



COLLEGE RULES

COLLEGE OF SCIENCE, ENGINEERING & FOOD SCIENCE

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1. Preamble

These rules specify the structure and governance of the College of Science, Engineering & Food Science, in keeping with the [Principal Statute](#) of the University. All references to the Principal Statute are in parentheses.

The spirit of collaboration, collegiality and welfare underpins all activities within the College and across the University, for all staff and students.

2. Mission of the College

The mission of our College is to provide an excellent research-driven STEM education for our students. We aim to provide a supportive and enabling environment for all staff and students and to generate innovative and impactful research.

3. Academic and Management Responsibilities

Academic Responsibility: Academic responsibility within the College is owed (directly or indirectly) to the College Council (E.6.c). It may be delegated to College Committees or to the Schools as considered appropriate by the College Council. All academic responsibilities are owed to the Academic Council (E.3.a).

Responsibilities in management matters: All responsibilities in management matters within the College are owed (directly or indirectly) to the Head of College (E.6.c).

4. Head of College

The Head of College (E.2) shall be responsible for the management of the College. S/he shall be the executive officer of the College, shall provide leadership for the College in a collegial manner, and shall work in collaboration with other Heads of College.

The primary duties of the Head of College shall be:

- (1) to promote good governance within the College,
- (2) to lead the strategic development of the College in line with the University's strategic plan,
- (3) to manage the College budget,
- (4) to support the enhancement of teaching and research within the College and across Colleges,
- (5) to promote the discharge of the College's social responsibilities, and
- (6) to represent the College both within the University and externally.

Further details in relation to the appointment and position of the Head of College are contained in the [Principal Statute](#).

5. Vice-Head of College

Establishment: There shall be a Vice-Head of College, appointed by the Head of College from the members of the College Executive Management Committee. The period of appointment shall be three years with the possibility of renewal for one further term of three years or part thereof.

Primary Duties: The Vice Head of College shall carry such powers and responsibilities as the Head of College shall devolve. A Vice Head of College shall deputise for the Head of College as necessary when requested to do so.

6. Vice Deans

There shall be Vice Deans within the College who shall carry such powers and responsibilities as the Head of College shall devolve. These responsibilities shall be set down in writing by the Head of College and agreed with the Executive Management Committee of the College. Vice Deans shall be appointed in the following areas (and any additional areas as required) to implement the University strategy:

- Graduate Affairs
- Undergraduate Affairs
- Research and Innovation
- External Engagement

Vice Dean(s) shall deputise for the Head of College as necessary when requested to do so.

Appointment: Vice Deans shall be appointed by the Head of College, having followed a formal process of appointment. The period of appointment shall be three years with the possibility of renewal for one further term of three years or part thereof.

7. Schools

The various subjects and disciplines within each College shall be allocated to Schools as specified in the Principal Statute (E.4.a). The College of SEFS comprises the following Schools:

- a. School of Biological, Earth and Environmental Sciences
- b. School of Biochemistry and Cell Biology

- c. School of Chemistry
- d. School of Computer Science and Information Technology
- e. School of Engineering and Architecture
- f. School of Food and Nutritional Sciences.
- g. School of Mathematical Sciences
- h. School of Microbiology
- i. School of Physics

Associate Schools: Associate Schools/Departments are those with whom there is a close relationship and where a significant contribution, in whole or in part, is made by them to a SEFS programme. In addition to the above, the Departments of Anatomy and Neuroscience; Physiology; and Pharmacology and Therapeutics (in the College of Medicine and Health), are recognised as Associate Departments and are associated with both the Schools of Biochemistry and Cell Biology, and Microbiology. The Department of Food Business and Development (in the College of Business and Law), is recognised as an Associate Department to the School of Food and Nutritional Sciences. The School of the Human Environment: Geography, Archaeology and Classics (in the College of Arts, Celtic Studies and Social Sciences), is recognised as an Associate School of the School of Biological, Earth and Environmental Sciences.

Functions: The principal function of Schools is to co-ordinate the resources (physical, financial and human) necessary to develop and deliver educational and research programmes related by discipline or profession, or both, at both undergraduate and postgraduate level. Substructures appropriate for the efficient delivery of those programmes may be devised locally to suit the needs of a particular school. These structures should reflect those of the College.

8. Graduate School

There shall be a Graduate School of the College.

All postgraduate students are regarded as members of the Graduate School.

The Graduate School shall be led by the College Graduate Studies Committee, chaired by the Vice Dean for Graduate Affairs.

The primary functions of the Graduate School shall be to:

- a. ensure that the College has a coordinated and strategic approach to all aspects of

- fourth level education;
- b. ensure that current university policies and procedures relating to fourth level education are implemented rigorously within the College;
 - c. coordinate Master and Doctoral student recruitment, postgraduate research student induction and training needs analysis;
 - d. create a vehicle for College-wide activities and events organised by, or for the benefit of, the postgraduate student body.

9. Heads of Schools

PS (E.4.b) There shall be a Head of each School. The Head of School shall have executive responsibility to the Head of College in management matters, and to the College Council in academic matters.

All staff assigned to a School shall be responsible to the Head of School, under the overall authority of the Head of College, for the performance of their duties.

Responsibilities: The [responsibilities of the Head of School](#) shall include:

- providing leadership for the development of the School and planning for its future direction;
- 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.
- ensuring that accurate information is held at the appropriate level on the progression of students registered for programmes within the School.
- managing the School budget;
- promoting co-operation within and between the substructures of the School;
- supporting curriculum development
- supporting an active research environment;
- ensuring, after appropriate consultation, that all professional programmes delivered by the school comply with appropriate professional accreditation requirements;
- representing the School within the University, and externally as requested by the Head of College, Registrar or President;
- executing School policy in accordance with College and University policy;

The Head of School may devolve specific authority to a member or members of the School and this authority may include responsibility for a particular discipline, staff, students, professional programmes and finance, under such terms as shall be agreed by the Head of School and the Head of College. Suitable titles such as Head, Director, Coordinator, may be used. Each school should have an Executive Management Committee to support and advise the Head.

Appointment: Each Head of School shall be appointed by the President, in accordance to the [published procedures](#), from the academic staff of the School at Senior Lecturer level or above. The Headship of School may be filled by a Lecturer in the event that there is no staff member within the school at Senior Lecturer or above or where staff members at Senior Lecturer or above are ineligible or otherwise precluded from serving.

The period of appointment shall initially be three years with the possibility of renewal for one further term of three years or part thereof.

10. Vice Head of School

Responsibilities: The Vice Head of School shall deputise for the Head of School as necessary when requested to do so. S/he shall carry such powers and responsibilities as the Head of School shall devolve.

Appointment: The appointment of the Vice Head will be on the recommendation of Head of School and approved by the Head of College.

Where Vice Heads of School are appointed, they shall serve on an annually renewable basis at the discretion of the Head of School.

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

- a. **Policy.** The policies to which reference is made in this chapter of the Rules are primarily, but are not limited to, the [RICU Governance Policy and Procedures for the Establishment, Review and Dis-establishment of Research Centres and Institutes](#), as approved or amended by the Governing Body from time to time.

- b. **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.
- c. **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.
- d. **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.
- e. **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.
- f. **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.
- g. **Duties of Director:** The Director of a research centre or institute shall be responsible for:
- The efficient and proper conduct of the business of the research centre or institute;
 - Leadership of the research centre or institute
 - Representation of the research centre or institute both internally and externally;
 - The development of the research centre or institute Strategic Plan and associated operational plan and risk register;

- Management of financial and other resources, in accordance with the research centre or institute financial plan and University accounting practice;
 - Ensuring the funding provided is used appropriately;
 - The performance of each of the Principal Investigators and their function and duties within the research centre or institute;
 - Compliance with University policies and procedures
- h. **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.
- i. **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.
- j. **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.
- k. **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.
- l. **Periodic review:** Each research centre or institute shall be subject to periodic review as set out in the relevant University policies.

12. The College Executive Management Committee

The College shall have an Executive Management Committee (CEMC). This Committee will normally meet fortnightly, or more or less frequently as required during busy or recess periods.

Functions: The committee's primary function shall be to assist and advise the Head of College in the discharge of his or her responsibilities (E.2.g). The Executive Management Committee shall:

- a. consider and respond to proposals and initiatives for the development of the College;
- b. engage with the Head of College in strategic planning;
- c. provide a forum for sharing management information;
- d. ensure that operational matters are dealt with efficiently and effectively throughout the College;
- e. support the Head of College and the Vice Head/Vice Deans of College in the discharge of their duties;
- f. advise the Head of College and the Vice Head/Vice Deans of College on all issues relating to the management and good governance of the College;
- g. advise the Head of College as appropriate on the allocation of budgets and decisions concerning staffing;
- h. consider proposals for new programme development at a strategic and resource level

Composition: The membership of the CEMC shall include ex officio:

- a. Head of College (Chair)
- b. Vice Head of College
- c. Vice Deans of College
- d. Heads of Schools
- e. College Manager
- f. Finance Manager
- g. Human Resources Business Manager
- h. Research and Innovation Manager

The Directors of medium and large sized Research Institutes, Centres & Units shall be invited to attend the College Executive Management Committee at least four times per year.

The Head of College may co-opt other members with agreement from the Committee.

Reporting: The CEMC shall communicate its decisions and recommendations to each College Council via the Head of College's address. Members of CEMC shall report back on all matters relevant to their respective units. Minutes of the CEMC shall be made available to members College Council via Quickminutes.

13. The College Council

Functions: The College Council (E.3.b) shall act as the debating forum and approval body at College level for academic programmes and processes affecting the academic life of the College but shall not deal with resourcing or management issues. It may delegate particular functions or activities to Committees of the College as considered appropriate by the College Council.

The College Council shall facilitate the exchange of information between the College and the Academic Board/Academic Council, provide a forum for College-wide issues (generally, and in particular where the Academic Council has requested the view of the College), and co-ordinate activities within the College.

Among its various functions, the College Council shall:

- provide a forum for debate focussing on the role of STEM both internally and externally to UCC;
- provide a forum for discussing College wide issues affecting the academic life of the College and the inter-relationship of Schools with each other and with the College;
- provide oversight and approval, as required, of proposals from Schools and Programme Boards of Study for new academic programmes and amendments to existing programmes;
- report to Academic Board and comment to Academic Council as required;
- consider and approve the College strategic plan;
- facilitate exchange of information;
- co-ordinate the academic activities of the College;
- consider any other matters relating to the academic activity of the College.

Membership: The College Council shall comprise

- a. Head of College (or nominee), as Chair
- b. Vice Head of College, as Deputy Chair

- c. College Executive Management Committee, ex officio
- d. Deputy President & Registrar, ex officio
- e. Academic Secretary, ex officio
- f. All members of the academic staff in the College, having permanent (full or part-time) contracts, or temporary contracts of at least one year's duration.
- g. The Head of Department or School (or nominee) of each Associate Department or School listed in Section 7
- h. One representative of the administrative staff, one representative of the technical staff or systems administrators, and one representative of the research staff in each School and (large and medium) RICU, nominated annually by the relevant staff in the Unit
- i. Three representatives of the undergraduate student body and three representatives of the postgraduate student body nominated annually by the Students Union
- j. Research Professors associated with the College
- k. Directors of the University Research Institutes associated with the College (not already included in any other category), or their nominees
- l. One representative of each other College, if the College wishes, nominated annually by the Head of that College
- m. Up to five co-opted members of the University
- n. Up to five co-opted external members.

Meetings: of the College Council shall be held regularly, at least as often as required in order to coordinate the work of the College with meetings of the Academic Board and other requirements of the academic calendar.

Quorum: A valid quorum for a Council meeting is 10. However, if there are less than 20 present a vote cannot be called if any one present objects to the calling of a vote.

14. The College Assembly

Functions: The College shall have a College Assembly (E.3.b) to consider strategic planning reports and receive an annual report from the Head of College to the President on the performance and accounts of the College.

Meetings: The College Assembly will meet at least once a year.

Membership: Membership of the College Assembly shall include:

- President
- Senior Vice-President Academic and Registrar
- *Staff*: All members of staff in the College
- *Students*: Students who are members of School or College committees.
- Two representatives from each of the other Colleges (if requested by that College) in the University as nominated by the Heads of those colleges;
- The Head of College shall have the right to invite officers of the University to be in attendance for the discussion of specific items of business.

The College Assembly shall be chaired by a member of the College Council.

15. College Committees

The College shall have standing committees that will report to the College Council. Standing committees may be created by resolution of the College Council. The standing committees shall include but are not limited to:

- Undergraduate Affairs
- Graduate Affairs
- Research & Innovation
- External Engagement
- Health & Safety
- Equality, Diversity & Inclusion
- Academic Programme and Curriculum Development

The Head of College may establish other committees, working groups or task forces as required to meet the strategic objectives of the College.

Functions of committees: Each Standing Committee shall develop its own terms of reference subject to the approval of the College Council and Executive Management Committee. In particular, these terms of reference shall clearly delineate the decision-making authority of the Committee. The standing committees shall report regularly to College Council.

Membership: The tenure and method of appointment of these committees shall be determined by College Council. The membership shall comprise one member of each School, who shall be the chair (or nominee) of the school standing committee that shares the same

function. Additional members can be co-opted by the College Committee.

Chair: Each standing committee shall be chaired by the relevant Vice Dean, as appropriate, or have a chair appointed by the Head of College.

Meetings: Meetings of these committees shall normally be called at least four times a year by the Chair of the Committee or as frequently as required to conduct the business of the Committee.

16. Programme Boards of Study

- a. The College Council shall create Programme Boards of Study, as required, to oversee inter-disciplinary and inter-School programmes for which the College has responsibility.
- b. Each Programme Board of Study shall bring forward its own terms of reference subject to University policy and the agreement of the College Council.

17. Other Committees

The Head of College may establish working groups as required to fulfil the strategic objectives of the College.

18. Faculties

Transfer of Duties and Powers: In accordance with previous decisions of the Faculties Engineering, Science and Food Science, 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.

- a. Provided that these Rules have been submitted for comment to Academic Council and accepted and approved by Governing Body on or before 30 June 2012,
 - i. the academic responsibilities (E.3.d) of the constituent Faculties shall remain transferred to the College Council from the date of adoption of these Rules by the Governing Body
 - ii. the constituent Faculties shall remain in existence unless and until they decide by vote to dissolve

- iii. as soon as possible after Governing Body endorsement of these Rules, each Faculty shall hold a meeting, for the purpose of updating its membership register and electing a Dean
 - iv. the responsibility of the Dean shall be confined to calling meetings of the Faculty to discuss and vote on Rules or amendments to Rules pertaining to its role and responsibilities under the Principal Statute, proposed by the College Council, or to discuss and vote on the continued existence of the Faculty
- b.** These Rules, including the rules of all academic units within the College, shall remain in effect, with the Faculties remaining in existence and in abeyance, until such time as they vote to dissolve or to re-assert their powers and responsibilities under Section E.3 of the Principal Statute.

19. Amendments to Rules, Further Rules, Procedure for Approval of Rules

New Rules or amendments to these Rules may be proposed by the College Council. Such Rules shall be communicated to the Academic Council for comment and to the Governing Body for approval at the earliest opportunity following approval by the College Council, except where the following subsections apply:

- a. While the constituent Faculties continue to exist, Rules or amendments to Rules, pertaining to their role and responsibilities, proposed by College Council, shall be subject to separate votes in the Faculties, according to procedures determined by the Faculties.
- b. Provided that Rules, or amendments to Rules, are agreed separately by each of the constituent Faculties they shall be communicated to the Academic Council for comment and to the Governing Body for approval at the earliest opportunity following these agreements.