

The School of Social and International Studies

School Constitution

1. Aim of the Constitution

The aim of the Constitution is to create arrangements for the open, inclusive and representative governance of the School, consistent with the powers and provisions of the Senate and Council, and in accordance with the University's declarations on Equal Opportunities.

2. Responsibilities of the School

In accordance with the resolution of Senate, the School holds the responsibility within its academic areas for:

- Strategic policy and planning (including academic and resource planning);
- Budget responsibility;
- Management and control of resources;
- Allocation of duties to staff, and promoting their progress and career development
- Legislative compliance (for example, health and safety);
- Overall organisational arrangements for academic matters;
- Representation of staff in decision-making processes;
- Subject/discipline leadership and innovation;
- External visibility and representation of academic area/discipline;
- Recruitment of students;
- Detailed organisation and day-to-day conduct of teaching and learning, and research;
- Academic delivery (including detailed course development);
- Research progress;
- Assessment and progression of students;
- The promotion of equal opportunities;
- Matters referred from Senate;
- Reporting to Senate on matters of concern to the School;
- Liaison with external stakeholders, including funding agencies and professional or statutory bodies;
- Processes for the maintenance and enhancement of quality;
- Such other responsibilities as Senate may determine.

3. Dean and Officers of the School

3.1 The Head of the School is appointed by Senate with the title Dean of Social and International Studies, on the recommendation of the Vice-Chancellor, and subject to consultation with all members of the School.

3.2 The Dean has the responsibility for:

- Providing strategic and managerial leadership for the School;
- The general conduct and organisation of the School, for its academic work and for the effective planning, allocation and management of all resources allocated to it;

- The allocation of duties in a consistent manner to all staff attached to the School (who will in turn be accountable to the Head for the proper execution of their duties), the promotion of Equal Opportunities within the School, and the progress and career development of staff allocated to the School;
- Reporting to the Senate on the progress of students in the School;
- Ensuring compliance with all provisions established by law or by the University concerned with health and safety in relation to students, and to staff and concerning accommodation and technical facilities and equipment allocated to the School;
- Assisting the School to develop its academic programmes and ventures, to innovate and respond to change;
- Chairing meetings of the School Board and consulting with School staff in order to be apprised of their views;
- Reporting to the Senate every Resolution of the Members of the School on any subject concerned with the work of the School;
- Representing and speaking for the interests and views of the School;
- Representing the School on University Committees and similar bodies or advising on the selection of other School representatives on such bodies;
- Promoting the most effective use of resources within the School and, in consultation with other Heads, encouraging co-operation between Schools;
- Presenting graduands from the School at Degree Congregations;
- Such other matters as Senate may determine

3.3 In addition to the Dean, the Officers of the School are:

- Associate Dean (Teaching and Learning);
- Associate Dean (Research);
- Others holding appointments to the posts of Deputy Dean, Associate Dean, Marketing and Recruitment, or Associate Dean.

3.4 All Officer appointments are made by Senate, on the recommendation of the Dean, and subject to consultation with all staff members of the School

4. Membership of the School

4.1 The Members of the School shall be those full and part-time members of the academic (including Honorary visiting), academic related (including fixed term and contract research), technical and secretarial staff who are assigned to the Dean of the School and those student members of the University who are registered on programmes offered by the School.

4.2 Students currently registered with the School are entitled to participate in any representative body which includes student representation, in accordance with the provisions of the constitution of the particular body concerned.

4.3 Membership of the School shall be subject to the operation of any University, Statute, Ordinance and Regulation or Policy of the University relating to Conduct or Discipline.

5. Subdivisions of the School

5.1 Subdivisions of the School are designated 'Departments'.

- 5.2 Subject to the approval of the School Board, the Dean may delegate to Departments and their Heads responsibility for some or all of the following areas:
- Allocation of duties to staff and of resources, within the limits set by the School
 - Subject/discipline leadership and innovation
 - External visibility and representation of academic area/discipline
 - Recruitment of students, within limits set by the School
 - Detailed organisation and day-to-day conduct of academic work (teaching and learning research)
 - Academic delivery (including detailed course development)
 - Research progress
 - Assessment and progression of students
 - Matters referred from the School
 - Reporting to the School on matters of concern to the Department
 - Staff recruitment, training appraisal and development
 - Allocation and monitoring of resources
 - Processes for the maintenance and enhancement of quality
 - Monitoring of targets and performance indicators

6. The School Assembly

- 6.1 In accordance with the resolution of Senate, the School Assembly is established with the following 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.
- 6.2 The membership of the Assembly includes all members of staff of the School (as set out in paragraph 4.1 above) together with all the elected student members of the School's Staff Student Liaison Committees (SSLCs).
- 6.3 The Chair, who shall hold office for a period of two years, will be elected by and from the membership of the Assembly (and shall not be the Dean of the School).
- 6.4 The Assembly shall meet three times per year. Additional meetings may be called at the request of the Chair of the Assembly, the Dean, the School Board or by more than 20 members of the Assembly.
- 6.5 Assembly shall provide advice to the Dean of School and report to the School Board, requesting, where appropriate, that the Board should consider specific issues.

7. The School Board

- 7.1 In accordance with the resolution of Senate, the School Board is established with the following terms of reference:

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- 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.

7.2 The membership of the School Board will comprise the following:

Ex-Officio Members

The Dean of the School

The Chair of the School Assembly

Representatives of the School elected or appointed to Senate

One Representative elected by and from the School's undergraduate SSLCs

One additional Representative elected by and from the School's undergraduate SSLCs

One Representative elected by and from the School's postgraduate SSLCs

Appointed Members

Associate Dean (Teaching and Learning)

Associate Dean (Research)

Others holding office as Deputy Dean or Associate Dean

Heads of constituent Departments of the School.

The School Administrator

The School Academic Administrator

Chair of the Equal Opportunities Committee

Elected Staff Members

Elected members of Staff representing different professional categories of staff, in the ratio of one elected member to every two appointed members or part thereof:

Administrative and Academic Related staff	(1)
Secretarial and Technical staff	(2)
Academic Staff (including at least one holding a part-time or time-limited contract)	(3)

Where a Representative of the School on Senate is a member of the School Board in another capacity (as either an Appointed or an Elected Staff member) the latter roles will take precedence over the former role for the purposes of determining the relative numbers of Appointed and Elected Staff members of the Board

- 7.3 The Board may, at its discretion, co-opt up to three further members of staff to serve on the Board.
- 7.4 Members of the School Board must be members of the School Assembly
- 7.5 The constituencies for all the elected members are School wide, and confined to the relevant peer groups.
- 7.6 The Board will be chaired by the Dean of the School, or in his/her absence by a nominated deputy.
- 7.7 The Board shall have four scheduled meetings per year. Additional meetings may be called at the request of the Dean or a majority of the School Board or a majority of the School Assembly.
- 7.8 The Dean or the Board may request any person who they believe will aid in its deliberations to be *in attendance* at all or part of a Board meeting.

8. Committee Structure and Open Governance

- 8.1 The Statutory Committees of the School are:
- Academic Committee
 - Research Committee
 - Equal Opportunities Committee
 - U/G Marketing and Recruitment Committee
 - P/G (Taught) Marketing and Recruitment Committee
 - Web Committee
 - Health and Safety Committee
- 8.2 The Academic Committee and the Research Committee are chaired by the Associate Dean (Teaching and Learning) and the Associate Dean (Research) respectively. The Chair of the Equal Opportunities Committee is elected by and from the membership of that Committee. The U/G and P/G (Taught) Marketing and Recruitment Committees and the Web Committee are chaired by the Deputy Dean or Associate Dean (Marketing and Recruitment). The Health and Safety Committee is chaired by the Dean.
- 8.3 The School Board and the Statutory Committees may, where appropriate (for example, when discussing individual students or members of staff) conduct their business on a 'closed' basis at which student members of the Board and staff observers are excluded.

- 8.4 Subject to the exclusions of closed business (see paragraph 8.3), the Minutes of all meetings of the School Board and the Statutory Committees are available to members of the School Assembly, who may attend meetings of the School Board and the Statutory Committees as observers.
- 8.5 Committees of the School may be established by the School Board, on the recommendation of the Dean, and subject to the approval of the University Senate. All Committees of the School report to the School Board.
- 8.6 Subcommittees of School Committees may be established by resolution of the School Board.
- 8.7 The composition of the Statutory Committees may be determined by the School Board, provided that each constituent Department of the School is represented on each Statutory Committee.

9. Procedures for Constitutional Change

- 9.1 The Constitution may be changed by resolution of the University Senate, on the recommendation of the School Board, and subject to the approval of the University Council.
- 9.2 The Constitutional Annexe may be changed by resolution of the School Board, and subject to the approval of the University Senate.

10. Equal Opportunities

The Equal Opportunities Committee will monitor the compliance of School governance arrangements with Equal Opportunities principles and policies, and may make recommendations to the School Board concerning the representation of particular social groups, including the establishment of appropriate targets for representation.

Constitutional Annexe

A1. For the purposes of representation, the Departments of the School are:

Bradford Centre for International Development
Languages and European Studies
Peace Studies
Social Sciences and Humanities

A2. There are two additional Officer Posts of Deputy Dean, and Associate Dean (Marketing and Recruitment)

A3. There is a Management Advisory Group, comprising the Dean, the Deputy Dean, and the Associate Deans, the School Administrator and the Heads of Department of the School, or a deputy nominated by the Head of Department.

A4. Detailed Membership of the School Board

Subject to the provisions of paragraph 7.3 above and A5 below, the membership of the SSIS Board totals 25, made up as follows:

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 and Recruitment)

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

* This assumes that the 3 School representatives elected to Senate are not members of the School Board in another capacity, while the School representative appointed to Senate on the recommendation of the Dean is already in membership, as, for example, Deputy Dean or Associate Dean.

A5. Equal Opportunities.

Steps will be taken to ensure the representation of women and of ethnic minority members on the School Board, if necessary by co-optation. A guide in the case of women's representation is that the proportion of women on the School Board should not fall below one half of the proportionate representation of women among the academic and support staff of the School.

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