

Guidance BG(iii)

Terms of Reference: Executive Committee

MEETING NAME: Executive Committee

Nature: Forum for consideration of strategic management issues relating to specific collaborative partnerships

Report line: Faculty Committee

Timing: Meets annually

TERMS OF REFERENCE/FUNCTIONS:

- 1 To manage the operation of the Institutional Agreement* on behalf of the University.
- 2 To review the physical and human resources, required to deliver the fields included in the Institutional Agreement*, taking account of any specified additional costs such as resources that may be provided by the University and any teaching and additional charges for administration, materials etc.
- 3 To approve changes to the staffing, premises, library or computing support of the field(s) delivered with the partner.
- 4 To agree any staff development requirements in relation to the field(s) delivered with the partner.
- 5 To consider as appropriate any academic matters relating to the field(s) delivered with the partner, for example progression and achievement information.
- 6 To consider the Institutional Monitoring report relating to the partnership.
- 7 To consider as appropriate any matters relating to recruitment and marketing of the field(s) delivered with the partner.
- 8 Other functions as required by the sponsoring Faculty.

**Note: Normally there will be an Executive Committee for each field delivered by a partner. However, where the Institutional Agreement covers a number of fields, these may be combined into one or more Executive Committee(s) as deemed appropriate by the sponsoring Faculty(ies).*

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MEMBERSHIP

It is anticipated that the Executive Committee will include (but not be limited to) the following members:

- A senior executive member of staff of the University, normally the Dean of the sponsoring Faculty (Chair)
- A senior member of staff of the partner
- A senior member of staff of the University responsible for managing the Course at the University
- The Administration Manager of the Faculty(ies) if appropriate
- The Liaison Officer appointed by the partner
- The Liaison Officer appointed by the University