative and quantitative data in relation to Library resources, facilities and services
- Provide a forum for students and staff to suggest new library services and/or further develop current services and resources
- Play an active role in ongoing collection development in the Library, recommending new resources

Membership

Role	Number
Institute Librarian – Chair	1
Deputy Librarian	1
Senior Library Assistant	1
Student’s Union VP Education	1
Student representatives from Faculty of Film, Art & Creative Design	2
Academic staff representative from Faculty of Film, Art & Creative Design	1
Student Representatives from Faculty of Enterprise & Humanities	2
Academic staff representative from Faculty of Enterprise & Humanities	1
Representative from ICT	1
Total	11

Quorum

Chair or nominee plus five other members	6
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