SCHOOLIFICATION (2)

Draft Protocol for Establishment of a Department and a Discipline

Academic Council (16 May 2014)

13c Amending Statute 4 (Registrar, Retirement, Academic Headship, Change process - College Rules)
Approved

College Council (27 May 2014)

Council was advised that at its meeting of 16 May 2014, Academic Council approved the proposal that Colleges be charged with responsibility for regulating all structures below School level. It was noted that changes in relation to the College rules will necessarily take place to provide for this. Council welcomed this positive development in terms of the autonomy and recognition of Colleges and appropriate governance.

Governing Body (17 June 2014)

The Amending Statute was adopted by Governing Body

College Council (17 June 2014)

The Chair informed the meeting that the Academic Headship Policy (interlinked with Amending Statute 4 (Registrar, Retirement, Academic Headship, Change process - College Rules)) was due to be signed off by Governing Body (meeting 17 June 2014). Once approved, the matter of schools and their internal structures will henceforth be governed by Colleges. This may necessitate a change in rules and regulations to governance within the College.

[...]

CEMC agreed to refer this matter concerning Schools and their internal structures and governance to the College Schoolification Working Group for consideration. A report will issue to College in due course.

COLLEGE RULES - Chapter 11. Schools

9. Departments and disciplines. Departments and disciplines are budgetary units with responsibility for both teaching and research in particular academic branches of learning (E.4.c) and shall be specified in Schedule I.
Establishing a Department

-The establishment of a department must in the first instance be the subject of consideration and recommendation on the basis of external consultation approved by the Head of College
-If the issue of structure below School level is addressed in a relevant Quality Review the Head of College must be consulted on the issue in the course of the Quality Review process

Pre-Conditions
- The discipline must be represented at all levels of the curriculum (undergraduate to doctoral)
- There must be good performance across all levels of teaching & learning, scholarship, research supervision and staff research (including research funding)
- There must be a core academic staffing establishment sufficient to maintain the above
- There must be a Professor or Senior Staff in a Headship role with a commitment on the part of the College to appoint a Chair to provide academic leadership for the department,
- A department must be anchored within a single School. A discipline that is anchored in more than one School and which is transitioning to become a department must first become anchored within a single School, with provision for rotation, if appropriate.

Establishing a Discipline

-The establishment of a discipline must in the first instance be the subject of consideration of and recommendation by the various relevant Head(s) of Department(s) and School(s) in consultation with the Head of College

Pre-Conditions
- There must be performance across all levels of teaching, learning, scholarship and research
- There must be a core academic staffing establishment sufficient to maintain the above
- There must be staff of suitable standing to allow for the appointment of a Head of Discipline, or Joint Co-ordinators of Discipline, if appropriate
- The discipline may be anchored within a School, or anchored on a shared basis between more than one School, with provision for rotation, if appropriate

FOLLOW-ON ISSUES TO BE ADDRESSED

Amendment, as appropriate, of College Rules - Chapter 13. Heads of Departments or Disciplines, specifically:

a) the method of appointment to academic headship positions within a School.
   \textit{The authority to sign off on appointment to any Academic Headship position within a School, has been delegated to the Head of College by the President}

b) eligibility of academic staff to fill leadership/management roles in the structure;

c) the categories of staff who are required to accept an offer of appointment
Input from University processes is required for:

- Establishing a Centre
- Establishing an Institute
- Establishing a new Subject