



THE UNIVERSITY *of* EDINBURGH

Senatus Academicus
Wednesday 2 June 2021 at 2pm
Online meeting

AGENDA

OPEN SESSION

This section of the meeting is open to all members of staff.

- 1. Convener's Communications** **2pm**
An update from the Convener, Principal Professor Peter Mathieson, followed by Q&A

- 2. Strategic Presentation and Discussion**

'Looking Forward – Delivering on Strategy 2030'

Approach for 2021/22 Academic Year and Beyond:

- Delivering on Strategy 2030 – Sarah Smith, Vice-Principal Strategic Change and Governance & University Secretary
- Key Planning Assumptions – Barry Neilson, Director of Strategic Change
- Student Experience and Student Support – Colm Harmon, Vice-Principal Students
- Research and Innovation – Jonathan Seckl, Senior Vice-Principal
- Estates Infrastructure – Catherine Martin, Vice-Principal (Interim) Corporate Services
- Hybrid Working – Gavin McLachlan, Vice-Principal and Chief Information Officer, and Librarian to the University

Followed by discussion

Closes at 3.50pm

Break

FORMAL MEETING OF SENATE – from 4pm

This section of the meeting is open to Senate members only

- 3. Senate Members' Feedback on Presentation and Discussion Topic**

SUBSTANTIVE ITEMS

- | | | |
|----|--|-------------|
| 4. | Report from E-Senate
To approve the minute of E-Senate held from 11 to 19 May 2021 | S 20/21 3 A |
| 5. | Annual Report of the Senate Standing Committees
For formal noting and approval | S 20/21 3 B |
| 6. | Senate Standing Committees: Membership and Terms of Reference
For formal noting and approval | S 20/21 3 C |

ITEMS FOR FORMAL APPROVAL OR NOTING

- | | | |
|-----|---|-----------------------|
| 7. | Conferment of the Title of Emeritus Professor
For approval | S 20/21 3 D |
| 8. | Report from the Honorary Degrees Committee
For approval | S 20/21 3 E
CLOSED |
| 9. | Enhancement-led Institutional Review (ELIR) - Outcome
For information | S 20/21 3 F |
| 10. | Research Strategy Group Update
For information | S 20/21 3 G |
| 11. | Senate Membership 2021/2
For noting | S 20/21 3 H |
| 12. | Senate Exception Committee Terms of Reference and Membership
For approval | S 20/21 3 I |
| 13. | Senate Standing Orders – Minor Amendment
For approval | S 20/21 3 J |
| 14. | Annual Review of Effectiveness of Senate
For noting | S 20/21 3 K |

2021/22 Senate meeting dates are now available on the Senate website:
<https://www.ed.ac.uk/academic-services/committees/senate/dates>

Electronic Senate

**Report of Electronic Business of Senate Conducted Between
Tuesday 11 May and Wednesday 19 May 2021**

1. **Minutes of the meeting held on 10 February 2021 (e-S 20/21 3 A)**
The minutes were approved.

ITEMS FOR NOTING OR FORMAL APPROVAL

2. **New Members**
Senate noted the new members.

3. **Resolutions (e-S 20/21 3 B)**
Senate considered the draft Resolutions presented by Court below:

Draft Resolution No. 2/2021: Undergraduate Degree Programme Regulations
Draft Resolution No. 3/2021: Postgraduate Degree Programme Regulations

Several comments were received on the Draft Resolutions, requesting additional contextual information on the changes proposed for 2021/22. An updated paper with key changes noted was circulated to Senate members and added to the Senate website on Thursday 13 May 2021. These Resolutions are presented to Senate annually, and in future, contextual information will be included in the paper.

One comment was received on Draft Resolution No.2/2021, regulation 9. This will be passed to Court.

The full comments submitted by Senate members can be viewed at
<https://edin.ac/2DYSYJT>

4. **Senate Exception Committee – call for volunteers (e-S 20/21 3 C)**
Senate members were invited to nominate themselves for the vacancy on the Senate Exception Committee.
5. **Conferment of the title of Professor Emeritus / Emerita (e-S 20/21 3 D)**
Senate agreed to confer the title of Professor Emeritus / Emerita on those professors listed in the paper
6. **Communications from the University Court (e-S 20/21 3 E)**
Senate noted the report of the University Court from its meeting held by videoconference on 22 February 2021.
7. **Senatus Academicus (Senate) Election Results 2021 – Academic Staff (e-S 20/21 3 F)**
Senate noted the election outcome of the Senate Elections for Academic Staff members 2021.
8. **College Academic Management Structure 2021/22 (e-S 20/21 3 G)**
Senate noted the College Academic Management Structures for 2021/22
9. **Report of the Knowledge Strategy Committee (e-S 20/21 3 H)**
Senate noted the Reports of the Knowledge Strategy Committee meetings held by videoconference on 26 January and 22 March 2021.

10. **Report of the Senate Exception Committee (e-S 20/21 3 I) CLOSED**

Comments were received on the Report of the Senate Exception Committee. The comments noted that in the report from the Senate Exception Committee, degree awards may be rescinded if a student has unpaid tuition fee debts. Senate members recommended that the University be as flexible as possible in supporting students who have been financially impacted by the COVID-19 pandemic.

For information, in response to these comments: the Student Fee Collection Policy is under the remit of the Income Section in Finance. Students who are facing financial difficulties related to their fees are encouraged to contact the Income Section at the earliest opportunity, and are encouraged to contact the Students' Association Advice Place and the Scholarships and Student Funding team for support. Some limited funding is also available to support students experiencing challenging circumstances. Further information can be found on the websites below:

- [Student Fee Collection Policy](#)
- [Financial difficulties](#)
- [Scholarships and Student Funding](#)

The full comments submitted by Senate members can be viewed at <https://edin.ac/2DYSYJT>

11. **Dates of Meetings of Senate 2021/22**

Senate noted the dates of the Senate meetings in 2021/22

Senate

2 June 2021

Annual Report of the Senate Standing Committees

Description of paper

1. This is the annual report of the Senate Standing Committees: Education Committee; Academic Policy and Regulations Committee; and Quality Assurance Committee. It reports on the Committees' achievements and use of delegated powers in 2020-21. It also proposes outline plans for 2021-22.

Action requested

2. Senate is invited to NOTE the major items of committee business from 2020-21 and to APPROVE the plans of the Senate Committees for the next academic year.

Background and Context

3. The Senate Standing Committees provide an annual report setting out progress on activities in the past year and seeking Senate approval for their general strategic direction and priorities for the next academic year.

Resource implications

4. The proposed plans for 2021-22 will have some resource implications relating to time spent by members of the Committees and Policy Officers in Academic Services or staff invited to participate in working groups. Some of the resource requirements for wider work of the Committees will be met through existing resources or have agreed funding in place.

Risk Management

5. Each individual strand of proposed activity will be subject to risk assessment as appropriate.

Equality and Diversity

6. Where required, Equality Impact Assessments will be carried out for individual work packages completed next year. It is noted that following discussion of Committee effectiveness in the last academic year, all Senate Standing Committees undertook to place more focus on effective evaluation of E&D dimensions.

Next steps / implications

7. The approved report will be highlighted in the Senate Committees' Newsletter. The Senate Committees will progress the agreed strategic approach during 2021-22 as set out in the report. This report will also be shared with the University Court for information.

Authors

Professor Colm Harmon, Convenor of SEC
Professor Tina Harrison, Convener of SQAC
Professor Alan Murray, Convenor of APRC
Sue MacGregor, Director of Academic Services
Brian Connolly, Academic Policy Officer
Kathryn Nicol, Academic Policy Officer
Ailsa Taylor, Academic Policy Officer
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Presenters

Professor Colm Harmon, Convenor of Senate Education Committee
Professor Tina Harrison, Convener of Senate Quality Assurance Committee
Professor Alan Murray, Convenor of Academic Policy and Regulations Committee

May 2021

Freedom of Information
Open

Annual Report of the Senate Committees 2020-21

1. Executive Summary

This report summarises the achievements of the Senate Committees, and their use of the powers delegated to them by Senate, for academic year 2020-21, along with their proposed plans for 2021-22.

2. Introduction

The three Standing Committees of Senate (hereafter referred to as the Senate Committees) are the Senate Education Committee (SEC), Academic Policy and Regulations Committee (APRC), and Senate Quality Assurance Committee (SQAC).

Senate has delegated to these Committees a range of its powers, and these powers are set out in the Committees' Terms of Reference. Links to the Terms of Reference and memberships of the Senate Standing Committees are below:

- [Education Committee](#)
- [Academic Policy and Regulations Committee](#)
- [Quality Assurance Committee](#)

Sections 3, 4 and 5 below provide information on the Standing Committees' activities in 2020/21.

Section 6 sets out proposals for future work. These proposals have arisen from Committee discussions, and discussion at the Senate Committee Conveners' Forum. The proposals are designed to assist the University in pursuing its Learning and Teaching agenda and wider goals and laid out in the University Strategy 2030:

- [Strategy 2030](#)

3. Key Committee and Task Group Activities in 2020-21*

Name of Committee	No. of meetings
Senate Education Committee	5
Academic Policy & Regulations	4
Senate Quality Assurance Committee	5

Name of Task Group	Task Group of:
Personal Tutor System Oversight Group	SQAC
Student Support Services subcommittee	SQAC
Data Task Group	SQAC
Support for Curriculum Development Group	SEC
Online Remote Examinations and Assessment (OREA)	SEC

*Includes meetings scheduled for the remainder of the session.

The remits and memberships of any task groups are available within the relevant Committee pages at: www.ed.ac.uk/academic-services/committees

4. Senate Committees' Progress in 2020/21

Section 4 provides information on progress against the activities proposed in last year's report to Senate. Section 5 provides information on other committee activity in 2020/21.

4.1 Education Committee

Progress with activities proposed in last year's report:

Activity

1. Drive the curriculum reform agenda in the evolving context

November 2020 Meeting

- Presentation on curriculum review by the Vice-Principal Students – the Committee considered a number of key issues, for example the complexity of the University's offer; the way in which prospective applicants view the University; whether the University's curriculum reflects its philosophy; and whether the University currently over-teaches and examines.
- 'Space, Place and Pedagogy: 'Beyond Digital' Learning and Teaching' (Paper B) – the Committee gave 'in principle' support for the proposals outlined in the paper, and agreed that they would be taken forward as part of the curriculum transformation agenda.
- 'Providing an Excellent Learning Experience for our International Students' (Paper D) – the Committee agreed that there were opportunities to look further at this as part of the curriculum transformation agenda. It was agreed that consultation around curriculum reform / transformation should involve a diverse group of students.

January 2021 Meeting

- 'Lessons from the Mastercard Foundation Scholars Program' (Paper B) – it was recognised that the lessons learned from this Program may help to inform the curriculum transformation agenda.
- 'Edinburgh Futures Institute (EFI) PGT Model' (Paper D) – it was recognised that the proposed model may benefit not only EFI's PGT programmes, but the University's PGT (and potentially UG) offering as a whole.

March 2021 Meeting

- The Committee considered, for information, a paper taken to the 23 February 2021 meeting of University Executive providing a brief update on the work of the Curriculum Transformation Programme and the draft Board's membership and Terms of Reference.

May 2021 Meeting

- Presentation on Curriculum Transformation by the Vice-Principal Students

Update provided by the Curriculum Transformation team May 2021

The Curriculum Transformation Programme went live to all University staff on Wednesday 21st April with the launch of the Curriculum Transformation Hub, communicated in an email from Professor Colm Harmon. From the inception of the Programme there has been a real commitment to engagement, inclusion, transparency and collaboration and the Hub will be the central tool to help achieve this.

The Hub launched with six briefing papers supported by videos from the authors and individual padlets to allow our communities to feedback and let us know their thoughts. We are also posing wider questions around Curriculum Transformation and encouraging feedback through a number of different means, anonymously via padlet, contact form or by emailing us directly.

Attention is now turning to developing a pipeline of content across a range of formats, for example podcasts, blogs, videos, Q&As. We will continue to build on our briefing papers, delving deeper into themes raised and exploring areas of Curriculum Transformation we haven't yet touched on. This is very much the beginning of our Curriculum Transformation journey and the engagement and feedback from our communities will continually feed into our plans and approach.

2. Ensure effective responses to ELIR recommendations

This will be taken forward in 2021/22 due to the ELIR being delayed until March 2021.

3. Oversee the ongoing development of the Doctoral College and monitor its impact upon the experiences of PGR students including discussion and influence of the University approach to PGR scholarships.

November 2020 Meeting

- The Doctoral College Operational Plan was received by Education Committee
- The Committee noted a change of name from the PGR Steering Group to the Doctoral College Operational Group.

January 2021 Meeting

- The Committee noted that the Doctoral College Operational Group had met for the first time and was prioritizing activities to ensure that it had capacity to deal with issues around COVID mitigation.

Update provided by Doctoral College May 2021

The Doctoral College now consists of around 225 staff across all Schools, Deaneries, Colleges and key services. The Microsoft Teams pages are very active allowing staff to share ideas and problems quickly and get back solutions available for all from the services. It has allowed us to react quickly to current events (especially around the pandemic) as well as to hugely enhance change management in all aspects of research student support and training.

The new Doctoral College Operational Group is running carrying over the business of the former Steering Group. There is also a Management Group set up under the auspices of Research Policy Group (soon to be Research Strategy Group) and functionality has been divided between them. There is a common core membership.

Over the last year the Operational/Steering Group has overseen the creation of our themed plan with seven key themes each led by one of the Deans: Administration, Wellbeing, Communities, Research Strategy, Recruitment and Finance, and Governance and Planning. These have sub-themes also with a lead. Below these we are developing workstreams to action tasks.

We have set up two substantial working groups looking at Scholarships and Diversity in Recruitment. Both report formally to SRFSG but are overseen by the Doctoral College

operational group. The Scholarships group has proposed (and it has been accepted) that Principal's Career Development Scholarship and Edinburgh Global Research Scholarship be stopped and put in place a replacement scheme called the Edinburgh Doctoral College Scholarship. It is also aiming to include a baseline of conditions for such Scholarships which it aims to roll out to all UoE scholarships and beyond. This will include sick pay, family leave and mandatory training in EDI and ethical research. The Recruitment group has just completed its report with recommendation building on good practice in our Doctoral Training Centres and Centres of Doctoral Training across the institution.

4. Monitor the evolution and implementation of the institutional policy to support the University's Lecture Recording service in the context of Adaptation and Renewal post-Covid-19.

September 2020 Meeting

- The Committee approved a new Virtual Classroom Policy. The Policy clarifies rights and responsibilities when delivering and recording teaching and learning using the Virtual Classroom Service and other online technologies.

The Virtual Classroom Service is used in the regular delivery of fully-online programmes, and during the COVID-19 pandemic has permitted online and hybrid delivery of programmes normally delivered on campus. The Policy helps to manage the potential risks associated with virtual classes. The Policy extends existing principles agreed for lecture recording to this context, amending them or making separate provision where required.

The Policy applies University-wide to staff, students and visiting lecturers involved in running or participating in virtual classroom sessions. The Policy also covers online student pastoral support meetings. The Policy does not cover teaching recorded or live-streamed using the Lecture Recording service, or non-teaching online events, meetings and other activities as these are covered by the Lecture Recording Policy.

5. Monitor ongoing effectiveness of Student Health & Wellbeing Strategy in the context of overall student learning experience.

November 2020 Meeting

- An update on the Student Mental Health Strategy was provided by the Director of Student Wellbeing. Members noted excellent work by the University's mental health services both to respond to the COVID-19 pandemic and to continue developing strategically.

6. Ensure strengthening of the Committee's link to the Space Strategy Group.

January 2020 Meeting

- Edinburgh Futures Institute (EFI) PGT Model – the Committee discussed the importance to the model of the University having suitable teaching space, and the Space Strategy Group's role in this.

4.2 Academic Policy and Regulations Committee (APRC)

Progress with activities proposed in last year's report:

Activity
<p>1. Work with the relevant work streams of the Adaptation and Renewal Programme to oversee the implementation of any significant policy changes associated with the developing programme of work.</p> <p>No action to date.</p>
<p>2. Monitor any requirement for longer term regulatory and policy changes as a result of Covid-19 and take appropriate action as required.</p> <p>APRC agreed a package of measures to mitigate the ongoing impact of Covid-19 in January 2021. Recent efforts have been focused on producing user-friendly guidance to support Schools with the implementation of these measures, which has now been published on SharePoint. The guidance will be accompanied by a series of case studies to demonstrate the application of the various measures.</p> <p>Following the successful operation of virtual meetings of Boards of Examiners in 2019/20, and following Semester 1 in the current session, APRC agreed in January 2021 to amend the Taught Assessment Regulations to allow Boards of Examiners to meet virtually, wherever this is considered appropriate by the relevant Convener. This not only supports diversity of participation from members, who may not otherwise be able to attend in-person meetings, but also supports the University strategic goals relating to climate impact, by reducing the need for staff to travel to meetings.</p>
<p>3. Input as required into Curriculum Transformation project (led by Education Committee).</p> <p>This will be taken forward in 2021/22.</p>
<p>4. Review of Enhancement-Led Institutional Review outputs and take appropriate action as required.</p> <p>This will be taken forward in 2021/22 due to the ELIR being delayed until March 2021.</p>

4.3 Quality Assurance Committee (QAC)

Progress with activities proposed in last year's report:

Activity
<p>1. Continue to contribute to preparations for the University's next Enhancement-led Institutional Review (ELIR) and oversee activities in response to the review.</p> <p>The Committee contributed to the preparations for the Enhancement-led Institutional Review (ELIR) and will oversee activities in response to the University's successful outcome. The University was judged to have "effective arrangements for managing academic standards and the student learning experience", a positive judgement and the best possible outcome for an ELIR.</p>

The Review Team commended the University for: our commitment to working in close partnership with our students; the work of the Institute for Academic Development (IAD) in supporting staff development and sharing good practice; the development and expansion of Peer Support/Peer-Assisted Learning Schemes; our support for student involvement in Internal Periodic Reviews. The Review Team identified a number of areas for further development, the majority of which we were already working towards. There are two areas in particular where we have been asked to make significant progress over the course of the next academic year: personal tutoring/student support and assessment and feedback.

The final report will be published in the middle of July and circulated widely. The University is required to take action on the areas for further development and to report on this to the Quality Assurance Agency Scotland (who run the ELIR process) one year after the publication of the report. The Committee oversee the response to the recommendations, ensuring alignment with existing areas of work, including Curriculum Transformation.

2. Review responses to the coronavirus pandemic gathered via the University's Quality Assurance Framework, gather learning for future developments and share good practice across the institution.

The Committee considered the annual School quality reports (25 reports from the Schools and Deaneries), annual College quality reports and the outcomes of annual reports from the student support services (16 reports). The reporting process this year was streamlined to focused on the impact of and learning from the Covid-19 pandemic while also allowing for optional reflection on other aspects of academic standards, student performance and the student experience. The Committee identified examples of positive practice and issues for further development at institutional level including: staffing and workload pressures; central communications to students and staff; equality, diversity, and inclusion issues arising due to the impact of the pandemic; the implementation of the new Extensions and Special Circumstances (ESC) service; the performance of the various online teaching platforms; access to on-campus space and resources and issues with the Assessment and Progression Tools (APT). The Committee has requested a response to each issue from individuals and areas with relevant responsibilities and a progress report on actions will be considered at the April meeting of SQAC. A report on these issues has also been submitted to the University Executive

3. Review the approach to gathering student feedback across the University from Course Enhancement Questionnaires (CEQs).

The Committee continues to monitor the implementation of mid-course feedback through annual monitoring, review and reporting processes. The Committee approved a revised Student Voice Policy at the May 2021 meeting. The Policy takes into account the recommendations of the CEQ Review Project Board (approved by University Executive) to decentralise the management of course evaluation feedback, affording greater flexibility to schools in how they may gather and respond to the student voice. In support of this change, the CEQ Review Board is developing a toolkit to support local collection of end of course feedback (e.g. question banks, different methods of collecting feedback) to be available for the start of AY 2021/22. The Board will look at options for a University wide survey once there is more clarity on the future of the NSS.

4. Examine data and methodological options for the systematic monitoring of retention, progression, and attainment data.

A Data Task Group has been established to exploring data options for a new system of monitoring student retention, progression, and attainment. The Group submitted a progress report to the April meeting of SQAC (the agenda of which focused on QA Data and included the annual Degree Classification Outcomes report). The Committee was presented with a range of analysis on student progression and attainment and noted a number of progression and attainment gaps and asked the Data Task Group to undertake further exploration to help understand possible contributory factors.

5 Other Committee Activity in 2020/21

• Scotland's Rural College (SRUC) Accreditation Committee

The Committee continues to oversee the accreditation of the SRUC programme, 'Environmental Resource Management (BSc)' and the outgoing 'Environmental Resource Management (BSc)'. The Accreditation Committee met in April 2021 and affirmed continued accreditation of the programmes. A revalidation of the Engineering, Science and Technology suite of programmes and the Environment and Countryside programmes took place in 2019-20.

- The attached Annex sets out any new strategies / regulations / policies / codes that the Committees have approved (the more substantive of which are covered in Section 4 above), along with changes to existing documents.

6 Senate Committees' Priorities for 2021/22

6.1 Planning Context

Once again, the year will be planned in the context of Covid-related considerations driven by the institutional response to Scottish Government guidelines. This will influence the mode of operation and interaction between the Committees and their stakeholders.

6.2 Education Committee

Activity
1. Ensure effective responses to ELIR recommendations. (Carried forward from 2020/21).
2. Input into the Curriculum Transformation project

6.3 Academic Policy and Regulations Committee

Activity
1. Input as required into Curriculum Transformation project (led by Education Committee, carried forward from 2019/20).
2. Review of Enhancement-Led Institutional Review outputs and take appropriate action as required. (Carried forward from 2019/20).
3. Monitor any requirement for longer term regulatory and policy changes as a result of Covid-19 and take appropriate action as required. (Continued from 2020/21).

6.4 Quality Assurance Committee

Activity
1. Develop and oversee the implementation of a plan of action in response to the 2021 Enhancement Led Institutional Review (ELIR).
2. Implement the recommendations from the Digital Maturity report and consider how quality processes and the data that they produce can support the Curriculum Transformation programme.
3. Continue to examine data and methodological options for the systematic monitoring of retention, progression, and attainment data in response to the recommendations from Thematic Reviews.
4. Engage with quality assurance and enhancement-related aspects of the Scottish Funding Council review of coherent provision and sustainability.
5. Implement the recommendations from the review of Course Enhancement Questionnaires (CEQs).

Annex – new regulations/policies/codes, and reviews of and amendments to existing regulations/policies/codes, approved by Senate and its Committees during 2020/21

New and updated policies, regulations and guidance will be published on the Academic Services website in due course: <https://www.ed.ac.uk/academic-services/policies-regulations/new-policies> (currently showing updates for 2020/21).

Senate Committee	Name of document	Type of change (New / Revision / Deletion / Technical Update / Reviewed and no changes made)
SEC	Virtual Classroom Policy	New policy approved at SEC in September 2020. See papers at: virtualclassroompolicy.pdf (ed.ac.uk)
SEC	Academic and Pastoral Support Policy	Amendments to the Senior Tutor role description approved by SEC in March 2021. See papers at: 20210303agendapapers.pdf (ed.ac.uk)
APRC	Undergraduate Degree Regulations 2021/22	Revised and approved at APRC in March 2021. See papers at: 20210325agendaandpapers.pdf (ed.ac.uk)
APRC	Postgraduate Degree Regulations 2021/22	Revised and approved at APRC in March 2021. See papers at: 20210325agendaandpapers.pdf (ed.ac.uk)
APRC	PhD by Research oral examination by video link	Revised and approved by APRC in March 2021. See papers at: 20210325agendaandpapers.pdf (ed.ac.uk)
SQAC	School Director of Quality Role Outline	Minor update approved by SQAC in May 2021. See papers at: Agendas, papers and minutes
SQAC	Student Voice Policy	Revised and approved by SQAC in May 2021. See papers at: Agendas, papers and minutes
SQAC	Student Staff Liaison Committee Operational Guidance	Minor change approved by SQAC in May 2021. See papers at: Agendas, papers and minutes
APRC	Taught Assessment Regulations 2021/22	Forthcoming – to be presented to APRC June 2021
APRC	Postgraduate Assessment Regulations 2021/22	Forthcoming – to be presented to APRC June 2021
APRC	College Progression Board Terms of Reference	Forthcoming – to be presented to APRC June 2021
APRC	Course Organiser Outline of Role	Forthcoming – to be presented to APRC June 2021
APRC	Student Maternity and Family Leave Policy	Forthcoming – to be presented to APRC June 2021
APRC	Programme and Course Handbooks Policy	Forthcoming (minor changes) – to be presented to APRC June 2021
SQAC	Student Staff Liaison Committee (SSLC) Operational Guidance	Forthcoming – to be presented to SQAC September 2021

SQAC	Guidance for Schools regarding communication between student representatives and students	Forthcoming – to be presented to SQAC September 2021
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Senate

2 June 2021

Senate Standing Committees: Membership and Terms of Reference

Description of paper

1. Senate Standing Committee membership and Terms of Reference for 2021/22.

Action requested / recommendation

2. The membership and Terms of Reference are presented to Senate for approval.

Background and context

3. Under the Senate Standing Orders (22a), Senate may appoint Committees and delegate powers to these Committees. Senate approves the membership of these Committees annually.
4. Senate currently delegates powers to three Standing Committees: Senate Education Committee (SEC), Senate Quality Assurance Committee (SQAC), and Senate Academic Policy and Regulations Committee (APRC).
5. The membership and Terms of Reference for SEC, SQAC and APRC were most recently reviewed and approved by Senate in [September 2019](#). This followed a detailed review of these Committees in academic year 2018/19 (see [Senate paper C, 29 May 2019](#)).
6. Senate Standing Committees report to Senate annually. These Committees feed into and out of College-level committees (Undergraduate Education, Postgraduate Education, Quality Assurance) and specialist Support Services (the Institute for Academic Development, Careers Service, Student Recruitment and Admissions, Student Systems) via the Committee members. In many cases, therefore, the Committee roles are ex officio, to ensure that Committee members have the appropriate knowledge, expertise and responsibility / accountability to fulfil the Committee remit. All committees include student representation.
7. Senate members who are not included in the Senate Committees' membership may have opportunities to contribute to the work of these Committees as co-opted members or as members of working groups.
8. Two diagrams are appended below for information.
 - a. University Court and Senate Committee structure (extracted from the [University Committees'](#) webpage)
 - b. An overview of the Senate and College Committee structure

Discussion

9. The proposed 2021/22 Committee membership is in the document below. Postgraduate student representatives have not yet been elected, and so these positions are currently vacant.

10. A minor change to the remit of APRC is proposed for 2021/22, and this change is marked in the document below.

Resource implications

11. No amendments with resource implications are proposed.

Risk management

12. Effective academic governance assists the University in managing risk associated with its academic activities.

Equality & diversity

13. The composition of the Senate Committees is largely determined according to defined role-holders (e.g. defined Assistant or Vice-Principal, Director of a defined Support Service or delegate) or as representatives of particular stakeholders (e.g. a College or the Students' Association). The membership of these Committees is therefore largely a consequence of decisions taken elsewhere to appoint individuals to particular roles. Ensuring that appointment processes support a diverse staff body is part of the broader responsibility of the University.

Communication, implementation and evaluation of the impact of any action agreed

14. The Senate Standing Committees' Membership and Terms of Reference are communicated via the Academic Services website:

<https://www.ed.ac.uk/academic-services/committees>

15. Senate Standing Committees are subject to an annual internal review process, and this is reported annually to Senate.

Authors

Kathryn Nicol, Academic Policy Officer
May 2021

Freedom of Information

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The University of Edinburgh
Senate Academic Policy and Regulations Committee
Terms of Reference

1. Purpose and Role

- 1.1. The Academic Policy and Regulations Committee is responsible, on behalf of Senate, for the University's framework of academic policy and regulation, apart from those aspects which are primarily parts of the Quality Assurance Framework.

2. Remit

- 2.1. Oversee the development, maintenance and implementation of an academic regulatory framework which effectively supports and underpins the University's educational activities.
- 2.2. Ensure that the academic regulatory framework continues to evolve in order to meet organisational needs and is responsive to changes in University strategy, and in the internal and external environments.
- 2.3. Scrutinise and approve proposals for new or revised academic policy or regulation, ensuring that policy and regulation is only introduced where it is necessary, and that all policy and regulation is suitably accessible to its intended audience.
- 2.4. Act with delegated authority from the Senate on matters of student conduct and discipline.
- 2.5. In taking forward its remit, the Committee will seek consistency and common approaches while supporting and encouraging variation where this is beneficial, particularly if it is in the best interests of students.
- 2.6. Consider the implications of the Committee's work and its decisions in the context of external initiatives and compliance and legal frameworks, particularly in relation to equality and diversity.

3. Operation

- 3.1. The Committee reports to Senate, acting with delegated authority to take decisions regarding the regulatory framework for the University's educational activities.
- 3.2. The Committee may bring matters to the attention of the University Executive as required.
- 3.3. The Committee will meet at least four times each academic year and will interact electronically, as necessary.
- 3.4. The Committee will follow a schedule of business set prior to the start of the academic year and which is agreed through consultation with Senate, the Conveners of the other Senate Committees, and other relevant members of the community.
- 3.5. The Convener, or Vice-Convener will have delegated authority, on behalf of the Committee, to make decisions on student concession cases, and this business may be conducted electronically where appropriate.

3.6. From time to time, the Committee will establish working groups or commission individuals to carry out detailed work under the Committee's oversight.

4. Composition

Role	Term	2021/22 membership
3 x senior staff members from each College with responsibility for academic governance and regulation, and maintaining and enhancing the quality of the student experience at all levels		<p>Dr Paul Norris, Dean of Quality Assurance and Curriculum Approval (CAHSS) (Senate member) Convener</p> <p>Dr Jeremy Crang, Dean of Students (CAHSS) (Senate member)</p> <p>Rachael Quirk, Head of Taught Student Administration and Support (CAHSS)</p> <p>Professor Judy Hardy, Dean of Learning and Teaching (CSE) (Senate member) Vice Convener</p> <p>Stephen Warrington, Dean of Student Experience (CSE) (Senate member)</p> <p>Alex Laidlaw, Head of Academic Affairs (CSE)</p> <p>Professor Neil Turner, Dean of UG Learning and Teaching (CMVM) (Senate member)</p> <p>Philippa Burrell, Head of Academic Administration (CMVM)</p>
1 x senior staff member from each College with responsibility for postgraduate research		<p>Kirsty Woomble, Head of PGR Student Office (CAHSS)</p> <p>Dr Antony Maciocia, Dean of Postgraduate Research (CSE) (Senate member)</p> <p>Dr Paddy Hadoke, Director of Postgraduate Research and Early Career Research Experience (CMVM)</p>

1 x Edinburgh University Students' Association sabbatical officer	Ex Officio	Tara Gold, VP Education (Senate member)
1 x member of the Edinburgh University Students' Association permanent staff		Gin Lowdean, Students' Association Advice Place Manager
1 x member of staff from Student Systems and Administration	Ex Officio	Sarah McAllister, Scholarships and Financial Support Team, Student Systems
1 x member of staff from the Institute for Academic development		Dr Cathy Bovill, Senior Lecturer in Student Engagement
1 x member of staff from Academic Services		Dr Adam Bunni, Head of Governance and Regulatory Framework Team
1 x member of staff from Information Services' Learning, Teaching and Web Services Division		Currently vacant
Up to 3 co-options chosen by the Convenor	Up to 3 years	

4.1. At the final meeting of the academic year, the Committee will identify a Convenor and Vice-Convenor for the Committee from amongst its membership, to serve in the following year ~~Before the first meeting of the academic year, the Committee will identify a Vice-Convenor for the Committee from amongst its membership. The Vice-Convenor should serve for a period of at least one year.~~

4.2. The Convenor can invite individuals for specific meetings or agenda items.

4.3. Substitutions of members (i.e. due to inability to attend) will be at the discretion of the Convenor of the Committee.

5. Responsibilities and Expectations of Committee Members

5.1. Be collegial and constructive in approach.

5.2. Attend regularly and participate fully in the work of the Committee and its task / working groups. This will involve looking ahead and consulting / gathering input in order to provide the broad spectrum of thoughts and opinions that are necessary for proper consideration of the area being discussed.

5.3. Take collective and individual ownership for the issues under the Committee's remit and for the discussion and resolution of these issues. In taking ownership of the work of the Committee, members must take steps to ensure that they are empowered to take decisions on behalf of academic and managerial colleagues.

5.4. Be committed to communicating the work of the Committee to the wider University community.

**The University of Edinburgh
Senate Education Committee
Terms of Reference**

1. Purpose and Role

- 1.1. The Education Committee is responsible, on behalf of Senate, for taught and research student matters, particularly strategy and policy concerning learning, teaching and the development of curriculum.

2. Remit

- 2.1. Promote strategically-led initiatives and university-wide changes designed to enhance the educational experience of students and learners.
- 2.2. Promote innovations in learning, teaching and assessment, embrace new teaching methods and consider cross-cutting themes such as research-led and technology-enhanced learning, digital and information literacy, education for employability, internationalisation and lifelong learning. Consider and promote local developments or initiatives with substantial implications for University learning and teaching strategy, policy, services or operations.
- 2.3. Oversee policy relating to students' academic experience and proactively engage with high-level issues and themes arising from student feedback.
- 2.4. Give specific consideration to instances in which the experience of one particular cohort of students or learners (undergraduate, postgraduate taught or postgraduate research students, and those involved in non-standard programmes) may diverge from that of others.
- 2.5. Anticipate and prepare for new opportunities and likely future developments in learning and teaching for all cohorts of students and learners.
- 2.6. Consider the implications of the Committee's work and its decisions in the context of external initiatives and compliance and legal frameworks, particularly in relation to equality and diversity.

3. Operation

- 3.1. The Committee reports to Senate, acting with delegated authority to take strategic and high-level policy decisions.
- 3.2. The Committee may bring matters to the attention of the University Executive as required.
- 3.3. The Committee will meet at least four times each academic year and will interact electronically, as necessary.
- 3.4. The Committee will follow a schedule of business set prior to the start of the academic year and which is agreed through consultation with Senate, the Conveners of the other Senate Committees, and other relevant members of the community.
- 3.5. From time to time, the Committee will establish working groups or commission individuals to carry out detailed work under the Committee's oversight.

4. Composition

Role	Term	2021/22 membership
Vice Principal Students (Convener)	Ex Officio	Professor Colm Harmon (Senate member)
Assistant Principal Academic Standards & Quality Assurance	Ex Officio	Professor Tina Harrison (Senate member)
2 x senior staff members from each College with responsibility for learning and teaching		<p>Dr Sabine Rolle, Dean of Undergraduate Education (CAHSS) (Senate member)</p> <p>Dr Lisa Kendall, Director of Academic and Student Administration (CAHSS)</p> <p>Dr Sarah Henderson, Director of Postgraduate Taught Education (CMVM) (Senate member)</p> <p>Currently vacant, Dean of UG Learning and Teaching (CMVM) (Senate member)</p> <p>Professor Judy Hardy, Dean of Learning and Teaching (CSE) (Senate member)</p> <p>Professor Andy Dugmore, School of GeoSciences (CSE)</p>
1 x senior staff member from each College with responsibility for postgraduate research		<p>Professor Stephen Bowd, Dean of Postgraduate Education (CAHSS) (Senate member)</p> <p>Dr Paddy Hadoke, Director of Postgraduate Research and Early Career Research Experience (CMVM)</p> <p>Dr Antony Maciocia, Dean of Postgraduate Research (CSE) (Senate member)</p>
1 x Edinburgh University Students' Association, Vice-President Education	Ex Officio	Tara Gold (Senate member)
1 x member of the Edinburgh University Students' Association permanent staff	Ex Officio	Stuart Lamont, Edinburgh University Students' Association Academic Engagement Coordinator

1 x postgraduate research student representative		Currently vacant
1 x Head of School from each College chosen by the Heads of College		Professor Richard Andrews, Head of Moray House School of Education and Sport (CAHSS) (Senate member) Professor Iain Gordon, Head of the School of Mathematics (CSE) (Senate member) Professor Michael Shipston, Dean of Biomedical Sciences (CMVM) (Senate member)
Director of Academic Services, or nominee	Ex Officio	Sue MacGregor, Director of Academic Services
Director of Institute for Academic Development, or nominee	Ex Officio	Dr Velda McClune, Deputy Director Institute for Academic Development
Director of Student Recruitment & Admissions, or nominee	Ex Officio	Rebecca Gaukroger, Director of Student Recruitment and Admissions
Director of Learning, Teaching and Web Services Division of Information Services, or nominee	Ex Officio	Melissa Highton, Director of the Learning, Teaching and Web Services Division of Information Services
Director for Careers & Employability, or nominee	Ex Officio	Shelagh Green, Director of Careers and Employability
Up to 3 co-options chosen by the Convener	Up to 3 years	Professor Sian Bayne, Personal Chair of Digital Education (Senate member) Paula Webster, Head of Student Analytics, Insights and Modelling, Student Systems and Administration

4.1. The Convener can invite individuals for specific meetings or agenda items.

4.2. Substitution of members (i.e. due to inability to attend) shall be at the discretion of the Convener of the Committee.

5. Responsibilities and Expectations of Committee Members

5.1. Be collegial and constructive in approach.

- 5.2. Attend regularly and participate fully in the work of the Committee and its task / working groups. This will involve looking ahead and consulting / gathering input in order to provide the broad spectrum of thoughts and opinions that are necessary for proper consideration of the area being discussed.
- 5.3. Take collective and individual ownership for the issues under the Committee's remit and for the discussion and resolution of these issues. In taking ownership of the work of the Committee, members should take steps to ensure that they are empowered to take decisions on behalf of academic and managerial colleagues.
- 5.4. Be committed to communicating the work of the Committee to the wider University Community.

June 2021

**The University of Edinburgh
Senate Quality Assurance Committee
Terms of Reference**

1. Purpose and Role

- 1.1 The Quality Assurance Committee is responsible, on behalf of Senate, for the framework which assures standards and enhances the quality of the student learning experience.

2. Remit

- 2.1 Oversee the delivery and enhancement of the University's quality assurance framework, ensuring that it meets external requirements.
- 2.2 In partnership with Edinburgh University Students' Association, ensure effective student engagement and representation of student voices in the University's quality framework.
- 2.3 Maintain oversight of the outcomes of the quality assurance framework, ensuring that actions are addressed, and support the sharing of good practice.
- 2.4 Promote the quality assurance framework as an important part of the University's activities and ensure that the outcomes inform relevant University business.
- 2.5 Support the University's engagement with external quality requirements and activities, including: Enhancement-Led Institutional Review, the UK Quality Code, and responses to consultations and initiatives.
- 2.6 Identify areas for innovation and enhancement of the student experience and ensure that these inform Senate Education Committee's policy development.
- 2.7 Consider the implications of the Committee's work and its decisions in the context of external initiatives and compliance and legal frameworks, particularly in relation to equality and diversity.

3. Operation

- 3.1 The Committee reports to Senate, acting with delegated authority to take decisions in the area of quality assurance and academic standards.
- 3.2 The Committee may bring matters to the attention of the University Executive as required.
- 3.3 The Committee has the following sub-committees:
- Student Support Service Sub-Committee - with delegated authority for monitoring the quality assurance of student support services in relation to the student learning experience
 - School Annual Quality Report Sub Group - with delegated authority to review reports and prepare recommendations for consideration by the Committee
- 3.4 The Committee will meet at least four times each academic year and will interact electronically as necessary.
- 3.5 The Committee will follow a schedule of business set prior to the start of the academic

year which is agreed through consultation with Senate, the Conveners of the other Senate Committees, and other relevant members of the community.

- 3.6 From time to time, the Committee will establish working groups or commission individuals to carry out detailed work under the Committee's oversight.

4. Composition

Role	Term	2021/22 membership
Assistant Principal Academic Standards and Quality Assurance		Professor Tina Harrison (Senate member)
An external member from within the Scottish Higher Education sector with experience in quality assurance	3 years (with no reappointment until 4 years has elapsed)	Professor Leigh Sparks, Deputy Principal, University of Stirling
College Deans of Quality (or equivalent)		Dr Claire Phillips, Dean of Quality (CMVM) (Senate member) Dr Paul Norris, Dean of Quality Assurance and Curriculum Approval (CAHSS) (Senate member) Professor Linda Kirstein, Dean of Education Quality Assurance and Culture (CSE) (Senate member)
1 x member of staff from each College with experience of and an interest in quality assurance at a School level		Dr Gail Duursma, Director of Quality, School of Engineering (CSE) Dr Jeni Harden, Director of Quality, School of Molecular, Genetic and Population Health Sciences (CMVM) Dr Katherine Inglis, Director of Quality Assurance & Enhancement, School of Literatures, Languages and Cultures (CAHSS)
1 x Edinburgh University Students' Association sabbatical officer		Tara Gold, VP Education (Senate member)
1 x member of the Edinburgh University Students' Association permanent staff		Stuart Lamont, Edinburgh University Students' Association Academic Engagement Coordinator

1 x member of staff from the Institute for Academic Development		Olivia Eadie, Assistant Director and Head of Operations and Projects, Institute for Academic Development
1 x member of staff from Academic Services		Nichola Kett, Academic Policy Manager, Academic Services
Up to 3 co-options chosen by the Convenor	Up to 3 years	Paula Webster, Head of Student Analytics, Insights and Modelling, Student Administration

4.1 The Convenor can invite individuals for specific meetings or agenda items.

4.2 Substitutions of members (i.e. due to inability to attend) will be at the discretion of the Convenor of the Committee.

5. Responsibilities and Expectations of Committee Members

5.1 Be collegial and constructive in approach.

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5.3 Take collective and individual ownership for the issues under the Committee's remit and for the discussion and resolution of these issues. In taking ownership of the work of the Committee, members must take steps to ensure that they are empowered to take decisions on behalf of academic and managerial colleagues.

5.4 Be committed to communicating the work of the Committee to the wider University community.

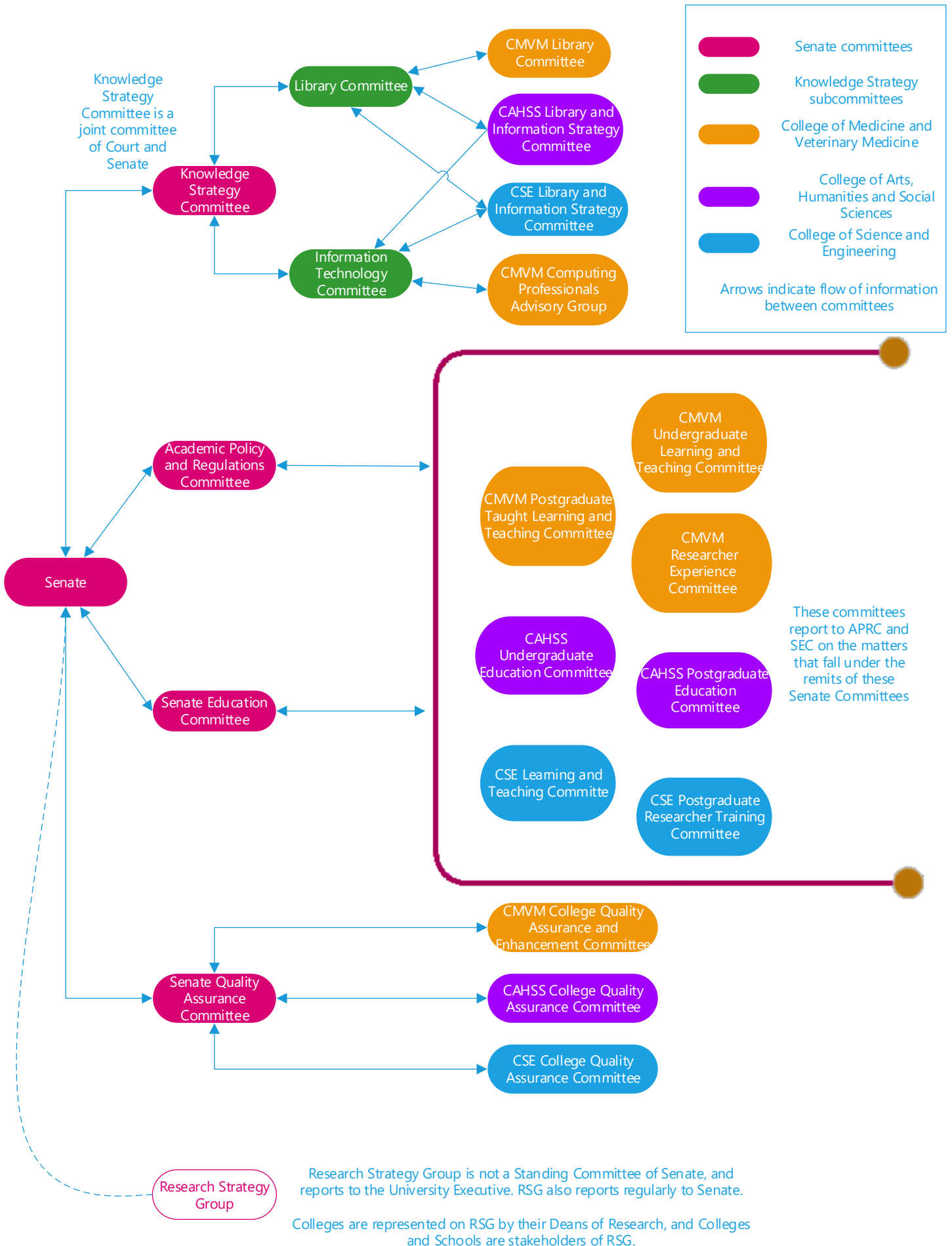
June 2021

University of Edinburgh Court and Senate Committee Structure



— Reports to

Senate and Colleges Committee Structure



Senate

2 June 2021

Conferment of the Title of Emeritus Professor

Description of paper

1. This paper provides the Special Minutes for Professors who retired recently or whose retirement is imminent.

Action requested / recommendation

2. For approval.

Discussion

3. Senate is invited to confer the title of Emeritus Professor upon those professors who retired recently or whose retirement is imminent:

Professor Ian Jackson, College of Medicine and Veterinary Medicine
Professor John Mullins, College of Medicine and Veterinary Medicine

The Special Minutes are attached as an appendix.

Resource implications

4. None.

Risk management

5. Not applicable.

Equality & diversity

6. Not applicable.

Communication, implementation and evaluation of the impact of any action agreed

7. Those Professors who have been conferred with the title of Emerita / Emeritus Professor will be contacted by Senate Secretariat in due course.

Author

Senate Secretariat
February 2021

Freedom of Information

Open paper

Special Minute
Professor Ian J. Jackson MA PhD FRSE
Institute of Genetics and Cancer
Emeritus Professor

Professor Ian Jackson will retire from his University of Edinburgh position on April 30th 2021. He stepped down from his role as Head of Disease Mechanisms in the MRC Human Genetics Unit at the end of September 2020 and has subsequently been part-time.

Ian Jackson graduated from the University of Oxford in 1977 with a First Class degree in Biochemistry. He went on to study for a PhD at St Mary's Hospital Medical School (now part of Imperial College) under the supervision of Professor Bob Williamson. Following this Ian took a European Molecular Biology Organisation Fellowship to the laboratory of Don Brown in the Carnegie Institution, Department of Embryology in Baltimore, Maryland. Here he worked on the isolation of the gene for *Xenopus* TF3A, the first vertebrate transcription factor to be cloned. In mid-1983 he returned to the UK with an MRC Fellowship to the MRC Mammalian Development Unit (MDU) in London, directed by (later Dame) Anne McLaren. In the MDU he initiated independent research on mouse development, including isolating one of the first vertebrate HOX genes and a novel gene involved in mammalian pigment cell (melanocyte) function.

He brought these projects with him to Edinburgh in June 1986, to what is now the MRC Human Genetics Unit, with a 5 year Lister Institute Fellowship. He subsequently became an MRC Senior Scientist, and has held continuous peer-reviewed MRC funding for the following 29 years, ultimately becoming Section Head. Much of his work has been on the genetics and developmental biology of melanocytes, where he has made significant discoveries in the genes underlying classical mouse genetic mutations and in the mechanisms by which melanocytes migrate to populate the embryonic skin. In collaboration with Professor Jonathan Rees he identified the human gene in which variation leads to red hair as MC1R (cited almost 200 times). In the last few years he collaborated with Albert Tenesa to carry out the largest ever genome association study for human hair colour, and identified many genes associated with blonde hair. He has also investigated eye development and vision through the study of mouse mutations. He identified the genes affected in many mutations, many of which correspond to human disease genes. He has developed models for diabetic retinopathy, nanophthalmos, retinitis pigmentosa, Fraser's Syndrome and porencephaly, among others.

He was appointed an Honorary Professor in the University of Edinburgh in 2004 and a Professorial Fellow in 2011 when HGU joined the University. In 2008 he was elected a Fellow of the Royal Society of Edinburgh. Since 2012 he has also had a part-time appointment at the Roslin Institute and collaborated there in a wide range of projects. He has had a significant role in the University of Edinburgh in the use of mice as genetic models. Over 25 years ago he was instrumental in setting up transgenic mouse production and the building of the Evans Building, a dedicated facility which has continued to be at the cutting edge of mouse transgenic technology. He was also for many years a member of the University of Edinburgh ethical review body for animal research (now called the AWERB). Ian has trained many University of Edinburgh PhD students and postdocs and for many years was Director of Graduate Studies for the HGU. Some of his former students are now Head of Research at the Waltham Institute, Associate Professor at the University of Leicester and Assistant Professor at Columbia University. Among former postdocs are now Professor of Dermatology, Southampton University, Professor of Anatomy and Developmental Biology at Monash University, Reader at the University of Glasgow and Programme Leader at the MRC HGU.

He has been involved in mouse genetic initiatives nationally (among many others a Board member of the National Centre for the 3Rs), European-wide (for example on the Scientific Advisory Board of several EC mouse genetics initiatives) and world-wide (for example of the Advisory Board of the Mouse Genome Database). Beyond mouse genetics he has served on funding panels for BBSRC, CRUK, Wellcome Trust, Department of Health and most significantly on numerous MRC panels, including a member of the Molecular and Cellular Medicine Board (deputy chair) and the Training and Career Development Board. He has been, among others, Meetings Secretary of the British Society for Developmental Biology, Vice-President of the Genetics Society, President of the International Mammalian Genome Society and President of the European Society for Pigment Cell Research.

In retirement, Ian plans to maintain his academic interests as Chair of the Research Advisory Board of the Waltham Institute and other advisory roles in UK and Europe and is contemplating writing a book. Other than that he will be spending more time with his wife and pursuing their common interests in music, theatre, art and running marathons.

Special Minute
Professor John James Mullins, BSc (Hons), PhD, FRSB, FRSE
Emeritus Professor of Molecular Physiology

Professor John Mullins studied Biochemistry at the University College of North Wales, Bangor, before undertaking a Ph.D. in molecular biology with Bill Brammar at the University of Leicester-ICI Joint Research Laboratory, one of the UK's pioneering initiatives between academia and industry. John made major contributions to our understanding of the renin-angiotensin-aldosterone system and its genetics. He trained with Ken Gross at the Roswell Park Cancer Institute in Buffalo, USA, where he established transgenesis as a tool for understanding genetic regulation, tissue-specificity, and pathophysiology.

In 1988 John moved to the Pharmacology Department at University of Heidelberg and was awarded a 5-year 'investigator' award from the German Federal Government. John was the recipient of the Ludwig Heilmeyer Medal and the International Society of Hypertension award for Basic Science. He generated the first genetically modified rat and established transgenic models of hypertension that continues to be studied worldwide. He led multiple European grants including the multi-national 'Transgeneur' programme and returned to the UK in 1990 as a founder member of the AFRC Centre for Genome Research at the University of Edinburgh. Following his move to the Faculty of Medicine, John was awarded a Wellcome Trust Principal Fellowship in 1998, as part of the Wellcome Trust Cardiovascular Research Initiative that he later directed.

In addition to his extensive contributions on the Renin-angiotensin-aldosterone system (RAAS), his research group made pivotal advances in our understanding of the regulation of prolactin, and the syndrome of apparent mineralocorticoid excess. This work led directly to John's most recent studies on the cortical collecting duct, exploring the inherent cell plasticity of this region of the nephron. John established, and ran, the CVRI Wellcome Trust 4-year PhD programme in cardiovascular science, and was appointed a Professorial Fellow in 1998, and subsequently a Personal Chair in Molecular Physiology in 2009.

John was Head of the Centre of Cardiovascular Science from 2004-9, contributed to the establishment of the Queen's Medical Research Institute, and led the successful bid to establish the British Heart Foundation Centre of Research Excellence that he directed from 2008-18. He established and directed the British Heart Foundation 4-year PhD programme and a parallel programme for graduates in the physical sciences. He has played a key role in establishing the University as a leading centre for experimental renal physiology and interdisciplinary science. John participated in grant committees, site visit teams, and international advisory boards for The Wellcome Trust, KRUK, and international agencies including the NIH. He has published more than 200 papers in leading journals including PNAS, Nature, AJP, JCI, and the EMBO J. and held major grants from the Wellcome Trust, BHF, NIH, EU, BMFT, AFRC, KRUK, BBSRC, INSERM, and the MRC. He was elected a Fellow of the Royal Society of Edinburgh (2006) and the Royal Society of Biology (2015), however, he is most proud of the 30-year working partnership with his wife Linda, and the success of their three children, Michael, Katie and Jonathan.

John will continue academic activities, including writing, scientific advisory boards, mentorship, and research collaborations in the UK and internationally, whilst making time for photography, working with wood, and travel.

Senate

2 June 2021

Enhancement-led Institutional Review (ELIR) – Outcome

Description of paper

1. Informs Senate of the outcome of the ELIR.

Action requested / recommendation

2. For information.

Background and context

3. ELIR is the method by which the Quality Assurance Agency (Scotland) (QAAS) reviews universities and other higher education institutions in Scotland. The University's ELIR took place in February and March 2021.

Discussion

4. The University has been judged to have “effective arrangements for managing academic standards and the student learning experience.” Overall, this is a positive judgement and the best possible outcome for an ELIR.
5. The early draft outcome report provides headline information on the commendations and recommendations resulting from the ELIR. The Review Team commended:
 - our commitment to working in close partnership with our students
 - the work of the Institute for Academic Development (IAD) in supporting staff development and sharing good practice
 - the development and expansion of Peer Support/Peer-Assisted Learning Schemes
 - our support for student involvement in Internal Periodic Reviews.

The Review Team identified a number of areas for further development, the majority of which are already being worked towards. There are two areas in particular where we have been asked to make significant progress over the course of the next academic year: personal tutoring/student support and assessment and feedback.

6. The final report will be published on the QAAS website in the middle of July and circulated widely. In due course, a process to oversee the response to the recommendations will be established. How we join this up with existing areas of work, including Curriculum Transformation, will be considered.

Resource implications

7. No resource implications are identified in this paper. Resource implications will be considered as part of follow-up activity.

Risk management

8. The University is required to take action on the areas for further development and report on this to QAAS.

Equality & diversity

9. No issues are associated with this paper.

Communication, implementation and evaluation of the impact of any action agreed

10. Updates will continue to be provided by email and through the [Teaching Matters Spotlight on ELIR series](#).

Author

Nichola Kett
13 May 2021

Freedom of Information

Open

Senate

2 June 2021

Research Strategy Group Update

Description of paper

1. Summary of issues within the scope of Research Strategy Group (RSG, formerly Research Policy Group, RPG) that are relevant to the wider University community.

Action requested / recommendation

2. For information.

Background and context

3. Since the last Senate meeting in February, two meetings of the RPG have taken place (11 March 2021, 3 May 2021). The last meeting for 2020/21 is on 14 July 2021.
4. This report outlines:
 - Changes to governance arrangements for research strategy
 - REF 2020 key submission statistics and identifying the lessons to be learnt
 - Supporting Research Culture
 - Growing Research Together
 - Adapting to changes to the UK Research Funding Environment
 - University contribution to the world wide fight against Covid-19

Discussion

Changes to Governance arrangement for research strategy

- 3 With the business considered by the Adaptation and Renewal subgroups being subsumed within established University Committees of Senate and University Executive, RPG has incorporated the longer term responsibilities of Adaptation and Renewal: Research and Innovation. The change of name to Research Strategy Group reflects that fact that RSG will have a more strategic role than RPG had. The RSG ToR and membership was approved by University Executive subject to addressing specific points about membership, reporting to Senate, and raising the profile of EDI. This revised TOR and membership is provided (Appendix 1).
- 4 Via its sub-groups, RSG has an overview of Research Ethics and Integrity and is establishing subgroups for Research Culture, Post-Graduate Research, Research Engagement and Information Governance (Research). These subgroups are intended to provide fora for more detailed discussion of specific topics than can take place at RSG. In addition, RSG has a 'task and finish' group, which oversees the review of research support in the University (Growing Research Together). The list of the RSG subgroups and its Task and Finish group are below:
 - Research Ethics and Integrity Review group
 - Growing Research Together Steering Group
 - Information Governance (Research) Sub-Group
 - Doctoral College Management Group
 - Research Culture Working Group
 - Research Engagement Sub-group
- 5 The Terms of Reference and membership of the Growing Research Together Steering Group and Information Governance (Research) are supplied as Appendix 2. The Terms of Reference for the other new RSG subgroups as well as an updated Terms of Reference for the Research Ethics and Integrity Review Group will be presented to the next meeting of Senate.

REF 2020 key submission statistics and identifying the lessons to be learnt

- 6 The University has made its submission to the Research Excellence Framework 2021. The results will be published in March 2022. The University submitted returns to 28 of the 34 units of assessment including five joint submissions: Chemistry with St Andrews; Mathematical Sciences, Engineering, and Architecture, Built Environment and Planning with Heriot Watt; Agriculture, Veterinary and Food Science with SRUC. The University returned over 2,550 independent researchers, an increase of 46% compared with REF2014. Approximately half of this increase reflects a change in REF rules such that every eligible researcher was returned. The other half is genuine growth. As part of its REF submission, the University also reported 50% more PhD completions and 66% more research income per annum compared with the last REF.
- 7 Research Strategy Group will be discussing the initial lessons to be learnt as well as considering a report on the E&D and employment characteristics of the staff included in the REF submission at its meeting in July. An REF submission report will be presented to the next meeting of Senate. RSG is aware that UKRI (on behalf of the four UK HE funding bodies), launched a Future Research Assessment Programme on 19 May. Information explaining how a dialogue with the sector is to happen are not yet available.

Supporting Research Culture

- 8 Through its Research Culture Working Group, the RSG will be able to devote more time to establishing policies and mechanisms to promote a positive research culture at the University across all career stages and with due regard to EDI. Both directly and, via Research Culture Working Group, RSG will work with other relevant University Committees.
- 9 Membership of the group will be achieved through a transparent recruitment process which launches on May 25th. Each meeting will include an “expert witness” on a key topic, starting with a presentation at the first meeting on June 30th 2021 on the recommendations emerging from the 2020 Research Culture Survey from Professor Malcolm Macleod, Academic Lead for Research Improvement and Research Integrity. Future topics will be agreed but are likely to include Bullying and Harassment, Race Equality and Disability.

Growing Research Together

- 10 Growing Research Together is a University-wide programme, led by Edinburgh Research Office, to design a research support ecosystem that enables us to better respond to challenges, opportunities and increasing complexity.
- 11 Bringing together our insights and experience from across the research community, we will:
 - Align research support services to fully underpin University research goals, enabling our 7600 researchers to have significant impact in the world.
 - Make best use of our £9m/year investment in research support, providing clear and accessible services which enable our researchers to deliver outstanding research.
 - Ensure we safely manage our £300m/year research income – one third of the University’s revenue – and meet our regulatory obligations.
 - Build research management as a profession across the University, providing career pathways and enabling our 300 research professional services colleagues to become the best they can be.

Adapting to changes to the UK Research Funding Environment

- 12 University researchers are making more applications than normal. The number and value of awards has significantly increased. Following the UK government's cut to the immediate cut to ODA funding for 2020/21 including expenditure on research grants, the Edinburgh Research Office has been working with holders of Global Challenge Research Framework in order to save these projects. GCRF funding was intended to support international collaborative projects that tackle global challenges. The University's researchers are being encouraged to continue to bid for Horizon Europe funding as a part of consortia, which is allowable during the period before the UK is approved as becomes an 'Associated Country'. The impact on research funding of the well-publicised drop in income received by charities during the pandemic is being monitored.

University contribution to the world wide fight against Covid-19

- 13 In an EPSRC funded research project led by the Edinburgh researchers at Roslin in partnership with staff at Glasgow, Stirling and the Scottish Environment Protection Agency, a Covid-19 warning system is being developed. The system will be able to combine vaccine take-up data with waste water testing to enable the early identification of potential hotspots so that intensive localised measures, such as surge testing, can be adopted thereby avoiding further lockdowns.
- 14 Researchers at the Usher Institute are part of the ISARIC Long Covid project together with staff at the Universities of Oxford, Liverpool and Imperial College have shown that women under the age of 50 who have had Covid-19 are twice as likely to experience fatigue and seven times more likely to be breathless than men of the same age. This together, with a separate study on Long Covid sufferers, shows there is an urgent need to fund urgent research for Long Covid treatments.
- 15 A system to create personalised facemasks for healthcare workers that uses photos taken with smartphones to design 3D-printed components has been devised by researchers in Engineering working with an interdisciplinary team from NHS. The approach could offer a cheaper and more sustainable alternative to single-use medically appropriate masks that will fit better.
- 16 The City of Edinburgh is known across the world for its arts and culture festivals. A researcher in Social and Politics Sciences has been working with Edinburgh's cultural institutions to investigate how these bodies rapidly switched focus to meet the needs of local communities at the start of the first lockdown. The research has also shown the pandemic has exposed not only the consequences of local fiscal uncertainty but added to the body of evidence about the lack of investment in arts and culture. The transition to digital provision of arts and culture has enabled outreach beyond the city but also shown that reliance on digital media services blocks access to others.

Resource implications

- 17 None. This report is for information

Risk management

- 18 As was the case with RPG, RSG will always be mindful that, being at the leading edge in the creation of knowledge and making a positive difference to society, means also ensuring University staff understand the inherent risks and take sensible measures to mitigate them in line with the University's threefold appetite for risk in respect of reputation, compliance and finances. The Research Ethics and Integrity Review group is key to this.

Equality & diversity

19 The extension of RPG's responsibilities will strengthen its objective of becoming an exemplar of good research practice and stewardship of university-wide research policies, including those relating to researcher development and research ethics and integrity. The RSG Research Culture Working group is being set up with the specific objectives of establishing policies and mechanisms to promote a positive research culture at the University of Edinburgh across all stages in an individual's research career regardless of ethnicity, gender and ableness. RSG will commission equality impact assessments for any initiatives that could have implications that bring them within scope of the Equalities Act 2010.

Communication, implementation and evaluation of the impact of any action agreed

20 RSG will take an inclusive approach in order to ensure that the lessons to be learnt from the REF2021 submission are widely communicated. To facilitate greater and more effective dissemination RSG membership now includes representation from Communications and Marketing as well as having a Research Engagement subgroup. The new template for RSG papers for discussion explicitly asked for information about communication plans.

Author

Susan Cooper, Senior Strategic Planner and
Deputy REF Manager
21 May 2021

Freedom of Information

Open

Research Strategy Group
Terms of Reference
May 2021

Remit

The Research Strategy Group remit will include research strategy, foresighting, policy, research culture and research governance. The group will provide oversight for major, cross-university projects. The group will be concerned with research staff, PGR students (from a research perspective, not with regard to administration of their studies) and professional services support for research. Research Strategy Group will have an overview of major projects, strategies, tactics and identifying cross-college opportunities and will monitor progress on major cross university initiatives. Via its sub-groups, RSG has an overview of Research Ethics and Integrity; Research Culture, which includes issues relating to Equality, Diversity and Inclusion; Post-Graduate Research; and Research Engagement. RSG can convene specific project groups or short-life working groups to deal with issues as required, such as the Growing Research Together Steering Group. Research Strategy Group does not interfere with research issues that are more properly handled within the Colleges. RSG plays a role in prioritising funding applications where numbers are restricted which is consistent with Universities UK good practice.

RSG will make recommendations to the University Executive. RSG does not hold a budget.

Areas of responsibility

- Development of the University's research strategy and monitoring of progress against the strategy.
- Development of research practice, including:
 - identification and prioritising emerging areas
 - targeting existing areas for enhancement
 - supporting interdisciplinarity
 - encouraging large scale bids
 - prioritising bids to external agencies, when necessary
 - supporting mechanisms to identify and facilitate impact
 - facilitating the development of key external research partnerships
 - stewardship of relationships with funders
 - Building the profile of the University of Edinburgh as a world leading institution in which to establish and grow a research career regardless of ethnicity, gender or ableness.
 - supporting the provision of training and development for research staff regarding those early in their research careers,
 - recommending developments in the research environment
 - developing policy to address changes in the research environment such as open access, open data, data repositories, open science, and new funding opportunities.
- Oversight of the Edinburgh Research Office, with reference to research funding, impact, and research governance arrangements.

- Oversight of good research practice and stewardship of university-wide research policies, including those relating to researcher development, research ethics and integrity.
- Oversight of requirements for formal reporting to Court and funders associated with research practice policies, but exclusive of research programmes involving animals in scientific research¹ or the participation of volunteers in clinical trials.²
- Assessing research performance against key performance indicators.
- Ownership of the processes for the delivery of external assessments such as the Research Excellence Framework.
- Delivering institutional responses to external consultations on research policy, best practice, guidance/advice, and legislation.
- Oversight of and guidance to the Innovation Working Group (Deputy Vice Principal (Enterprise))

Membership

Chair: Senior Vice Principal (Jonathan Seckl)

Vice-Principal International

Vice-Principal Philanthropy and Advancement

Deputy Vice Principal (Research)

Deputy Vice Principal (Research – Artificial Intelligence)

Deputy Vice Principal (Enterprise)

Deans of Research (all Colleges)

Dean PGR (one representative)

Director, Edinburgh Research Office (ERO)

Director, Edinburgh Innovations

Director, CityDeal (Edinburgh and South East Scotland)

Director, Library Services (or representative)

Head of Researcher Development (Institute of Academic Development)

HR Representative

Attendees:

Secretary: Strategic Planning/ ERO (Susan Cooper)

Senior College Research Officers

Communications Representative

SVP Policy Officer

(No representatives from Estates, Planning, Finance or specific staff groups e.g. Early Career Researchers unless invited)

Secretariat for the Group will be provided by ERO.

¹ <http://www.ed.ac.uk/research/animal-research/regulation;>

² <http://accord.scot/about-accord>

Stakeholders

Research Strategy Group's stakeholders are:

- Colleges, Schools, their academic and research support staff
- University Senior Management, through University Executive
- Edinburgh Research Office
- Edinburgh Innovation (industry engagement, innovations/Intellectual Property development)
- Doctoral Colleges
- Strategic Planning
- Finance
- Human Resources
- Estates
- Procurement
- Edinburgh Global
- Information Services Group
- Communications and Marketing
- Development and Alumni
- Social Responsibility and Sustainability
- Institute for Academic Development
- External research funders³
- Research policy bodies⁴

Attendance and Commitment

The Research Strategy Group will meet every 8 weeks for 2021/22 before moving back to 5 meetings per year.

Quorum

The quorum will be a simple majority of the current membership. If a quorum is not present within half an hour from the time of the appointed meeting, the Chair may adjourn the meeting to an alternate, appropriate day and time.

Where required, decisions taken by the Group must be approved by a majority of members present and voting. In the case of equality in voting, the Chair may use their casting vote. Those in attendance do not have a vote but can provide advice and information to those who do.

Reporting

Research Strategy Group reports to University Executive and will provide three reports each session to Senate.

Public record of meetings

A public record of each meetings of RSG is uploaded once the note of the previous meeting has been formally confirmed <https://www.ed.ac.uk/governance-strategic-planning/research/rpg>.

³ Scottish Funding Council; Research England; European Research Council; UKRI; UK and Scottish Government departments; UK and international charities funding research; and other UK and international research funders

⁴ Russell Group, Universities Scotland (including its Research and Knowledge Exchange committee), Universities UK, LERU, Universitas21 etc

Growing Research Together Steering Group

Terms of Reference and Membership

Research Policy Group

May 2021

Remit

The GRTSG is the decision-making body for the programme, scrutinising programme development and delivery. It will oversee the activities and progress of the programme, provide approval and endorsement of the approach and objectives and provide guidance to the Programme Manager. The GRTSG will ensure delivery of the programme outputs and the achievement of programme outcomes, ensuring provision of research services that will enable the University of Edinburgh to fulfil its research ambitions. The GRTSG will represent senior stakeholder commitment and support for the programme and will require stakeholders to champion the approach and objectives. Members will represent individual areas and functions but will be taking decisions based on the best outcomes for a UoE wide service.

Objectives

The aim of Growing Research Together is to design a research support ecosystem that enables UoE to respond to challenges, opportunities and increasing complexity.

Bringing together insights and experience from across the research community, GRT will:

- Align research support services to fully underpin University research goals, enabling our 7600 researchers to have significant impact in the world.
- Ensure we safely manage our £300m/year research and meet our regulatory obligations.
- Make best use of our £9m/year investment in research support, providing clear and accessible services which enable our researchers to deliver outstanding research.
- Build research management as a profession across the University, providing career pathways and enabling our 300 research professional services colleagues to become the best they can be.

Areas of responsibility

- Delivery of programme vision
- Ensure alignment of research strategic priorities and goals with research support strategic priorities and goals
- Approval of plan/approach for delivery of the programme
- Agreement and oversight of key performance indicators for the programme
- Approve programme Scope and any material changes to scope
- Provide advice on the budget prioritisation and act as change control for budget
- Approve TOM option for next stage
- Provide expertise and advice to the programme delivery team
- Provide assessment of risks and opportunities
- Act as the escalation point for programme conflicts

- Act as champions for the programme and approach
- Communication with and motivation of colleagues

Membership

Membership will comprise Programme Sponsors, College Deans of Research, senior research and enterprise stakeholders and key service leaders.

The Steering Group will be chaired by Professor Jonathan Seckl, Senior Vice Principal and Programme Sponsor.

Further membership:

Lee Hamill	Director of Finance, Programme Sponsor and Deputy Chair
Professor Jane Hillston	Deputy Vice-Principal Research
Professor Michael Rovatsos	Deputy Vice-Principal AI
David Brown	Deputy Vice-Principal Enterprise
Professor Stuart Forbes	Dean of Research, College of medicine & Veterinary Medicine
Professor Christina Boswell	Dean of Research, College of Arts, Humanities and Social Sciences
Professor Andy Mount	Dean of Research, College of Science & Engineering
Dr Lorna Thomson	Director, Edinburgh Research Office
Pauline Manchester	Interim Director of Planning
Dr Catherine Martin	Vice-Principal, Corporate Services
Stephen Barnes	HR Partner, Growing Research Together
Barry Neilson	Director of Strategic Change

The GRT Programme Manager will act as Secretary to the Steering Group.

Attendance and Commitment

The GRTSG will meet monthly. Full attendance is expected; on an exceptional basis one suitably briefed nominated deputy can attend (with appropriate decision-making authority).

Quorum

The quorum will be a simple majority of the current membership of the Board. If a quorum is not present within half an hour from the time of the appointed meeting, the Chair may adjourn the meeting to an alternate, appropriate day and time.

Where required, decisions taken by the Board must be approved by a majority of members present and voting. In the case of equality in voting, the Chair may use their casting vote. The Secretary of the Group will not be afforded a vote.

Reporting

The SG Secretary will provide minutes of the meeting within one week of the meeting. The Steering Group will provide activity and progress reports to Research Strategy Group at least 1 week prior to RSG meetings. Decisions taken by GRTSG will be overseen by University Executive. Programme Sponsors will keep SLT apprised of progress.

Information Governance (Research) Sub-Group
Terms of Reference and Membership
Research Policy Group
May 2021

Definitions

It is important to be clear about what we mean by Information Governance and how this relates to Information Security. Often these two areas can be confused or viewed as one and the same thing:

- *Information Governance* means the management of information within the University of Edinburgh such that the rights to use that information are balanced with our ability to control the use of that information. Information Governance is focussed on being explicit and clear about: (i) the lines of accountability when making decisions about the acceptable uses of information and (ii) the processes required to control the use of that information.
- *Information Security* covers the management of information security risk within the University's information technology infrastructure. Additionally, it also covers the security of information in all other formats, wherever that information is used.

This group's focus is on Information Governance.

Remit

The Information Governance (Research) Sub-Group has been convened to establish appropriate leadership, strategy and operational processes required for information governance of research data.

Areas of responsibility

- Engaging with current projects / groups / stakeholders with information governance responsibilities
- Identifying and escalating (via Research Strategy Group) risks and/or regulatory issues which may affect UoE
- Developing and obtaining approval for an Information Governance (Research) Strategy for UoE
- Establishing and obtaining approval for key positions and lines of accountability
- Developing appropriate regulations and policies
- Developing and recommending approval of a suite of legal agreements to facilitate data sharing
- Developing and rolling out appropriate training and guidance for researchers
- Making recommendations to RSC (and University Executive) to ensure UoE compliance and

Membership

Chair: Professor Mark Parsons

Secretary: TBD

Lorna Thomson (Edinburgh Research Office)

Nora Kellock (Legal Services)
Clare Whittaker (Edinburgh Research Office)
Andrea Taylor (Edinburgh Innovations)
Jarmo Eskelinen (Data Driven Innovation)

Ritchie Somerville (Data Driven Innovation)
Renate Gertz (USG)
Alistair Fenemore (ISG)
Robin Rice (ISG)

Additional NHS and College representatives to be determined.

Reporting

IG(R) Group reports to Research Strategy Group.

Senate

2 June 2021

Senate Membership 2021/22

Description of paper

1. The paper informs Senate of the membership for 2021/22. These members will take up their roles on 1 August 2021. Student representatives will be reported to Senate in Semester 1 of the next academic session.

Action requested / recommendation

2. Senate is invited to note the membership set out in the Appendix below.

Resource implications

3. N/A

Risk management

4. N/A

Equality & diversity

5. Annual internal reviews of Senate effectiveness provide an opportunity to identify and address any issues relating to Equality and Diversity.

Communication, implementation and evaluation of the impact of any action agreed

6. New members have received a welcome email. All members of Senate will receive an invitation to an induction event prior to the beginning of the Senate meeting cycle in 2021/22.

Author

Senate Secretariat
May 2021

Freedom of Information

Open

Appendix: Senate Membership 2021-22

1. Academic Staff members

Mr	Jonathan	Ainslie	School of Law
Professor	Marialuisa	Aliotta	School of Physics and Astronomy
Dr	Arianna	Andreangeli	School of Law
Professor	Ruth	Andrew	Edinburgh Medical School
Professor	Matt	Bailey	Edinburgh Medical School
Dr	Michael	Barany	School of Social and Political Science
Dr	Christopher	Beckett	School of Engineering
Dr	Shereen	Benjamin	Moray House School of Education and Sport
Mr	Stuart	Bennett	Edinburgh College of Art
Professor	Richard	Blythe	School of Physics and Astronomy
Professor	Elizabeth	Bomberg	School of Social and Political Science
Dr	Julian	Bradfield	School of Informatics
Professor	Mary	Brennan	Business School
Dr	Adam	Budd	School of History, Classics and Archaeology
Professor	John	Cairns	School of Law
Professor	Jane	Calvert	School of Social and Political Science
Dr	Celine	Caquineau	Edinburgh Medical School
Dr	David	Cavanagh	School of Biological Sciences
Professor	Karen	Chapman	Edinburgh Medical School
Mr	Neil	Chue Hong	Edinburgh Parallel Computing Centre
Dr	Andrew	Connor	Edinburgh College of Art
Dr	Alan	Convery	School of Social and Political Science
Dr	Sam	Coombes	School of Literatures, Languages and Cultures
Professor	Sarah	Cooper	Business School
Professor	Jonathan	Crook	Business School
Professor	Jo	Danbolt	Business School
Dr	Simone	Dimartino	School of Engineering
Dr	Kevin	Donovan	School of Social and Political Science
Dr	Anne	Desler	Edinburgh College of Art
Dr	Lawrence	Dritsas	School of Social and Political Science
Professor	Paul	du Plessis	School of Law
Dr	Jite	Eferakorho	Moray House School of Education and Sport
Mr	Constantinos	Eleftheriou	Edinburgh Medical School
Dr	Heather	Ellis	Edinburgh Medical School
Mr	Jay	Evans	Usher Institute
Professor	A. Mark	Evans	Edinburgh Medical School
Dr	Darrick	Evensen	School of Social and Political Science
Professor	Suzanne	Ewing	Edinburgh College of Art
Dr	Tim	Fawns	Edinburgh Medical School
Dr	Manuel	Fernandez-Gotz	School of History, Classics and Archaeology
Professor	Robert	Fisher	School of Informatics

Professor	Chris	French	School of Biological Sciences
Dr	Daniel	Friedrich	School of Engineering
Dr	Stuart	Gilfillan	School of GeoSciences
Dr	Gillian A	Gray	Edinburgh Medical School
Professor	Karen	Halliday	School of Biological Sciences
Dr	Lorna	Hamilton	Moray House School of Education and Sport
Professor	David	Hay	Edinburgh Medical School
Dr	Elaine	Haycock-Stuart	School of Health in Social Science
Professor	Margarete	Heck	Edinburgh Medical School
Professor	Caroline	Heycock	School of Philosophy, Psychology and Language Sciences
Professor	Aisha	Holloway	School of Health in Social Science
Dr	James	Hopgood	School of Engineering
Professor	Andrew	Hudson	School of Biological Sciences
Professor	Emma	Hunter	School of History, Classics and Archaeology
Professor	Gbenga	Ibikunle	Business School
Dr	Kirsten	Jenkins	School of Social and Political Science
Dr	Zoeb	Jiwaji	Edinburgh Medical School
Dr	Meryl	Kenny	School of Social and Political Science
Dr	Medhat	Khattar	Edinburgh Medical School
Dr	George	Kinnear	School of Mathematics
Dr	Simone	Lamont-Black	School of Law
Dr	Ashley	Lloyd	Business School
Dr	Sarah E	MacPherson	School of Philosophy, Psychology and Language Sciences
Dr	Rebecca	Marsland	School of Social and Political Science
Professor	Keith	Matthews	School of Biological Sciences
Dr	Alistair	McConnell	School of Engineering
Dr	Alistair	McCormick	School of Biological Sciences
Dr	Sean	McMahon	School of Physics and Astronomy
Professor	Heather	McQueen	School of Biological Sciences
Prof.	Avery	Meiksin	School of Physics and Astronomy
Dr	John	Menzies	Edinburgh Medical School
Professor	Ed	Mitchard	School of GeoSciences
Professor	Damian	Mole	Edinburgh Medical School
Dr	Nikki	Moran	Edinburgh College of Art
Professor	Carmel	Moran	Edinburgh Medical School
Dr	Steven	Morley	Edinburgh Medical School
Professor	Richard G M	Morris	Edinburgh Medical School
Mrs	Tara	Morrison	Business School
Dr	Susan	Morrow	Edinburgh Medical School
Professor	Neil	Mulholland	Edinburgh College of Art
Dr	Jonathan	Murray	Edinburgh College of Art
Dr	Pau	Navarro	Edinburgh Medical School
Professor	Robbie	Nicol	Moray House School of Education and Sport

Dr	Matthew	Novenson	School of Divinity
Dr	Richard	Oosterhoff	School of History, Classics and Archaeology
Dr	Mike	Orr	Moray House School of Education and Sport
Miss	Katerina	Pantoula	School of Philosophy, Psychology and Language Sciences
Professor	Diana	Paton	School of History, Classics and Archaeology
Dr	Claire	Phillips	Royal (Dick) School of Veterinary Studies
Dr	John	Reynolds-Wright	Centre for Reproductive Health
Professor	Ken	Rice	School of Physics and Astronomy
Dr	Simon	Riley	Edinburgh Medical School
Professor	Marion	Schmid	School of Literatures, Languages and Cultures
Dr	Tobias	Schwarz	Royal (Dick) School of Veterinary Studies
Dr	Kirsteen	Shields	Royal (Dick) School of Veterinary Studies
Professor	Hamish	Simpson	Edinburgh Medical School
Professor	Antonella	Sorace	School of Philosophy, Psychology and Language Sciences
Dr	Sarah	Stock	Edinburgh Medical School
Professor	Tim	Stratford	School of Engineering
Dr	Emily	Taylor	School of Health in Social Science
Dr	Paul	Taylor	School of Biological Sciences
Professor	Melissa	Terras	School of Literatures, Languages and Cultures
Dr	Jonathan	Terry	School of Engineering
Mr	Rob	Thomas	Edinburgh Medical School
Dr	Tamara	Trodd	Edinburgh College of Art
Dr	Dorothy	Tse	Edinburgh Medical School
Dr	Uzma	Tufail-Hanif	Deanery of Clinical Sciences
Dr	Nadia	Tuzi	School of Biological Sciences
Dr	Kamini	Vellodi	Edinburgh College of Art
Dr	Patrick	Walsh	School of Biological Sciences
Miss	Shona	Warwick	School of Law
Professor	Christopher	Weir	Edinburgh Medical School
Dr	E. Alper	Yildirim	School of Mathematics

2. Student members (positions filled to date)

Dr	Barza	Afzal	Part-Time Students' Representative
Miss	Aisha Janki	Akinola	VP Welfare
Mr	Steven	Anderson	Student Parents' Representative
Miss	Un leng (Annie)	Chan	International Students' Representative
Miss	Mukai	Chigumba	Women's Officer
Miss	Mia Nicole	Davies	Disabled Students' Officer
Miss	Joana	Esreves Craveiro De Oliveira	Health in Social Sciences Postgraduate School Representative
Mr	Pierre	Ezard	Economics Postgraduate School Representative

Miss	Tara	Gold	VP Education
Mrs	Sophie	Holt	Mature Students' Representative
Miss	Claire	Johnson	Student Carers' Representative
Dr	Nicholas	Kahuam-Lopez	Clinical Sciences Postgraduate School Representative
Miss	Samantha	Likonde	Black and Minority Ethnic (BME) Officer
Miss	Ellen	MacRae	President
Ms	Emma	Mavin	Divinity Postgraduate School Representative
Miss	Martyna	Napierska	Postgraduate Research Representative
Ms	Cynthia	Naydani	Veterinary Postgraduate School Representative
Mr	Ifeanyi	Omah	Postgraduate Taught Representative
Mr	Jaime	Prada	Trans and Non-Binary Officer
Miss	George	Ross	LGBT+ Officer
Miss	Beth	Simpson	VP Community
Miss	Réka	Siró	VP Activities and Services
Miss	Rachel	Storrier	Commuter Students' Representative

3. Ex-officio members

Professor	Peter	Mathieson	Principal and Vice Chancellor (Convener)
Dr	Catherine	Martin	Vice-Principal (Interim)
Mr	Chris	Cox	Vice-Principal
Professor	Colm	Harmon	Vice-Principal
Professor	Richard	Kenway	Vice-Principal
Mr	Gavin	McLachlan	Vice-Principal
Professor	Andrew	Morris	Vice-Principal
Professor	Jonathan	Seckl	Vice-Principal
Ms	Sarah	Smith	Vice-Principal
Professor	James	Smith	Vice-Principal
Professor	Sarah	Cunningham-Burley	University Lead Equality, Diversity and Inclusion
Professor	Sandy	Tudhope	University Lead Climate Responsibility and Sustainability
Professor	Wayne	Powell	Principal and Chief Executive, SRUC
Professor	Fiona	MacKay	Joint Academic and Senate Assessor
Professor	Richard	Andrews	Head of School
Professor	David	Argyle	Head of School
Professor	Helen	Bond	Head of School
Professor	Holly	Branigan	Head of School
Professor	Ewen	Cameron	Head of School
Professor	Juan	Cruz	Head of School
Professor	James	Dunlop	Head of School
Professor	Iain	Gordon	Head of School
Professor	David	Gray	Head of School
Professor	Jane	Hillston	Head of School
Professor	Martin	Hogg	Head of School

Dr	Jenny	Hoy	Head of School
Professor	Wendy	Loretto	Head of School
Professor	Linda	McKie	Head of School
Professor	Bryne	Ngwenya	Head of School
Professor	Conchur	O'Bradaigh	Head of School
Professor	Colin	Pulham	Head of School
Professor	Jeremy	Robbins	Head of School
Professor	Jozsef	Sakovics	Head of School
Professor	Matthias	Schwannauer	Head of School
Professor	Moira	Whyte	Head of School
Professor	Dorothy	Miell	Head of College
Professor	Dave	Roberston	Head of College
Professor	Moira	Whyte	Head of College
Mr	Jon	Turner	Director of the Institute for Academic Development
Mr	Jeremy	Upton	Director of Library & University Collections
Professor	Hilary	Critchley	Dean of Edinburgh Medical School
Professor	Sarah	Cunningham-Burley	Dean of Edinburgh Medical School
Professor	Mike	Shipston	Dean of Edinburgh Medical School
Professor	Siddharthan	Chandran	Dean of Edinburgh Medical School
Professor	Tom	Bruce	College nominee (CSE)
Professor	Judy	Hardy	College nominee (CSE)
Professor	Linda	Kirstein	College nominee (CSE)
Professor	Antony	Maciocia	College nominee (CSE)
Mr	Stephen	Warrington	College nominee (CSE)
Professor	Stuart	Forbes	College nominee (CMVM)
Dr	Sarah	Henderson	College nominee (CMVM)
Professor	Rebecca	Reynolds	College nominee (CMVM)
Professor	Robert	Semple	College nominee (CMVM)
Professor	Neil	Turner	College nominee (CMVM)
Professor	Christina	Boswell	College nominee (CAHSS)
Professor	Stephen	Bowd	College nominee (CAHSS)
Professor	Jeremy	Crang	College nominee (CAHSS)
Dr	Paul	Norris	College nominee (CAHSS)
Dr	Sabine	Rolle	College nominee (CAHSS)
Professor	Siân	Bayne	Assistant Principal
Professor	Christine	Bell	Assistant Principal
Mr	Kevin	Collins	Assistant Principal
Professor	Natascha	Gentz	Assistant Principal
Professor	Liz	Grant	Assistant Principal
Professor	Tina	Harrison	Assistant Principal
Ms	Melissa	Highton	Assistant Principal
Professor	Lesley	McAra	Assistant Principal
Professor	Mona	Siddiqui	Assistant Principal

Professor	Geoff	Simm	Assistant Principal
Professor	Arthur	Trew	Assistant Principal

Senate

2 June 2021

Senate Exception Committee Terms of Reference and Membership

Description of paper

1. Minor updates to the Senate Exception Committee Terms of Reference and Membership

Action requested / recommendation

2. Senate is asked to approve the updated Terms of Reference and Membership, pending approval of minor updates to the Senate Standing Orders (Paper J).

Background and context

3. The Senate Exception Committee operates under delegated authority, to make urgent formal business decisions which would otherwise require Senatus approval between meetings.

Discussion

4. The Committee Terms of Reference and Membership appended below have been updated to recognise a change in the name of the Research Policy Group to the Research Strategy Group and to note two changes in the membership. The changes are marked as tracked changes.

Resource implications

5. None

Risk management

6. Effective academic governance assists the University in managing risk associated with its academic activities.

Equality & diversity

7. The membership of the Committee is largely a consequence of decisions taken elsewhere to appoint individuals to particular roles. Ensuring that appointment processes support a diverse staff body is part of the broader responsibility of the University.

Communication, implementation and evaluation of the impact of any action agreed

8. The updated Terms of Reference and Membership will be published on the Senate website.

Author

Philippa Ward
Academic Policy Officer
21 May 2021

Freedom of Information

Open

APPENDIX 1

Senatus Exception Committee

1 Purpose

1.1 Under delegated authority, to make urgent formal business decisions which would otherwise require Senatus approval between meetings of Senatus subject to defined principles and on the understanding that any matter so referred can be referred to the full Senatus should this be the wish of the Exception Committee.

2 Composition

2.1 The Committee shall consist of at least six members.

2.2 The Principal, the Vice-Principal Students, the Convener of the Research ~~Policy Strategy~~ Group, and the Convener of each of the Standing Committees of Senate shall be ex officio members of the Committee.

2.3 Unless otherwise represented, the membership of the Committee must also include two Senate members and a representative of the Edinburgh University Students' Association (normally the President).

2.4 The term of office for Senate members, where they are not ex officio members of the Committee, will be no longer than their membership of the Senatus and will be for a maximum of three years.

2.5 Edinburgh University Student Association annually nominate one fully matriculated student to be a member of the Exception Committee; this is normally one of the elected Students' Association sabbatical officers.

2.6 Previous members are eligible for re-appointment up to a normal maximum of two consecutive terms of office.

2.7 The Principal shall be appointed Convener of the Committee.

2.8 The Vice-Principal Students will be appointed Vice-Convener of the Committee.

3 Meetings

3.1 The Committee will be convened only if required and much of its business is expected to be conducted through correspondence.

3.2 The aim will be to circulate minutes, agendas and papers to members of the Committee at least five working days in advance of the meeting or prior to the conclusion of the consultation period. In cases of extreme urgency, which is likely to be the case given the nature of this Committee, and with the agreement of the Convener, papers may be tabled at meetings of the Committee. If being conducted by correspondence the consultation period may be no shorter than a 24 hour period.

3.3 Papers will indicate the originator/s and purpose of the paper, the matter/s which the Committee is being asked to consider and any action/s required and confirm the status of the paper in respect of freedom of information legislation.

3.4 Four members of the Committee shall be a quorum. This number must include the Principal or Vice-Principal Students and a Senate member.

3.5 A formal minute will be kept of proceedings and submitted for approval as soon as practicable to members of the Committee. The draft minute will be agreed with the Convener of the Committee prior to circulation.

4 Remit

4.1 To consider any matter between meetings of the Senatus and with the full delegated authority of Senatus to make a decision on the matter on behalf of the Senatus.

4.2 The Committee in reaching a decision must be satisfied regarding the following:

- there is evidence of the consideration given to the equality impact of the matter under consideration; and
- there is a robust rationale for the proposals or options being presented by the identified lead senior officer or officers including information on the outcome of any consultation undertaken.

5 Other

5.1 A report on issues discussed at each meeting or concluded via correspondence will be provided to the next available Ordinary Meeting of the Senatus.

5.2 Membership of the Committee will be published on the University's website.

| ~~Approved by Senate 7 October 2020~~

Senate Exception Committee Membership 2021-22

Name	Position/School	Term of office	Composition Section
Professor Peter Mathieson (Convener)	Principal	Ex Officio	2.2
Professor Colm Harmon (Vice Convener)	Convener of the Education Committee, Vice Principal Students	Ex Officio	2.2
Professor Alan Murray Dr Paul Norris	Convener of Academic Policy and Regulations Committee, Assistant Principal (Academic Support)	Ex Officio	2.2
Professor Tina Harrison	Convener of Senatus Quality Assurance Committee, Assistant Principal (Academic Standards and Quality Assurance)	Ex Officio	2.2
Professor Jonathan Seckl	Convener of the Research Policy Strategy Group	Ex Officio	2.2
Dr Ashley Lloyd	Business School	1 August 2021 – 31 July 2024	2.3
Professor David Hay	Edinburgh Medical School	29 September 2020 – 31 July 2023	2.3
Ellen MacRae	Students' Association President	Nominated	2.3

Senate

2 June 2021

Senate Standing Orders – Minor Amendment

Description of paper

1. Minor amendment to the Senate Standing Orders

Action requested / recommendation

2. Senate is asked to approve the proposed amendment.

Background and context

3. Standing Order 9 describes the constitution of the Senate Exception Committee.

Discussion

4. It is proposed that the specific details of the membership of the Senate Exception Committee be removed from Standing Order 9 so that the Standing Orders do not need to be updated every time there is a minor change to the membership.
5. The Standing Orders, with proposed amendment to Standing Order 9 marked as tracked changes, are appended below.
6. Membership of the Senate Exception Committee is set out in the Senate Exception Committee Remit, which is approved by Senate.

Resource implications

7. None.

Risk management

8. Effective academic governance assists the University in managing risk associated with its academic activities.

Equality & diversity

9. The membership of the Exception Committee is largely a consequence of decisions taken elsewhere to appoint individuals to particular roles. Ensuring that appointment processes support a diverse staff body is part of the broader responsibility of the University.

Communication, implementation and evaluation of the impact of any action agreed

10. The approved Standing Orders will be published on the Senate website.

Author

Philippa Ward
Academic Policy Officer
21 May 2021

Freedom of Information

Open

Appendix 1

STANDING ORDERS OF THE SENATUS ACADEMICUS

MEETINGS OF THE SENATUS

1. Ordinary Meetings of the Senatus shall be held at least three times per session, normally on Wednesdays at 2.00 p.m.; the dates of meetings in any academic year shall be determined by the Senatus at the final Ordinary Meeting of the previous academic year and published on the University's web site or in such manner as the Senatus may decide.
2. Special Meetings may be called by resolution of the Senatus or by the Principal, or on a requisition specifying the object signed by twelve Members. Save in exceptional circumstances, a Special Meeting shall be held within fourteen days of being called, and notice of the time, place, and reason for such a Meeting shall be given to members by the Secretary as far as possible in advance: Special Meetings will not normally be held outside semester.
3. A Graduation Meeting shall precede each Graduation Ceremonial, in order to approve the list of Graduands. At a Graduation Meeting, other business of a non-contentious character may, at the discretion of the President, be transacted.
4. Any Ordinary or Special Meeting may adjourn until a date or time to be agreed.

CONDUCT OF BUSINESS

5. In terms of the Universities (Scotland) Act, 1858, Section 5, "one-third of the Senatus shall be a quorum, and the Principal shall be the ordinary President, with a deliberative and casting vote". In the absence of the Principal, a Vice-Principal present shall preside, with the same voting power. If at any Meeting the attention of the President be drawn to the fact that a quorum is not present, those in attendance may provisionally deal with such unopposed business as the President shall judge to be of a non-contentious character; but such business shall not in any case include the approval of the Minutes of any previous Meeting. All other business shall be deferred until the next Ordinary Meeting. At a Graduation Meeting, it shall not be competent for any member to draw attention to the fact that a quorum is not present.
6. At the opening of the meeting, the Minutes of the previous Ordinary Meeting, or any intervening Special Meeting, and of any Graduation Meeting and Ceremonial, shall be submitted and approved, except in the circumstances referred to in Order 5. The order of business thereafter shall, subject to the discretion of the President, be as stated in the Billet.
7. The Billet for any Ordinary Meeting shall be established seven days before the Meeting and made available to members at least two days before the Meeting, but the Senatus may consider non-contentious or urgent business which has not been included in the Billet.

8. The Senatus may conduct business electronically under such arrangements as it may from time to time approve.

9. An Exception Committee will under delegated authority, make urgent formal business decisions which would otherwise require the Senatus approval between meetings of the Senatus, on the understanding that any matter so referred can be referred to the full Senatus should this be the wish of the Exception Committee. The Committee shall consist of at least six members. The membership is set out in the Committee remit. The Principal, the Vice-Principal Students, the Convener of each of the Senatus Standing Committees, and the Convener of the Research Policy Group shall be ex-officio members of the Committee. Unless otherwise represented the membership of the Committee must also include two Senate members and a representative of the Students' Association (normally the President). The Committee will be convened only if required and much of its business is expected to be conducted through correspondence. The consultation period can be no shorter than a 24 hour period. Four members of the Committee shall be a quorum and will include the Principal or Vice-Principal Students and a Senate member. A formal minute will be kept of proceedings and submitted for approval as soon as practicable to members of the Committee. The draft minute will be agreed with the Convener of the Committee prior to circulation. A report on decisions made by the Committee will be provided to the next available Ordinary meeting of the Senatus. Membership of the Committee will be published on the University's website.

MOTIONS

10. Motions which members wish to bring forward to any meeting must be communicated in writing to the Secretary in time to be entered on the Billet, as provided in Order 7. Motions and Amendments arising out of business on the Billet may be dealt with without being previously notified; before putting such a Motion or Amendment the President may call for it to be placed in his/her hands in writing. All Motions and Amendments must be proposed and seconded.

11. When the Report of a College or Committee on any matter which requires the approval of the Senatus has been presented by or on behalf of the Head of College or Convener, it shall be deemed that a Motion that the Senatus approve the Report has been made, and duly seconded.

12. The Honorary Degrees Committee shall from time-to-time submit Motions for the award of Honorary Degrees in the form of a written report which shall be made available to members at least two days before the Ordinary Meeting at which it is to be presented.

13. An amendment, if moved and seconded, shall be put before the Motion to which it refers; when there are two or more Amendments, they shall be put in the order determined by the President.

14. No amendment shall take the form of a direct negative of a Motion.

15. At any time after a Motion has been made and duly seconded, any Member may propose the Previous Question, viz., "That the Senatus do pass to the next item on the Billet", or move the Closure, viz., "That the Senatus do not proceed to vote on the Motion". These motions, if duly moved and seconded, shall normally be put immediately and without debate.

16. No decision on the Senatus shall be rescinded except on a Motion which is competent in terms of Standing Order 8 or 9.

17. Decisions of the Senatus shall, except as provided in Order 23, be taken by show of hands, unless a secret ballot be demanded. A Member may require his/her dissent from a decision to be recorded.

18. A Member wishing to take part in any discussion shall rise and address him/herself to the Chair.

19. A Member shall not, except by permission of the President, speak more than once to any Motion or Amendment in one debate upon one subject, except to order, in explanation, or in reply as the mover of the resolution under discussion.

20. In seconding a Motion or Amendment, a Member may, if he/she refrain from making observations at the time, reserve the right to speak at a later stage.

MINUTES OF MEETINGS

21. The Secretary shall be responsible for preparing Minutes of all Meetings, which Minutes shall normally be circulated with the Billet for the next Ordinary Meeting.

COMMITTEES

22. (a) The Senatus may appoint Committees, which need not be composed entirely of its own members, and delegate to any Committee such powers as the Senatus may think fit; and abolish existing Committees. The Senatus may also appoint members to Joint Committees responsible to both the Senatus and the University Court. All members of Senatus shall be invited annually to submit suggestions for membership of these Committees. Senatus will approve the membership of these committees annually, normally in the second semester, having regard to the principle of rotation of membership where this has been approved by the Senatus, and to other Resolutions concerning appointment to Committees which have been or may be passed by the Senatus from time to time. (See Minutes, Vol. XV, pp.938 f.; Vol. XIX, p.724.)

(b) Committees of the Senatus shall report to the Senatus on an annual basis, either directly or through such other committees as may be approved by the Senatus from time to time, except where the Senatus provides otherwise, and such Reports shall include action taken under powers delegated by the Senatus.

REPRESENTATION ON UNIVERSITY COURT

23. When a vacancy arises in the representation of the Senatus on the University Court, the Secretary shall invite nominations to fill it. Each nomination shall be signed by two members of Senatus who will be deemed to have formally proposed and seconded the nominee.

24. A Committee, to be known as the Scrutinising Committee, shall be appointed by the Senate to scrutinise nominations and confirm the validation of the nominations and hear any appeal against disqualification by the Returning Officer. The Committee shall consist of a representative of the University Court, a representative of the Senatus and a representative of the University Secretary. The decision of the Scrutinising Committee is final.

25. Regulations for the conduct of an election will be approved by an Ordinary Meeting of Senatus and circulated to members of Senatus.

SUSPENSION, AMENDMENT OR REPEAL OF STANDING ORDERS

26. The Standing Order of Senatus, of which this article is one, shall in no case be suspended unless a quorum be present, and then only with the approval of two-thirds of those voting. The Standing Orders shall not be amended or repealed except after notice given in the last preceding Ordinary Meeting of Senatus. Amendment or repeal shall require the approval of two-thirds of those voting on the Motion for amendment or repeal, provided also that at least fifty members vote in favour of such a Motion.

Document control

Date of approval / amendment	Details
18/9/14	Approved by Senate
7/10/20	Minor amendments approved by Senate

Senate

2 June 2021

Annual Review of Effectiveness of Senate

Description of paper

1. This paper notifies Senate members of plans for the annual internal review of Senate's effectiveness.

Action requested / recommendation

2. Senate is asked to note the plans for the review, and to engage with opportunities to provide feedback on Senate's functioning and effectiveness.

Background and context

3. The 2017 version of the Scottish Code of Good Higher Education Governance states that institutions are expected to review the effectiveness of their Senate and its committees annually and to hold an externally-facilitated review every five years: "49. The governing body is expected to review its own effectiveness each year and to undertake an externally facilitated evaluation of its own effectiveness and that of its committees, including size and composition of membership, at least every five years. As part of these processes or separately, the effectiveness of the academic board (also known as Senate, Senatus Academicus or academic council) is expected to be reviewed similarly. These reviews should be reported upon appropriately within the Institution and outside. Externally facilitated reviews should be held following any period of exceptional change or upheaval (allowing suitable time to see the effects of changes made), the usual timetable for externally facilitated review being brought forward if necessary in these circumstances."
4. In line with the requirements of the Code, during Summer 2021, Academic Services is conducting a light-touch review of Senate. The outcomes of this review will be reported to Senate in September / October 2021.
5. Academic Services is also conducting effectiveness reviews of the Senate Standing Committees, and the report of these reviews will be presented to Senate in September / October 2021.
6. The previous annual internal effectiveness review was reported to Senate on 7 October 2020. Actions identified in the previous annual effectiveness review, and progress against these actions, are in Appendix 1.

Discussion

7. In the context of current University priorities and resources, review activities must be proportionate and take into account the ongoing University response to the Covid-19 emergency.
8. The review process will be primarily self-reflective. Senate members will be invited to respond to a brief online questionnaire during Summer 2021 (managed by Academic Services). The draft questions are contained in Appendix 2
9. Academic Services will look into holding a focus group meeting with Senate members during Summer 2021, to gather additional feedback.

10. Members of Senate Standing Committees will also be asked for brief feedback on working with Senate and this will be fed into the report.
11. The review process is intended to gather information on and evaluate effectiveness in terms of the:
 - a. Support and facilitation of Senate meetings;
 - b. Engagement of members and knowledge and understanding of their roles and the remit of Senate;
 - c. Impact and strategic relevance of Senate's work.
12. A review of the way in which the move to a partially elected Senate from 1 August 2020 is working in practice will also be undertaken. Academic Services will consult with HR on how this can be done to best effect.
13. Academic Services will collate the information gathered and produce a report on the findings, including proposed actions.

Resource implications

14. The review will be conducted by Academic Services and any resource requirements will be met from existing budgets. The resource implications of any actions identified in response to the outcomes of the review will be considered at that stage.

Risk management

15. The annual effectiveness internal review process assists the University in ensuring that its academic governance arrangements are effective and enables the University to manage a range of risks associated with its academic provision.

Equality & diversity

16. The review provides an opportunity to identify any equality and diversity issues in the make-up of the Committee and the way it conducts its business.

Communication, implementation and evaluation of the impact of any action agreed

17. The report will be presented to Senate in September / October 2021. If the review identifies required actions or enhancement opportunities, these will be taken forward by Academic Service (if directly related to the functioning and support of Senate) or referred to the appropriate body for consideration. A note of the report will be sent to Court via the routine Senate report to Court.

Author

Kathryn Nicol, Academic Policy Officer
21 May 2021

Freedom of Information

Open

Appendix 1

Area Under Review	Recommended Action	Responsible	Progress
Role and remit	<ol style="list-style-type: none"> 1. Update the Senate Handbook, Website and Induction in order to: <ol style="list-style-type: none"> 1.1 Revise the description of the role of Senate to clarify the role of Senate within the University governance structure. 1.2 Clarify and 'resurface' the relationship between Senate and the Senate Standing Committees, highlighting remits and ex-officio membership. 1.3 Develop visual mapping of flow of committee business in broader University context and make available to Senate / Senate Committee members. 2. Review compliance with the Senate Standing Orders, in particular Senate Standing Order 22 a) on Senate approval of Standing Committee membership. 3. Make a recording of the Senate induction available to members on request. 	<p>Academic Services in consultation with Senate Convener and Court Services</p> <p>Academic Services</p> <p>Academic Services</p>	<p>1.1 and 1.2 – Complete. Handbook, website and induction updated. Standing Committee membership and remits will be presented to Senate on 2 June 2021.</p> <p>1.3 – in progress</p> <p>2 – Complete, Standing Committee membership and remits will be presented to Senate on 2 June 2021.</p> <p>3 - Complete</p>
Oversight of Senate Standing Committees	<ol style="list-style-type: none"> 4. Senate Standing Committee Conveners to present annual report to Senate in person, and take questions. 5. Add a standing item to Senate formal business agenda: update from Senate Standing Committees on upcoming business. This would be opportunity for Senate to comment in advance on the planned business of the Committees, but not to scrutinise Committee business in detail. 	<p>Academic Services and Senate Standing Committee Conveners</p>	<p>4 - Complete</p> <p>5 - Complete</p>

Senate engagement with strategic priorities	<p>6. Presenters will be asked to speak to Senate’s formal remit to ‘superintend learning and teaching and promote research’, and to provide information on how the Senate Standing Committees have been or will be consulted on the presentation topic.</p> <p>7. Presenters asked to provide a short written update on how Senate comments will be fed forward into the project, to be circulated to Senate soon after the meeting.</p>	Academic Services to update guidance to speakers	<p>6- Complete, presenters’ guidance updated.</p> <p>7 – Complete. Updates are available on the Senate website. Further work required on whether this is an effective mechanism.</p>
Committee Support	<p>8. Continuously review practical arrangements for Senate meetings to prioritise accessibility and opportunities for discussion.</p>	Academic Services	<p>7 – Ongoing.</p>

Appendix 2

Draft questionnaire. These are the same questions as were used in the previous internal effectiveness review, in Summer 2020. All questions allow free text responses.

1. During your time as a member of Senate, have you had a clear understanding of your role on Senate? Do you have any suggestions for how this could be better communicated, for example via the Senate Induction sessions, the Senate Members' Handbook, or the Senate website?
2. In May each year, Senate receives an Annual Report of the Senate Standing Committees. Does this provide Senate with appropriate oversight of the Committees' work?
3. During your time as a member of Senate, do you feel Senate has engaged effectively with the strategic priorities of the University? In what ways? How could Senate engagement with strategic priorities be improved?
4. Do you feel that Senate is supported effectively by the Senate Support team within Academic Services? Please comment on what works well, and what you think could be improved.