

Procedure on Committee Membership & Terms of Reference

Document Reference and Version Number	PrCMTOR/V5.0 2025
Purpose	This is the Institute’s Procedure on Academic Council and its various Sub-Committees and includes details of membership, terms of reference and quorum numbers for each committee
Policy Author	Office of the Registrar
Policy Owner	Office of the Registrar
Intended Audience	All staff and Students
Approved by Academic Council	19 January 2026
Commencement Date	20 January 2026
Related Forms	N/A
Related Documents	N/A

Document Version History

Previous Version	Notes	Replaced by
Version 1		Version 2
Version 2		Version 3
Version 3		Version 4
Version 4 2021		Version 5
Version 5 2025	<ul style="list-style-type: none"> • Updating the format of document, addition of Document Version History • 3.3 Update to introduction to membership and administration of meetings • Membership Role amendments <ul style="list-style-type: none"> ○ Updating of membership roles based on Institute staff / role changes and requirements ○ Removed reference to Faculties and replaced with Department or generic references as required. ○ Suggested amendments/additions to the composition of membership of AC and Sub-Committees to broaden engagement ○ Revised the quorum for meetings, from 50% to 40% of membership • Updates and revisions to Terms of Reference as suggested by committee Chairs 	

Note: All links included in the document are correct at time of publishing. For most up to date information, refer to the IADT website

Contents

1. Introduction + Scope	4
2. Terms of Office.....	4
3. Academic Council	4
3.1 Terms of Reference (TOR)	4
3.2 Functions	5
3.3 Membership	5
3.4 Quorum	6
3.5 In attendance.....	6
4. Programme Validation Sub-Committee	7
4.1 Terms of Reference	7
4.2 Membership	7
4.3 Quorum	7
5. Academic Planning, Co-ordination and Review Sub-Committee	8
5.1 Terms of Reference	8
5.2 Membership	8
5.3 Quorum	8
6. Teaching and Learning Sub-Committee	9
6.1 Terms of Reference	9
6.2 Membership	9
6.3 Quorum	9
7. Quality Enhancement Sub-Committee.....	10
7.1 Terms of Reference	10
7.2 Membership	10
7.3 Quorum	10
8. Research and Development Sub-Committee.....	11
8.1 Terms of Reference	11
8.2 Membership	11
8.3 Quorum	11
9. Student Experience Sub-Committee	12
10. Programme Boards	14
11. Other IADT Committees	14

1. Introduction + Scope

Dún Laoghaire Institute of Art, Design and Technology (IADT) was established on 1 April 1997. It is a State Institute and one of the publicly funded Institutes of Technology in Ireland operating under the Institutes of Technology Acts 1992 to 2006. Under the Qualifications and Quality Assurance (Education and Training) (Amendment) Act 2019 (Commencement) (No. 2) Order 2019 (S.I. No. 540 of 2019), made 5 November 2019, IADT may make awards up to Level 9 of the National Framework of Qualifications, and became a designated awarding body, on 1 January 2020.

The aim of this procedure is to create a reference document that gives clear and concise information for all regarding IADT's Committees and their operation. The procedure 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, responsibilities 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

2. Terms of Office

Membership of all committees is determined by reference to role, with appointments made to ensure a balance of expertise and effective engagement and to reflect IADT's commitment to best practice in equality, diversity and inclusion (EDI). Ex officio members: (e.g. President, Registrar) and other appointees are often automatically members by virtue of office or role. Nominated members (e.g. Academics) are appointed normally for a period of three years.

As many staff and students as is practical should have the opportunity to contribute to IADT through Academic Council and its subcommittees.

Members of the Institute Executive are circulated with the membership at the beginning of the Academic year to confirm any adjustments necessitated by staffing changes. Members of the Institute Executive should ensure that the workload of committee membership is fairly spread amongst their staff and as many as is practical have the opportunity to contribute.

3. 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 Procedure. Please refer to the ***Programme Boards Terms of Reference and Procedures*** document.

3.1 Terms of Reference (TOR)

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). On becoming a designated awarding body in 2020, IADT then adopted QQI standards as their own.
- 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.

3.2 Functions

The functions of Academic Council are as described in the Qualifications and Quality Assurance (Education and Training) (Amendment) Act 2019 Section 36.

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 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

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 recommendations as presented by sub-committees.

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

3.3 Membership

The President and Registrar are members of the Academic Council and ex-officio members of all of its Sub-Committees. The Office of the Registrar will support the coordination and scheduling of meetings, and provide administrative support for Academic Council. Each individual Sub-Committee will be responsible for minute-taking and reporting.

The membership of Academic Council is:

Role	Number
President – Chair	1
Vice President Academic Affairs + Registrar – Deputy Chair	1
Director of RDI or nominee	1
Head of Faculty/Department or nominee	4
Student Experience Manager	1
Institute Librarian	1
Assistant Registrar	1
Academics (including part-time)	8
Head of Teaching + Learning	1
Student Union representative	2
Student Body representative, one full-time and one part-time	2
Total	23
Administrator/Minute Taker	Office of Registrar

3.4 Quorum

Role	Number
Chair or nominee, plus eight other members	9 (40%)

3.5 In attendance

If a member is unable to attend a meeting, they may nominate a colleague to attend in their place, on their behalf, and be counted in the meeting quorum.

Where applicable, non-members may attend meetings of the Academic Council or Sub-Committees for the purpose of making presentations or to engage in relation to specific topics. These attendees are not counted in the quorum.

4. 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, reviews recommendations for new programmes via internal validation, and proposals for minor changes in programmes, i.e. change of module credit weighting, etc., to continue to refine the programme offering.

4.1 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 to panel reviews
- 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

4.2 Membership

Role	Number
Vice President Academic Affairs + Registrar – Chair	1
President (ex-officio)	1
Heads of Department or nominee	2
Academic staff members	4
Assistant Registrar	1
Academic Administrators	2
Academic Affairs Co-Ordinator or Nominee	1
Representative of Marketing Office	1
Library Representative	1
Admissions + Registration Officer	1
Head of Teaching and Learning	1
Student Union Representative	1
Total	17
Administrator/Minute Taker	Office of Registrar

4.3 Quorum

Role	Number
Chair or nominee of the Registrar plus 5 other members	7 (40%)

5. 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.

5.1 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 and Project Day 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

5.2 Membership

Role	Number
Assistant Registrar & Academic & Student Affairs Manager – Chair	1
President (ex-officio)	1
Vice President Academic Affairs + Registrar (ex-officio)	1
Heads of Department or Nominee	2
Academics	2
Academic Administrators	2
Admissions + Registration Officer	1
Academic + Student Affairs Co-ordinator	1
Marketing Manager	1
Events Officer	1
Estates & Facilities Officer	1
Student Union Representative (Education officer or Nominee)	1
Total	15
Administrator/Minute Taker	Sub-Committee Nominee

5.3 Quorum

Role	Number
Chair or nominee of the Registrar plus five other members	6 (40%)

6. 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.

6.1 Terms of Reference

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

- Ensure the integrity of teaching, learning and assessment methods are aligned with national frameworks and strategic priorities
- Advise on the development, implementation and review of research-backed pedagogies to support the delivery of disciplinary and transdisciplinary excellence across all taught programmes
- Develop and monitor policies in teaching, learning and assessment to support alignment with HEA NFETL guidelines and resources
- Support pedagogical partnership to design and deliver an equitable and inclusive teaching, learning and assessment experience for all students
- Advise on the appropriateness (or otherwise) of the learning environment to deliver programmes effectively for all categories of learners and staff
- Advise on the implementation of digital education solutions to address emerging issues pertaining to pedagogical practice.
- Advise on continuous professional development for staff engaged in teaching, learning and assessment

6.2 Membership

Role	Number
Head of Teaching and Learning – Chair	1
President (ex-officio)	1
Vice President Academic Affairs + Registrar (ex-officio)	1
Academics	6
Student Experience Representative	2
Head of Department	1
ICT/Digital Education representative	1
Representative of the Academic Planning Office	1
Staff Training, Learning & Development Officer	1
Student Union representative (Education Officer or Nominee)	1
Student Body representative	1
Total	17
Administrator/Minute Taker	Sub-Committee Nominee

6.3 Quorum

Role	Number
Chair or nominee of the Registrar plus six other members	7 (40%)

7. 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 the CINNTE institutional review. The Committee is the central forum for monitoring and improving standards of academic quality and is guided by the approach outlined in the Institute's Quality Framework and by relevant policies and procedures.

7.1 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 Quality Review (AQR)
- 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 organisations

7.2 Membership

Role	Number
Head of Department of Humanities and Arts Management – Chair	1
President (ex-officio)	1
Vice President Academic Affairs + Registrar (ex-officio)	1
Head of Department or Nominee	2
Academics	6
Assistant Registrar	1
Senior Quality Officer	1
Academic Administrators	2
Policy Officer	1
Student Union representative	2
Total	18
Administrator/Minute Taker	Sub-Committee Nominee

7.3 Quorum

Role	Number
Chair or nominee of the Registrar plus six other members	7 (40%)

8. 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.

8.1 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
- Oversight of the Ethics Committee (ref Section 10).

8.2 Membership

Role	Number
Director of Research, Development and Innovation – Chair	1
President (ex-officio)	1
Vice President Academic Affairs + Registrar (ex-officio)	1
Head of Research	1
Head of Department or nominee	2
Secretary/Financial Controller or nominee	1
Enterprise + Innovation Manager	1
Academics	4
Institute Librarian	1
EDI Manager	1
Research supervisor representative	1
Postdoctoral Researcher	1
Research Student representative (MA by Research/PhD)	2
Students Union representative	1
Total	19
Administrator/Minute Taker	Sub-Committee Nominee

8.3 Quorum

Role	Number
------	--------

9. Student Experience Sub-Committee

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

9.1 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, e.g. mentor, buddy schemes, ICT and Library student support
 - Learner Charter, e.g. participation and interaction in the learning environment
 - Student conduct, e.g. discipline, complaints, transitional learning and well being
 - Supporting students with particular needs, e.g. 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 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

9.2 Membership

Role	Number
Student Experience Manager – Chair	1
President (ex-officio)	1
Vice President Academic Affairs + Registrar (ex-officio)	1
Academic & Student Affairs Manager or nominee	1
Heads of Faculty or nominee	2
Nominees of the Registrar	2
Examinations Officer	1
Estates & Facilities manager or representative	1
ICT Representative	1
Accommodation Officer	1
Students Union officers	3
Student Representative	1
Total	16
Administrator/Minute Taker	Sub-Committee Nominee

9.3 Quorum

Role	Number
Chair or nominee of the Registrar plus six other members	7 (40%)

10. 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*, available from the [Policies and Procedures section](#) of the IADT Website

11. Other IADT Committees

11.1 Ethics Committee

The Institute Research Ethics Committee (IREC) is a subcommittee of the Research + Development committee and 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.

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.

Full information on Ethics Committee is available through the *Ethics Policy*, available from the [Policies and Procedures section](#) of the IADT Website

11.2 Partnership Oversight Committee

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

Full information on Partnership oversight Committee e is available through the *Policy for the Quality Assurance of Collaborative Provision*, available from the [Policies and Procedures section](#) of the IADT Website

11.3 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 Union representative (Education Officer)	1
Student representatives from across 2 faculties	4
Academic staff representatives, 1 from each faculty	2
ICT/e-learning representative	1
Post graduate student representative	1
Total	12

Quorum

Role	Number
Chair or nominee plus five other members	6