

College of Business and Law

Rules

Approved by Governing Body, 17 June 2014
amended by Governing Body, 03 November 2015 and 13 June 2017

Preamble

1. These rules specify the structure and governance of the College of Business and Law, in keeping with the Principal Statute of the University (E.1.b. and 6) and in support of the University's objects (A.2).¹

Scope and Principles

2. *Scope of the Rules.* The rules provide for the efficient and responsible governance of the College (E.4.e). Membership of the University, and the rights and freedoms of staff, are as provided for in the Universities Act, 1997 and in the Principal Statute, and nothing in these rules shall be construed in such a way as to conflict with their provisions.

3. *Principles.* The College will operate according to the principles of subsidiarity (ensuring maximum academic and financial autonomy for Business and for Law); academic freedom, intellectual collaboration (underpinned by and respectful of strong disciplinary bases, academic traditions and scholarly standards in Business and in Law), and the alignment of structures and processes with University Statutes, regulations, policies, and procedures for Colleges, Schools, Departments, Disciplines and staff.

The College Mission

4. *Mission.* The College of Business and Law shall have as its mission the commitment to quality education at all levels with programmes that meet the needs of a diverse body of students and which are responsive to the demands of employers and society. The College is committed to research and scholarly activity that has international standing and impact.

5. *Strategic Objectives.* The College is committed to supporting and achieving goals under the following headings:

- i. Accreditation;
- ii. Alumni and External Engagement;
- iii. Internationalisation;
- iv. Research, including entrepreneurship;
- v. Student and Staff Experience.

6. *Resources:* In the current circumstances, the key enabler for achieving these objectives is adequate and appropriate resourcing.

Academic and Management Responsibilities

7. *Academic Responsibility:* The College's academic responsibilities are owed to the Academic Council (E.3.a). Academic responsibility within the College is communicated (directly or indirectly) through the College Council (E.6.c). It may, as appropriate, be delegated to the Schools as set out in School Rules.

8. The College of Business and Law shall contain the School of Business (known as Cork University Business School) ["CUBS"] and the School of Law. There shall be representation from both Schools on College bodies and committees and on University committees.

¹ References to the Principal Statute are given in parentheses by chapter (A–H), section and sub-section. Cross-references within these rules are by chapter and paragraph number.

The following Departments shall have secondary membership of the College of Business and Law and be entitled to representation on College Council:

Department of Government

School of Mathematics

School of Languages, Literatures and Cultures

Head of College

9. *Primary Duties:* The Head of College shall be responsible for the general management of the College and shall act as the executive officer of the College. He/she shall provide leadership for the College in a collegial manner in cooperation with Heads of School and Department and shall work in collaboration with other Heads of College and senior officers of the University.

10. The primary duties of the Head of College shall be in accordance with the Statutes and Policies of the University as determined from time to time by the Governing Body and include:

- (a) promoting good governance within the College and between Colleges;
- (b) leading the strategic development of the College and in particular fostering achievement of the strategies of Cork University Business School and the School of Law in line with the University's obligations and functions under the Universities Act, 1997 and the University's policies and strategic plans;
- (c) managing the College budget and accounts and implementing financial compliance requirements;
- (d) supporting enhancement of teaching and learning and scholarship, research and publication within the College and across Colleges;
- (e) promoting discharge of the College's social responsibilities under the Universities Act, 1997 and the University's policies and strategies; and
- (f) representing the College both within the University and externally (E.2.a).

11. *Internal Representation:* The Head of College will, in the first instance, represent the best interests of the College as a whole and conduct business on behalf of the College within and outside the University and in particular, the interests of Cork University Business School and the School of Law, specifically ensuring insofar as practicable that Business and Law are receiving the appropriate support from the University.

12. *Academic Oversight:* The Head of College shall have a role in relation to academic oversight within the College, in accordance with published requirements in the Book of Modules, Calendar, Marks and Standards and the academic responsibilities of Schools.

13. *Student Assessment:* The Head of College or nominee shall normally chair College Examination Boards in accordance with University and Academic Council policies, rules and procedures to ensure that the academic standards, integrity and reputation of our qualifications meet domestic and international standards on the basis of openness, transparency and accountability in the conduct of all examining business.

14. *Operating Procedures:* The Head of College may delegate operational responsibilities on a continuous or temporary basis to a Vice-Head of College or from time to time to other Deputies and Chairs of Committees established for designated purposes.

15. *Accountability:* The Head of College shall be responsible to the President or the President's nominee for the performance of his/her generally assigned duties and of any additional duties delegated by the President or the President's nominee. The Head of College shall report at least annually to the President on the performance and accounts of the College, which report shall be made available to the College Assembly, and for annual review by the College Council. The Head shall also report to the Senior Vice-President Academic and Registrar on academic matters and to other officers and management bodies and offices as directed by the President and Governing Body (E.2.b). The Head of College shall make an annual report to the Governing Body, at a meeting prescribed by Governing Body, on the running of the College and its key challenges.

16. *Appointment:* The Head of College shall be appointed by the Governing Body on the advice of the President following approved University procedures. The Head of College's term of office shall ordinarily be five years (E.2.c).

Vice-Head(s) of College

17. *Establishment:* There shall be two Vice-Heads of College, one each from Cork University Business School and the School of Law. Where the position of Head of College is held by a person other than the Dean of either the Cork University Business School or the School of Law, the Deans of both schools will be *ex officio* the Vice-Heads of College. Where the position of Head of College is held by a Dean of one of the Schools, the other Dean shall be one of the Vice-Heads of College.

18. *Primary Duties:* A Vice-Head of College shall carry such powers and responsibilities as the Head of College shall devolve for operational purposes. These shall be set down in writing in advance of appointment and approved by the College Executive Management Committee.

19. *Deputising for Head:* A Vice-Head of College may deputise for the Head of College as necessary and when requested to do so by the Head.

20. *Appointment:* Vice-Heads of College shall be appointed by the College Council, on the recommendation of the Head of College, having followed a formal process of appointment. Where the position of Head of College is held by a Dean of one of the Schools, the other Dean shall be one of the Vice-Heads of College. The period of appointment shall be three years with the possibility of renewal for one further term of three years or part thereof subject to a review process to assess achievements and performance.

College Committees

21. *Committees:* The College shall have a number of standing committees to include: Graduate Studies, Research, Teaching and Learning and Internationalisation. Standing committees may be created by resolution of the College Council. There shall be representation of both Cork University Business School and the School of Law on such committees. Membership of the College Research Committee shall include two representatives of RICUs within the College.

22. *Composition and functions:* The composition, tenure and method of appointment of these Committees and their functions shall be determined by the College Council to whom they shall report at least once a year.

23. *Chairpersons:* Each standing committee shall have a chair appointed by the Head of College.

24. *Meetings:* Meetings of these Committees shall normally be called at least twice a year by the Chair of the Committee, in line with meetings of the Academic Board and requirements of the academic calendar.

25. *Other Committees:* Other committees may be convened in the College as appropriate.

College Executive Management Committee

26. The College shall have an Executive Management Committee (CEMC) to assist and advise the Head of College in the discharge of his/her responsibilities (E.2.d).

27. *Functions:* The CEMC shall have the following functions:

- To consider and respond to proposals and initiatives for the development of the College;
- To monitor implementation of the College and University Strategic Plans;
- To support the Head of College in the management and good governance of the College;
- To ensure that operational matters are dealt with efficiently and effectively throughout the College;
- To advise the Head of College on the allocation of budgets;
- To approve amendments to the College Rules;
- To support Schools in the achievement of their strategies;
- To set up sub-committees for the fulfilment of these functions as appropriate.

28. *Composition:* The College Executive Management Committee will comprise:

- a. Head of College (Chair);
- b. Vice Head(s) of College;
- c. Head of Cork University Business School or nominee;
- d. Head of the School of Law, or nominee;
- e. Representative of the Irish Management Institute;
- f. Deputy Head of Cork University Business School, or alternate;
- g. Deputy Head of the School of Law, or alternate;
- h. Heads of Department/Academic Centres or nominee;
- i. The School Managers of Cork University Business School and the School of Law;
- j. The College Manager, Financial Analyst, HR Business Manager, and Research Manager;
- k. Three further members of staff to be co-opted.

29. *Meetings:* The College Executive Management Committee will normally meet monthly during the academic year, and periodically during the summer recess depending on need, at the discretion of the Head of College.

College Council

30. In discharging its functions, the College Council will be inclusive of different views including those expressed by Cork University Business School and the School of Law and will seek

to ascertain and be representative of these varying perspectives.

31. *Primary Functions:* Among its functions, the College Council shall:

- a) Make and approve proposals for academic programmes;
- b) Report to Academic Board and Academic Council as required;
- c) Consider and approve the College strategic plan;
- d) Consider other matters relating to the academic activity of the College;
- e) Propose amendments to the College rules.

32. In accordance with University Policy, the responsibilities, duties and powers of the 'Statute 1 Faculties' shall be transferred to the College Council.

33. *Composition:* The College Council shall be chaired by the President or his/her nominee and shall include;

- a) the Head of College;
- b) the Registrar, *ex officio*;
- c) the Academic Secretary, *ex officio*;
- d) all full-time permanent academic staff;
- e) all full-time academic staff on fixed term contracts;
- f) Eight student representatives to include undergraduate and postgraduate students from both Schools;
- g) Co-opted staff to be nominated by the Chair, including nominees of the School of Languages, Literatures and Cultures; School of Asian Studies; School of Irish Learning; School of Mathematical Sciences; Department of Government; Adult Continuing Education, the Library and the Blackstone LaunchPad;
- h) All research, administrative and technical staff as non-voting members.

34. *Meetings:* The Council will normally meet up to six times annually to conduct business in accordance with the University's Statutes and Policies and to coordinate the work of the College with meetings of the Academic Board and requirements of the academic calendar. A special meeting of the College Council shall be called at the discretion of the Head of College or within two weeks if requested in writing by one third of its voting members.

College Assembly

35. *Composition:* The College Assembly will consist of all full-time staff (academic, research, administrative and technical) of the College and eight student representatives.

36. *Meetings:* The College Assembly will meet at least once annually

- to conduct business in accordance with the Universities Statutes and Policies;
- to consider strategic planning reports;
- to receive an annual report from the Head of College on the performance of the College;
- to consider amendments to the College Rules.

Schools

37. *Two Schools:* The College of Business and Law shall be comprised of two Schools – the Cork University Business School and the School of Law. Each School will draft its own School Rules for approval by the College Executive Management Committee and the College Council. Draft School rules will be presented by both Schools for approval no later than three months after the adoption of these College Rules by Governing Body.

The Rules of both Schools will comply fully with the Universities Act, the Principal Statute, University Regulations and Policies.

The Head of each School shall be entitled “Dean” and shall be appointed in accordance with the provisions in the Principal Statute for the appointment of Heads of School. Once appointed each Dean will be *ex officio* a Vice-Head of College.

All academic heads within a School shall report to the Dean who shall have full responsibility for the management of the School subject to the overall authority of the Head of College.

The authority to sign off on appointment to any academic headship position within each school, is hereby delegated to the Head of College by the President.

The Rules of each School will make provision for the following:

- a) the method of appointment of the Dean and other academic headship positions within the School;
- b) eligibility of academic staff and responsibility of academic staff to fill leadership/management roles in the School structure including the Deanship;
- c) the responsibilities of the Dean;
- d) the appointment of Deputy or Vice Dean[s]
- e) the term for which all such appointments may be held, if they are renewable and on what terms.
- f) arrangements for the appointment, term of office and membership of a School executive committee or board;
- g) arrangements for the appointment, term of office and membership of other School committees;
- h) the establishment and membership of a School assembly;
- i) arrangements for the appointment and membership of a School advisory board.

In the case of the Cork University Business School its Executive Committee shall include as a member a representative of the Irish Management Institute.

Faculties (Statute 1)

38.. *Transfer of Duties and Powers:* In accordance with previous decisions of the Faculties of Commerce and Law, the responsibilities, duties and powers of those Faculties have been transferred to the College Council in accordance with Section E.3.d of the Principal Statute.

Research Institutes, Centres and Units (RICU) Governance Policy Implementation

39. *Policy.* The policies to which reference is made in this chapter of the Rules are primarily, but are not limited to, the RICU Governance Policy² and Procedures for the Establishment,

² University College Cork, Policy on the Governance of Research Institutes, Centres and Units, 16 December

2014 <http://www.ucc.ie/en/media/research/researchatucc/policiesdocuments/RICUGovernancePolicy-FinalVersion.pdf>

Review and Dis-establishment of Research Centres and Institutes³, as approved or amended by the Governing Body from time to time.

40. *Establishment.* A research centre or institute may be established in accordance with the relevant University policies. Such a centre may be located in a School, Department or discipline, or may support interdisciplinary research in one or more Schools or Colleges, or may be established as a university-level institute. The criteria for the establishment of research centres and institutes will conform to University policy in that regard.

41. *Purpose.* In establishing research centres or institutes, the University seeks to promote research excellence and to ensure the long-term sustainability of research. Research centres and institutes also allow the University to engage with research directions deemed to be of substantive and strategic importance, and to respond to key developments in research policy, research training and research funding at national and international levels.

42. *Procedure for establishment.* A proposal to establish a research centre or institute will be considered by a committee established by the University for that purpose in accordance with procedures set out in the relevant University policies. All proposals to establish research centres and institutes in the College will be considered by the relevant College Management Committee, informed by the College Research Committee, prior to referral to the relevant University committee. The outcome of any proposal to establish a research centre or institute will be notified to the College Management Committee.

43. *Types of research centre or institute.* Research centres or institutes fall into different types according to the scale of their operations and their level of involvement with one or more Schools or Colleges. These criteria are stated in the relevant University policies.

44. *Appointment of Director.* Each research centre and institute shall have a Director with academic and administrative responsibility for its strategy and operations. The Director shall be appointed according to the University policies which apply to the type of research centre or institute.

45. *Duties of Director.* The Director of a research centre or institute shall be responsible for:

- a) The efficient and proper conduct of the business of the research centre or institute;
- b) Leadership of the research centre or institute;
- c) Representation of the research centre or institute both internally and externally;
- d) The development of the research centre or institute Strategic Plan and associated operational plan and risk register;
- e) Management of financial and other resources, in accordance with the research centre or institute financial plan and University accounting practice;
- f) Ensuring the funding provided is used appropriately;
- g) The performance of each of the Principal Investigators and their function and duties within the research centre or institute;

³ University College Cork, Procedures for the Establishment, Review and Dis-establishment of Research Centres and Institutes, 16 December 2014
<http://www.ucc.ie/en/media/research/researchatucc/policiesdocuments/RICUProcedures-FinalVersion.pdf>

h) Compliance with University policies and procedures.

46. *Governance structures: conformity with College rules.* The governance structures which apply to research centres and institutes will complement roles and relationships specified in these rules as they apply to Schools, Departments and disciplines. The governance structures of centres and institutes, and the reporting relationship and duties of centre or institute directors, shall complement, and not conflict with, their respective academic responsibilities as specified in the Principal Statute and their contracts of employment. RICU representation on relevant College committees is envisaged, as appropriate.

47. *Executive management and advisory structures.* Each research centre or institute in the College shall have an executive management committee, the composition of which shall be determined on the establishment of the research centre or institute, taking relevant University policies into account. A research centre or institute may also have a strategic advisory group, according to the type of centre or institute and as specified in the relevant University policies. The roles, responsibilities and functions of management and advisory groups shall be as set out in the relevant University policies.

48. *Reporting relationships.* The Director of a research centre or institute shall report to the designated Head of College or Head of School on all academic, resource, financial and compliance matters. In addition, the Director shall report to the senior University officer with responsibility for research and innovation in relation to compliance with funding agency requirements, and relevant University and national research policies.

49. *Annual report.* The Director of a research centre or institute shall submit an annual report to the University through the senior University officer with responsibility for research and innovation as set out in the relevant University policies.

50. *Periodic review.* Each research centre or institute shall be subject to periodic review as set out in the relevant University policies.

Entry into Force and Review

51. These Rules shall come into force on their adoption by Governing Body when they will replace all previous Rules. They will then continue in force until amended or replaced by Governing Body.

Appendix A

For the purposes of these Rules, the following research and academic centres are noted:

Research Centres

Centre for Co-operative Studies

Centre for Criminal Justice and Human Rights

Centre for Investment Research

Centre for Law and the Environment

Centre for Sustainable Livelihood

Competitiveness Institute

Financial Services Innovation Centre

Governance, Risk and Compliance Technology Centre

Health Information Systems Research Centre

The Keynes Centre

Centre for Resilience and Business Continuity

Academic Centres

Centre for Policy Studies.