



**Academic Quality
Framework
Faculty Review Coordination
Committee
Terms of Reference
Approved by Academic Council
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1. Purpose

It is University policy to carry out an internal cycle of Faculty Reviews on an ongoing basis for purposes of quality assurance and quality enhancement, and as per relevant statutory obligations. Best practice guidelines require on-going monitoring and periodic reviews of Faculties, including review of the effectiveness of quality assurance procedures, to ensure that they achieve their objectives and respond to the needs of students and stakeholders. The intention of such reviews is to lead to continuous improvement of designated activities, hence, any actions planned or taken as a result of the reviews are communicated to all stakeholders.

The Faculty under review shall establish a Faculty Review Coordination Committee (FRCC) comprising an equitable representation from its staff and student cohorts, including recent graduates from programmes under its remit as appropriate. The FRCC will report to the Faculty Board. These Terms of Reference should be considered in conjunction with the following approved university policies and procedures:

1.1 Faculty Review Process.

1.2 School Review Process.

2. Terms of Reference

The Faculty Review Coordination Committee (FRCC) will:

2.1 Coordinate preparation of the Faculty Self-Evaluation-Report (FSER) as the primary documentation for the Faculty Review process.

2.2 Compile the shortlist of external panel nominees, as set out in the External Panel Member Nomination Form. The shortlist of nominees, together with the External

Panel Member Nomination Forms, will be submitted to the Faculty Board for approval before forwarding to Academic Affairs.

- 2.3 Liaise with Academic Affairs in the preparation of the agenda and timetable for the Faculty Review visit.
- 2.4 Ensure that the draft FSER is considered by the Faculty Board. This includes consideration by the FRCC of any amendments/input suggested by the Faculty Board as appropriate. The final FSER will be forwarded to Academic Affairs to proceed to the Faculty Review stage.
- 2.5 Coordinate submission of other supporting elements to the Faculty Review per **Section 6** of the Faculty Review Process. This will include School Review Reports that contribute to the Faculty Review.
- 2.6 Lead the pre-visit planning activities in liaison with Academic Affairs.
- 2.7 Advise the Faculty Executive on budgetary requirements to cover the costs associated with participation of external panel members in the Faculty Review process. However, Academic Affairs will be responsible for all contacts with both the internal and external panel members regarding the Faculty Review, including arrangements for travel and accommodation for external panel members as may be required.
- 2.8 In consultation with Academic Affairs, arrange for a pre-visit conference call for the Faculty Review panel. This is to provide an opportunity for panel members to seek clarifications or any further information related to the submitted FSER and supporting documentation.
- 2.9 Organise the relevant staff and stakeholder inputs and meetings, including the arrangements for access and visits to the relevant facilities and services. Stakeholders will include (but not be limited to) staff, students on undergraduate and postgraduate programmes within the Faculty, graduates from relevant programme pathways, and a selected range of employers of Faculty graduates, and others as appropriate.

- 2.10 Through the Chair of the FRCC, attend the exit meeting with the Faculty Review panel to receive the provisional panel findings.
- 2.11 Coordinate on behalf of the Faculty Board, and in liaison with Academic Affairs, on any matters relating to the FSER, the concluded site visit, and the FSER.
- 2.12 Lead in updating of the action plan in the FSER to include any additional actions required to address the recommendations of the Faculty Review panel, including the collation of responses to the Faculty Review panel report.
- 2.13 Submit the final action plan to the Faculty Board for consideration and implementation of the progress-monitoring process. The action plan shall include the submission of a progress report to the University Academic Quality Assurance and Enhancement Committee (AQAE) within one year after acceptance of the response to the Faculty Review panel's report.

3. Membership

Membership of the Faculty Review Coordination Committee (FRCC) shall comprise of the following:

- Chairperson (Senior Faculty Academic)
- Faculty Head of Teaching and Learning
- Faculty Head of Research and Innovation
- Heads of Schools within the Faculty (a selective approach to apply to minimise the committee size)
- Heads of Discipline Representatives (a minimum of two¹)
- Academic Staff Representatives (one per School)
- Professional Services Staff Representatives²

¹ Number determined by the range/diversity of Schools/Disciplines in the Faculty under review.

² Representation shall be drawn from student-facing professional services including SSWB, RAP, Library and Technology Services.

- Student Representatives (Undergraduate/ Postgraduate/ Part-time/ Apprenticeship offerings)³
- Faculty Administrative/Technical Staff Representative

The FRCC may liaise with the Academic Quality Advisor on an invitational basis to attend to specific matters in meeting agenda items requiring the input of Academic Affairs. Membership of the FRCC must comply with TU Dublin Equality, Diversity, and Inclusion (EDI) policy, for example, as related to gender balance.

4. Committee Meetings

The FRCC is a special-purpose committee designated to manage the Faculty Review. Therefore, the FRCC has the flexibility to arrange as many meetings as are deemed necessary for the Faculty Review project, including meetings of any sub-groups that may be assembled to contribute to different aspects of the Faculty Review.

5. Format of Meetings and Quorum

- 5.1 The Chairperson will be the convenor of the Faculty Review Coordination Committee (FRCC) and will nominate the convenors for its working groups as appropriate.
- 5.2 The FRCC meetings may be scheduled to be face-to-face, online or hybrid meetings, facilitated in a manner to ensure that all the committee members can fully participate in the planning activities.
- 5.3 There is no set quorum for the FRCC, but members shall endeavour to commit to scheduled meetings to enable smooth transaction of its businesses and sharing of responsibility.

³ Students on the committee should be representative of the range of Schools, including considerations of equality and diversity of the inherent student population in the Faculty's Schools.