



**Academic Quality Framework
Faculty Academic Quality
Enhancement Committee
Terms of Reference
Approved by Academic Council
21st February 2023**

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1. Purpose

The Faculty Academic Quality Enhancement Committee (AQEC) is a sub-committee of the Faculty Board and is vested with responsibility for the implementation of the Quality Framework in each Faculty. This document sets out the Terms of Reference common to all Faculties and where applicable, those specific to the individual Faculties. These Terms of Reference should be considered in conjunction with the following approved University procedures:

- 1.1 Academic Quality Enhancement Framework - Programme Validation Process.
- 1.2 Academic Quality Enhancement Framework - Making Changes to Programmes & Module Process.
- 1.3 Academic Quality Enhancement Framework - Annual Academic Quality Enhancement Process.

2. Terms of Reference

- 2.1 To review and make recommendations to the Faculty Board in relation to Quality Assurance documentation, including:
 - 2.1.1 Programme/course proposals.
 - 2.1.2 Documentation for programme validation/review.
 - 2.1.3 Amendments to programmes/oversight of module changes.
 - 2.1.4 Annual quality enhancement reports.
 - 2.1.5 Status of the Programme Module Catalogue related to Faculty Disciplines and Programmes.
 - 2.1.6 Documentation for commissioning and/or review of Partnership/ Linked/Collaborative Programmes and Provisions.
- 2.2 To organise and lead the validation of all new programmes leading to major, minor, supplemental, and special purpose awards, in accordance with the

Academic Quality Enhancement Framework— Programme Validation Process (Section 8), and to report on the outcomes to Faculty Board.

- 2.3 To consider and make recommendations to Faculty Board in respect of proposed Level 2 amendments (requiring Faculty Board approval) and Level 3 amendments (requiring University Programmes Board approval) in accordance with Academic Quality Enhancement Framework— Making Changes to Programmes & Module Process.
- 2.4 To review and report to Faculty Board all proposed University quality assurance policies and procedures, per schedule.
- 2.5 To review and report to Faculty Board all proposed University learning, teaching, and assessment initiatives.
- 2.6 To undertake actions as directed by the Faculty Board, to support the implementation of the University Education Model, the Quality Framework and related initiatives, policies and procedures.
- 2.7 To monitor, review, analyse and report to the Faculty Board and Faculty Executive on data (qualitative and quantitative) relating to progression, retention, completion, award classifications and student experience related to the Faculty's programmes. This includes the coordination and identification of relevant areas for priority Faculty research in collaboration with Disciplines and Schools.
- 2.8 To identify contextual local and global good practices in teaching, learning and assessment for dissemination across the Faculty. This includes engagement with Schools to ensure impactful practices are adopted/maintained.
- 2.9 To support the initiation and/or ongoing research, including the dissemination of such to influence academic practice and programmes in the Faculty.
- 2.10 To engage, on behalf of the Faculty, with the European University of Technology (Eut+) on matters relating to quality assurance and learning, teaching and

assessment (including the European Laboratory for Pedagogical Action – Research and Student-Centred Learning).

- 2.11 To lead the dissemination across the Faculty of academic updates from other University Committees including the University Programmes Board and the Academic Quality Assurance and Enhancement Committee.
- 2.12 To undertake such other academic functions as may be considered appropriate, subject to direction and approval of the Faculty Board (e.g., oversight on international partnerships, franchised provision etc.).
- 2.13 To support the Professional Accreditation and Statutory Regulation processes relevant to programmes within the Faculty.
- 2.14 To identify relevant areas of research that should be prioritised via the research groups and alliances associated with the faculty.
- 2.15 To support the dissemination of educational research taking place within and/or linked to the Faculty, to enable impact upon the practice and programmes in the Faculty.

To support its functions, the AQEC may establish secondary working groups or action committees, some of whose members may be from outside the AQEC, including where appropriate and with due approval of the Faculty Board, the co-option of members from outside of the University. The AQEC Chairperson shall be responsible for reporting on the transactions and recommendations of the AQEC to the Faculty Board, for coordinating the preparation of the standing reports and for reverting the relevant decisions of the Faculty Board to the Committee.

3. Membership

Membership of Faculty AQEC shall comprise of the following, with each academic group representative nominated by the Head of School:

- Faculty Head of Teaching and Learning (Chairperson)
- Academic Quality Advisor (Academic Affairs, Quality Framework)
- One representative per School from the School Academic Leadership Team (SL3, SL2, SL1)
- One representative per School from other academic staff (L, AL)
- One representative from Technical Staff
- Student Union Representative

The Faculty AQEC gender balance will align to the TU Dublin policy. The term of office for the committee shall be three years.

4. Committee Meetings

- 4.1 There shall be at least four committee meetings in each academic year, with two per semester.
- 4.2 The secretariat will be provided by the Faculty Office.
- 4.3 Meeting dates and locations will be agreed and circulated at the start of each academic year.
- 4.4 All documents should be submitted to the Faculty Head of Teaching and Learning one week before the date of a scheduled AQEC meeting.
- 4.5 Recommendations from the transactions of each AQEC meeting will be circulated to all Faculty Board members, five days prior to Faculty Board meetings.

5. Format of Meetings and Quorum

- 5.1 The AQEC meetings may be scheduled as face-to-face, or as online meetings, where all the committee members can fully participate in the transactions of the meeting.
- 5.2 The quorum for all AQEC meetings shall be 50% of the complete membership, plus one.