**School of Film, Music & Theatre**

**Rules**

**30-5-19**

1. **Establishment**

The School of Film, Music and Theatre [“the School”] is established on the basis of the Principal Statute[[1]](#footnote-1) of the University and the Rules of the College of Arts, Celtic Studies and Social Sciences[[2]](#footnote-2), which should be read in conjunction with these regulations.

1. **Composition**

The School shall consist of the academic Departments of Film and Screen Media, Music, and Theatre, which are led by Heads of Department.

3. **School Role and Function**

The School of Film, Music & Theatre is a budgetary unit of the College of Arts, Celtic Studies & Social Sciences (CACSSS) with overall strategic responsibility for the academic subjects (and disciplines) allocated to it. The strategic role of the School is to enable academic[[3]](#footnote-3) activities and functions to flourish in the allocated academic subjects. The primary responsibility for the School’s good governance and effective academic leadership shall lie with the School itself.

The primary functions of the School shall be:

1. to oversee the formulation of proposals for submission to the College Council;
2. to make an annual report on its activities to the College Council and otherwise to report as required;
3. to co-ordinate the academic activities of the School;
4. to consider and approve the School strategic plan;
5. to consider any other matters relating to the academic activity of the School;
6. to consider matters of resourcing for the School including Health and Safety, HR, technical, building / physical infrastructure, etc.;
7. to provide a forum as appropriate for sharing management and financial information;
8. to receive reports and recommendations from committees of the School and from Departments.
9. **School Organisational Structure**

A School organisational structure shall be developed to support the ambitions and functional needs of the School and be aligned, where appropriate, to CACSSS and University functional needs and responsibilities. [An organisational chart could be added as Appendix 1].

The organisational structure in the School of Film, Music and Theatre shall comprise:

1. School Assembly
2. School Executive Management Committee
3. School Standing Committees
4. **Head of School**

The Head of School shall be responsible for the management of the School. S/he shall provide leadership for the School in a collegial manner, and shall work in collaboration with Heads of Department and others in positions of leadership and responsibility. The Head of School shall, in consultation with the Head of College and in collaboration with the Heads of Department, promote good governance in the School. The Head of School has executive responsibility to the Head of College for all matters relating to resource (including Health and Safety, HR, technical, building / physical infrastructure, etc.) and administrative management of the School and to the College Council in academic matters.

*Duties*

The primary duties of the Head of School shall include:

1. providing leadership for the strategic development of the School and planning for its future direction;
2. ensuring that appropriate academic instruction and assessment is provided to students registered for academic programmes within the school in accordance with published information in the Book of Modules, Calendar, Marks and Standards and Timetables;
3. ensuring effective liaison between the School and the College;
4. preparing School budget submissions after consultation in keeping with School regulations, and allocating the School budget in accordance with the rules of the College and managing expenditure in keeping with it, in accordance with the policy and procedures of the University;
5. promoting co-operation within and between the substructures of the School;
6. supporting curriculum development and research;
7. ensuring, after appropriate consultation, that all professional programmes delivered by the School comply with appropriate professional accreditation requirements;
8. representing the School within the University, and externally as requested by the Head of College, Registrar or President;
9. overseeing Staff development and well-being;
10. executing School policy in accordance with College and University policy.

*Appointment*

Heads of School shall be appointed according to the published procedures of the University. The period of appointment of a Head of School shall ordinarily be three years with the possibility of renewal for one further term of three years or part thereof.

*Responsibility & relationships / Reporting*

1. Each Head of School shall be responsible to the Head of College for the performance of their duties.
2. Heads of Department shall work under the general direction of the Head of School.

**6. Delegation**

Responsibility for academic, administrative and other activities of each Department shall be discharged by the Head of Department. The Head of School remains ultimately responsible for all such delegated powers and functions.

**7. Heads of Department**

*Duties*

The responsibilities of the Head of Department shall include:

1. promoting strategic development of their discipline;
2. representing the Department within the School, the College and the University, and externally;
3. advising the Head of School on issues concerning the Department and on its strategic needs in the delivery of teaching and research;
4. all executive decisions concerning the organisation and delivery of teaching (and placement where relevant) at both undergraduate and postgraduate levels in their respective Departments and for the allocation of workload distribution between members of staff allocated to the Department;
5. management of any budgets specifically allocated to the Department by the Head of School, in accordance with the policy and procedures of the University, and reporting, for the purpose of compiling the Annual Report of the School, to the Head of School on strategic development of their discipline and other matters arising from their responsibilities;
6. providing leadership for the Department in a collegial manner.
7. executive responsibility to the Head of School for all matters relating to resource (including Health and Safety, HR, technical, building / physical infrastructure, etc.) and administrative management of their Department.

*Appointment*

Each Head of Department shall be appointed according to the published procedures of the University. The period of appointment of a Head of Department shall ordinarily be three years with the possibility of renewal for one further term of three years or part thereof.

*Responsibility & relationships / Reporting*

1. Heads of Department shall work under the general direction of the Head of School.
2. The duties of each other member of the academic staff in Departments shall be carried out under the general direction of the Head of Department.

**8. School Organisation**

1. **The School Assembly**

*Role*

The School Assembly shall consider reports on School activities including the annual report of the Head of School, strategic planning reports, reviews of the School rules. Among its various functions, the School Assembly shall:

1. Provide a forum for debate on the School Strategic Plan;
2. Support staff and staff initiatives in the School;
3. Report to College Council and other offices as appropriate.

*Meetings*

The School Assembly shall normally meet twice in each academic session. The Head of School shall normally chair meetings of the School Assembly. A special meeting of the School Assembly may be called at the discretion of the Head of School, and shall be called within two weeks if requested in writing by 2 Departments.

*Membership*

The membership of the School Assembly shall include all staff in the School. The School Assembly shall have eight student members, one undergraduate and one postgraduate each in the Departments of Film & Screen Media and Theatre, and two undergraduates and two postgraduates in the Department of Music.

The Head of School shall have the right to invite officers of the University to be in attendance for the discussion of specific items of business.

1. **School Executive Management Committee**

*Role*

The role of the School Executive Management Committee (SEMC) is to advise and assist the Head of School in the leadership and management of the School.

*Meetings*

The SEMC shall normally meet [monthly / fortnightly] during the academic year [and periodically during the summer recess depending on need]. The SEMC shall meet:

1. to consider policy proposals from the Head of School and assist in their development;
2. to engage with the Head of School in strategic planning;
3. to provide a forum for sharing management information;
4. to ensure that operational matters are dealt with efficiently and effectively throughout the School;
5. to support the Head of School in the discharge of their duties;
6. to advise the Head of School on all issues relating to the management and good governance of the School;
7. to advise the Head of School as appropriate on the allocation of budgets and decisions concerning staffing;
8. to offer a forum for discussion on issues arising from within the constituent Departments.

*Membership*

The membership of the School Executive Management Committee is composed of the Head of School, Heads of Departments, one member of each Department within the School nominated for a three-year term each year at a departmental / staff meeting and the School Manager. Representatives from School committees shall report to SEMC as requested.

The SEMC shall have the right to invite officers of the University to be in attendance for the discussion of specific items of business.

*School Budget*

The Head of School, in consultation with the School Executive Management Committee, shall allocate the School budget to Departments, taking the range of academic functions and activities of the School and of the Departments fully into account. The Head of School shall be responsible to the Head of College for the allocation of the budget.

*Reporting*

The SEMC shall report on its decisions and recommendations to the School Assembly.

1. **School Standing Committees**

SEMC has the power to create further committees and to determine their membership and terms of reference.

There shall be an annual review of committees.

The Head / a representative from these Committees can be invited to present at SEMC.

The Head of School shall invite Departments and disciplines to make nominations for College Committees and shall bring agreed nominations to the School Assembly. Members of the School shall be appointed by the SEMC, taking the due allocation of members of each Department into account. Nomination to serve on a College Committee is normally for a period of three years.

**9. Research Centres and Units**

Any research centre established in the School shall conform to University policy – the RICU Governance Policy as approved by the Governing Body. The governance, establishment process and criteria for research centres will also comply with University Policy in that regard.

The Director of any School Research Centre will report to the Head of School on all academic, resource, financial and compliance matters.

1. **Duties of staff**

The duties of the staff of the School variously shall include duties stated in their individual contracts of employment and as directed by, or under the authority of, the Governing Body, and, in the case of teaching and research staff generally, those duties in teaching, in the support of student learning, and research (written as well as practice-led / practice-based) where applicable specified in the Principal Statute. The School shall, in performing its roles, uphold creative and academic freedom in keeping with the Universities Act 1997, the Principal Statute, and the Rules of the College of Arts, Celtic Studies and Social Sciences.

1. **Collegiality**

The principle of Collegial Governance shall apply both in spirit and action in the School.

1. **Decision making and pathways**

The SEMC is the primary decision-making body of the School. Decisions will be made collegially and pathways of documents and policies will ordinarily be transmitted through the SEMC to the College and University. Where decisions cannot be reached collegially, the Head of School can make a final decision / override decisions. In the case of time dependent decisions, delegation of approval to Head of School will be made. Major policy issues for the School will ordinarily be developed by the SEMC and then on to the School Assembly as appropriate for consideration, before final approval by SEMC.

1. **Review of rules**

These rules shall be reviewed within 3 years following adoption on [insert date] of the rules by the [School Assembly], and no later than [insert date].

1. https://www.ucc.ie/en/media/support/ocla/statutesregulations/documents/PrincipalStatuteApril2017.pdf [↑](#footnote-ref-1)
2. https://www.ucc.ie/en/media/academic/cacsss/2017siteredesign/cacssspages/infoforstaff/College\_Rules.pdf [↑](#footnote-ref-2)
3. Within this document ‘academic’ refers to practice-based research, teaching & learning as well as / in combination with forms of written research, teaching & learning. Inclusion of these plural forms within the term ‘academic’ is also underpinned by a principle of parity of esteem. [↑](#footnote-ref-3)