

**School of Social and International Studies**  
**School Committees**  
**Membership and Terms of Reference 2003-04**

**School Assembly**

Terms of reference:

- To receive statements from the Dean on issues affecting the School and the resources allocated for its operation;
- To provide a forum for discussion of and declaration of an opinion on matters relating to, or otherwise affecting the life and work of the School;
- To consider any matter referred to School Assemblies for discussion by Senate, the Dean of School or the School Board.

Membership:

- all members of staff of the School
- all the elected student members of the School's Staff Student Liaison Committees (SSLCs)

Chair: Anthony Murphy, Social Sciences and Humanities, ext 4795 email  
ajbmurphy@aol.com

Secretary: Linda Broadley, Social Sciences and Humanities, ext 5304 email: l.j.broadley

**School Board**

Terms of reference:

- To advise the Dean on all matters relating to the general conduct and organisation of the School, its academic work and the effective use of all resources allocated to it, including any matter referred to the School by the Senate;
- To advise the Dean on the preparation, construction and monitoring of the School Plan;
- To advise the Dean on questions of School policy and to assist the Dean in the determination of such policy;
- To recommend to the Senate the constitution of the School, including the position of Departments;
- To regulate, subject to the Statutes and the Ordinances and Regulations and to review by the Senate, the teaching, curricula and examinations in the subjects prescribed for the School by the Senate, and to report to the Senate on the promotion of research in the fields dealt with by the School;
- To recommend examiners for appointment by the Senate;

- To make recommendations to the Senate for the award of Degrees (other than Honorary Degrees), Diplomas, Certificates and other awards in the subjects prescribed for the School;
- To delegate to any of the School's Committees, Departments and/or Departmental Committees such of the powers and functions of the School Board as the School Board shall think fit;
- To discuss any matter referred to it by the School Assembly;
- To discuss any matter referred to it by the Senate or by Council, and to convey its views thereon to the Senate or Council as appropriate;
- To discharge such other functions as the Senate may from time to time determine.

Membership:

Ex-Officio Members (8)

The Dean  
 The Chair of the School Assembly  
 Representatives of the School elected to Senate (3).  
 One u/g Representative  
 One additional u/g Representative  
 One p/g Representative

Appointed Members (11)

Deputy Dean  
  
 Associate Dean (Teaching and Learning)  
 Associate Dean (Research)  
 Associate Dean (Marketing)  
  
 Head of Bradford Centre for International Development  
 Head of Languages and European Studies  
 Head of Peace Studies  
 Head of Social Sciences and Humanities

Chair of the Equal Opportunities Committee

The School Administrator  
 The School Academic Administrator

Elected Staff Members (6)

Administrative and academic-related staff (1)  
 Secretarial and technical staff (2)  
 Academic staff (3), including at least one holding a part-time or time-limited contract

Chair: John Cusworth, SSIS, ext 3964 email j.w.cusworth

Secretary: Sue Horsley, SSIS, ext 3956 email s.b.horsley

## **Statutory Committees**

### **Academic Committee**

#### Terms of Reference:

- to check and approve proposals for changes in courses from departments prior to submission for approval by the CART
- to assist in developing school policies on academic programmes and delivery

#### Membership:

To be agreed each academic year  
(to include Directors of U/G and P/G study from each Department of the School)

Chair: Donna Pankhurst, SSIS ext 4176 email d.t.pankhurst

Secretary: Anne Croasdell, Modern Languages ext 4619 email a.e.croasdell

### **Research Committee**

#### Terms of Reference:

- To monitor research activity and progress in the School
- to consider and make recommendations to the School Board on aspects of promotion, organisation and support of research in the School
- to encourage the development of new research activity, especially cross-School initiatives
- to consider matters referred by the Dean or School Board relating to research in the School

#### Membership:

one representative from each Department of the School

Chair: Malcolm Chalmers, SSIS, Peace Studies, ext 4181 email m.g.chalmers

Secretary: Lesley Knight, DPPC, ext 3975 email l.j.knight

## **Equal Opportunities Committee**

### Terms of Reference:

- 1) To co-ordinate the implementation of the University's Equal Opportunities policy within the School.
- 2) To prepare the School of Social and International Studies' (SSIS) equal opportunities plan.
- 3) To review and monitor annually the SSIS equal opportunities plan and consider recommendations of the University Review Group on targeting equality.
- 4a) To increase awareness of SSIS courses among prospective under-represented groups of students with a view to enlarging the proportion of these groups on these courses.
- 4b) To consider matters relating to courses within the School with a view to increasing their attractiveness and accessibility to under-represented groups, including flexible admissions routes and the development of new courses.
- 4c) To develop awareness amongst staff of teaching, learning and assessment methods and materials which are attractive to women and other under-represented groups and which promote positive roles for these groups within SSIS.
- 4d) To consider means of providing support to under-represented groups of students in SSIS.
- 4e) To develop awareness of the University's Equal Opportunities Policy in placements undertaken by students.
- 5) To promote strategies for encouraging applicants from under-represented groups when recruiting academic, technical and administrative staff.
- 6) To work closely with the Dean, Heads of Departments, Admissions tutors, Teaching Liaison Officers, Staff Development Adviser, Disability Co-ordinator, University Equality Advisor, Access Guidance and Accreditation Unit, and Marketing and Corporate Communications in pursuing these activities.
- 7) To report all matters needing action, via the Chair, to the School Board.

### Frequency of Meetings

Normally (3) one each term subject to any urgent development needing discussion.

### Membership:

One academic, one administrative and one student representative from each Department of the School

Chair: Martin Housden, SSH, ext 3808, email v.m.housden

Secretary: Jill Gulbrandsen, BCID, ext 3955, email g.m.gulbrandsen

## **Marketing and Recruitment Committee (Undergraduate)**

### Terms of Reference:

1. Identify areas of UG recruitment that could be strengthened and improved
2. Consider UG Marketing and Recruitment issues across the School
3. Share good practice across the School in terms of UG recruitment
4. Monitor Recruitment Figures
5. Consider and respond to issues raised at University level and receive reports from ERC
6. Support and advise the School Marketing and Recruitment Officer
7. To report progress and make recommendations to the MAG

### Membership:

SSIS Deputy Dean (with responsibility for Marketing & Recruitment)  
SSIS Marketing & Recruitment Officer  
1 UG Admissions Tutor from each of the 4 departments  
1 UG Admissions Secretary from each of the 4 departments  
Marketing and Recruitment Administrator, SSH

### In Attendance:

Web Officer (when appropriate)

Chair: Adrian James, SSH, ext 3508 email a.l.james

Secretary: Cathy Chapman, BCID, ext 3982, email a.c.n.chapman

## **Marketing and Recruitment Committee (Postgraduate Taught)**

### Terms of Reference:

1. Identify areas of PG (Taught) recruitment that could be strengthened and improved
2. Consider PG (Taught) Marketing and Recruitment issues across the School
3. Share good practice across the School in terms of PG (Taught) recruitment
4. Monitor Recruitment Figures
5. Consider and respond to issues raised at University level and receive reports from ERC
6. Support and advise the School Marketing and Recruitment Officer
7. To report progress and make recommendations to the MAG

### Membership:

SSIS Deputy Dean (with responsibility for Marketing & Recruitment)  
SSIS Marketing & Recruitment Officer  
1 PG Admissions Tutor from each of the 4 departments  
1 PG Admissions Secretary from each of the 4 departments  
Marketing and Recruitment Administrator, SSH

### In Attendance:

Web Officer (when appropriate)

Chair: Adrian James, SSH, ext 3508 email a.l.james

Secretary: to be confirmed

### **Web Committee**

#### Terms of Reference

- ❑ To implement and oversee the continued development of the School and respective departmental websites, taking into account:
  - Quality of Content
  - Technical Standards
  - Corporate Identity
  - Accessibility
  - Senda or relevant associated legislation
- ❑ To work with Marketing and Corporate Communications and Learning Support Services for advice on facilitating the above
- ❑ To report progress and make recommendations via the Deputy Dean to the Management Advisory Group and the School Board on the development of the School Website
- ❑ To increase web awareness in the School
- ❑ A member of the SSIS Web Board will take on the role of representative on the University WWW Advisory Board – SSIS Deputy Dean with responsibility for Marketing and Recruitment will take on this role for 2003-04
- ❑ To take into account recommendations of the WWW Advisory Board and its Code of Practice for Web Authoring

### Membership

SSIS Deputy Dean with responsibility for Marketing and Recruitment  
SSIS School Administrator  
SSIS Marketing and Recruitment Officer  
SSIS Web Officer  
BCID Web Administrator  
LES Web Administrator

SSH Web Administrator  
Peace Studies Web Administrator  
University Web Officer  
University Web Administrator and Information Officer  
University Senior Computer Officer  
Web Officer from another School eg School of Health, Life Sciences

Chair: Adrian James, SSH, ext 3508 email a.l.james

Secretary: Paula Frost, LES, ext 4574, email, p.e.frost

## **Health and Safety Committee**

### Terms of Reference:

- To monitor the compliance of the School with the University Health and Safety policy
- to consider issues which have been raised at University level and receive reports from the University Health and Safety Committee

### Membership:

One representative from each Department of the School)

Chair: John Cusworth, SSIS, ext 3964, email j.w.cusworth

Secretary: Anne Binns, SSIS, ext 3977 email h.a.binns

## **Other Committees**

### **Dean's Advisory Group**

#### Terms of Reference:

- to advise the Dean on Strategic and operational matters and set frameworks for the larger management group (Management Advisory Group)

#### Membership:

Dean  
Deputy Dean  
Associate Dean (Teaching and Learning)  
Associate Dean (Research)  
Associate Dean (Marketing and Recruitment)  
School Administrator

Chair: John Cusworth, SSIS, ext 3964 email j.w.cusworth

Secretary: Anne Binns, SSIS, ext 3977 email h.a.binns

## **Management Advisory Group**

### Terms of Reference:

- To manage the development of the School

### Membership:

Dean  
Deputy Dean  
Associate Dean (Teaching and Learning)  
Associate Dean (Research)  
Associate Dean (Marketing and Recruitment)

Heads of the constituent departments of the School

School Administrator

Chair: John Cusworth, SSIS, ext 3964, email j.w.cusworth

Secretary: Anne Binns, SSIS, ext 3977 email h.a.binns

## **Academic Staff Advancement Committee**

### Terms of Reference:

- To consider senior academic promotions: to Senior Lecturer, Readership, Senior University Teacher

### Membership:

Dean of School  
Heads of constituent departments of the School

In attendance: representative from Personnel

SH  
10 December 2003