

# College of Science, Engineering and Food Science

## College Rules

**Adopted by College Council 20 March 2012**

**Adopted by the Faculties 20 April 2012**

**Adopted by the Governing Body on 19 June 2012**

**Revised by the Governing Body on 18 June 2013**

**Approved by GB December 2014**

**Approved by GB February 2016**

### 1. **Organisational structure**

**a.** The organisational structure in the College of Science, Engineering and Food Science shall comprise:

- i. College Assembly
- ii. College Council
- iii. College Executive Management Committee<sup>1</sup>
- iv. The constituent Faculties (where they remain in existence)
- v. Standing Committees at College level
- vi. College Advisory Groups
- vii. Academic Units (Schools and Departments not within a School) and Associate Academic Units
- viii. Academic organisational units within Schools (e.g. departments, disciplines, divisions).
- ix. Academic Unit Assemblies
- x. Academic Unit Executive Management Committees
- xi. Boards of Studies for interdisciplinary programmes
- xii. Research Institutes, Centres and Units (RICUs) within the College.

### 2. **Head of College (Extract from the Principal Statute)**

**a.** The Head of College 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 headship shall be:-

- To promote good governance within the College
- To lead the strategic development of the College in line with the University's strategic plan
- To manage the College budget
- To support the enhancement of teaching and research within and across Colleges
- To promote the discharge of the College's social responsibilities
- To represent the College both within the University and externally.

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<sup>1</sup> This Committee is known as the College Management Team.

- b. All responsibilities in management matters within the College are owed (directly or indirectly) to the Head of College.
- c. The Head of College shall be responsible to the President or the President's nominee for the performance of these duties, and of any additional duties delegated by the President or the President's nominee.
- d. 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 College members. S/he shall also report to other officers and management bodies as directed by the President.
- e. The Head of College shall be appointed by the Governing Body on the advice of the President. The term of office shall ordinarily be five years, with eligibility to be re-appointed (ordinarily, once only) by the Governing Body on the advice of the President. In special circumstances, the President may appoint a member of the academic staff as Head of College or Acting Head of College, for a period or periods not exceeding one year in total, save with the consent of Governing Body.

**3. Vice Head of College**

- a. There shall be at least one Vice Head of College, who shall be appointed by the President from among the academic staff of the College, on the recommendation of the Head of College, following a process of appointment approved by the College Council.
- b. The Vice Head(s) of College shall carry such powers and responsibilities as the Head of College shall delegate. These shall be set down in writing by the Head of College and communicated to the College Executive Management Committee.
- c. The period of appointment of the Vice Head of College shall ordinarily be three years with the possibility of renewal for one further term of three years or part thereof. An appointment process for Vice Head(s) of College will automatically be initiated no more than six months after a change of Head of College.
- d. The Vice Head(s) of College shall deputise for the Head of College as required.

**4. Academic Unit**

- a. The various subjects and disciplines in the College are allocated to Academic Units, defined as Schools or Departments which are "free-standing" and not part of a School. Free-standing Departments shall, for all academic, management and administrative purposes, function as Schools in the College.
- b. An Academic Unit is a collection of academic staff and research staff from cognate disciplines, carrying out the primary functions of teaching at undergraduate and postgraduate levels, research, and academic administration, together with the administrative and technical staff whose work supports the academic mission, and any additional members that the Academic Unit may wish to add or coopt (e.g. representatives of industry or professional organisations).

**5. College academic organisation**

- a.** The College comprises the following Academic Units (Schools and Departments not within a School):
    - i. School of Biological, Earth and Environmental Sciences
    - ii. School of Biochemistry and Cell Biology
    - iii. School of Chemistry
    - iv. School of Computer Science and Information Technology
    - v. School of Engineering (including the Cork Centre for Architectural Education)
    - vi. School of Food and Nutritional Sciences.
    - vii. School of Mathematical Sciences
    - viii. School of Microbiology
    - ix. Department of Physics
  - b.** In addition the following are recognised as Associate Academic Units:
    - i. The Departments of Anatomy and Neuroscience; Physiology; and Pharmacology and Therapeutics (in the College of Medicine and Health), are recognised as Associate Departments and associated severally and jointly with the School of Biochemistry and Cell Biology and the School of Microbiology.
    - ii. The Department of Food Business and Development (in the College of Business and Law), is recognised as an Associate School and associated with the School of Food and Nutritional Sciences.
- The School of the Human Environment: Geography, Archaeology and Classics
- iii. (in the College of Arts, Celtic Studies and Social Sciences), is recognised as an Associate School and associated with the School of Biological, Earth and Environmental Sciences.
- c.** Throughout the remainder of this document the term “Academic Units” refers to those units listed in Section **5.a.**

**6. Head of Academic Unit**

- a.** There shall be a Head of each Academic Unit with executive responsibility to the Head of College for all matters relating to the management of the academic and administrative functions and for the resource management of the Academic Unit.
- b.** The primary role of the Head of Academic Unit, as a member of the College Executive Management Committee, is to contribute to the development and delivery of the College & University Strategic Plans.
- c.** The primary role of the Head of Academic Unit, within the Academic Unit, is to lead the strategic direction of the Academic Unit within the overall framework of the College Strategic Plan.
- d.** Heads of Academic Unit shall be appointed according to the published procedures of the University.
- e.** The period of appointment of a Head of Academic Unit shall ordinarily be three years with the possibility of renewal for one further term of three years or part thereof.
- f.** Heads of Academic Unit shall be responsible to College Council in academic matters.

- g. All staff assigned to an Academic Unit shall be ultimately responsible to the Head of Academic Unit, under the overall authority of the Head of College, for the performance of their duties.
- h. Where other organisational units exist, or are created, below Academic Unit level, the heads of these units shall work under the overall direction of the Head of the Academic Unit to which they belong.
- i. The responsibilities of the Head of Academic Unit shall include:

**Leadership, Planning and Devolved Decision-making**

- i. working in a collegial manner within the Academic Unit and College;
- ii. providing leadership for the development of the Academic Unit and planning for its future direction;
- iii. being responsible for ensuring effective and timely response and decision-making, within the Academic Unit, on all matters devolved from the College Council or Executive Management Committee;
- iv. promoting cooperation within and between the substructures of the Academic Unit;
- v. executing Academic Unit policy in accordance with College and University policy;
- vi. working cooperatively with the other Heads of Academic Unit to optimise the delivery of inter-Academic Unit programmes of study;

**Finance and Resources**

- vii. preparing Academic Unit budget submissions and managing the Academic Unit budget, with due regard for cost-saving and income generation;
- viii. allocating the Academic Unit budget as agreed with the Head of College and providing overview to the management team of the Academic Unit;
- ix. allocating resources to the Academic Unit under delegated authority of the Head of College;

**Teaching and Learning and the Student Experience**

- x. initiating and supporting curriculum development;
- xi. ensuring that appropriate academic instruction and assessment is provided to students registered for academic taught programmes within the Academic Unit in accordance with published information in the Book of Modules, Calendar, Marks and Standards and Timetables;
- xii. ensuring that applications from students are considered at Academic Unit level before bringing reports to the College Council for final approval;
- xiii. ensuring that accurate information is held at the appropriate level on the progression of students registered for programmes within the Academic Unit;
- xiv. ensuring that students are represented in the structures of the Academic Unit and taking appropriate responsibility for the welfare of students in the Academic Unit;

**Staff**

- xv. exercising responsibilities to all staff in the Academic Unit and fulfilling, if not otherwise assigned or delegated, the role allocated to a Head of Department prior to the adoption of these Rules in any formal procedures being followed, such as for the purposes of promotion;
- xvi. ensuring a transparent and equitable workload allocation in the Academic Unit;
- xvii. being responsible, in cooperation with the Department of Human Resources, for contract management of all staff within the Academic Unit;
- xviii. ensuring that all staff in the Academic Unit are represented in Academic Unit structures and provided with opportunities to contribute to the development of Academic Unit strategic plans;
- xix. ensuring that suitable arrangements are made for staff development and performance appraisal;

**Research**

- xx. supporting research in the Academic Unit and in its interactions with other Academic Units and Research Institutes, Centres and Units;
- xxi. making provision for the proper supervision of postgraduate research students and their examination;

**University Policies**

- xxii. being accountable for the implementation of University policies within the Academic Unit (e.g. policies on health and safety, performance management, etc.);

**External Relations**

- xxiii. ensuring, after appropriate consultation, that any professional programmes delivered by the Academic Unit comply with appropriate professional accreditation requirements;
  - xxiv. representing the Academic Unit within the University, and externally as requested by the Head of College, Registrar or President;
- j.** A Head of Academic Unit may delegate specific authority to a member or members of the Academic Unit and this authority may include responsibility for staff, students, programmes of study, professional programmes and finance, under such terms as shall be agreed by the Head of Academic Unit and the Head of College. Suitable titles such as Head, Director, Coordinator, may be used.

**7. Vice Head of Academic Unit**

- a.** There shall be a Vice Head of Academic Unit who shall be appointed annually, from among the academic staff of the Academic Unit, by the Head of Academic Unit in consultation with the Head of College.
- b.** The Vice Head of Academic Unit shall carry such powers and responsibilities as the Head of Academic Unit shall delegate. These shall be set down in writing by the Head of Academic Unit and agreed with the Executive Management Committee of the Academic Unit.
- c.** The Vice Head of Academic Unit shall deputise for the Head of Academic Unit as necessary when requested to do so.

## **8. Academic Unit Organisation**

- a.** Each Academic Unit shall have an Academic Unit Assembly comprising all members of staff in the Academic Unit, in all categories of staff, having permanent (full- or part-time) contracts, or temporary full-time contracts of at least one year's duration, or temporary part-time contracts of at least three years' duration, and representatives of the student body.
- b.** The Academic Unit Assembly shall normally meet twice in each academic year to consider reports on Academic Unit activities (such as strategic planning reports, financial reports and the annual report of the Head of Academic Unit).
- c.** Each Academic Unit shall have an Executive Management Committee, chaired by the Head of Academic Unit, whose structure is determined by the Academic Unit according to its needs and which shall meet at least six times in each academic year.
- d.** Each Executive Management Committee shall agree terms of reference in accordance with the College Rules and which shall include a quorum for meetings.
- e.** The primary areas for consideration by the Executive Management Committee include
  - Finance and Resources
  - Human Resources
  - Teaching and Learning
  - Student Support
  - Research
  - Graduate Education
  - External Affairs
- f.** Within each Academic Unit an organisational structure shall be developed to suit the needs of the Academic Unit. Departments may be retained and sub-units may be created as required.
- g.** A Head of Academic Unit shall delegate appropriate powers and functions as agreed with the Head of College and as required by the organisational structure of the Academic Unit, provided that the Head of Academic Unit remains ultimately responsible for all such delegated powers and functions.
- h.** The work of the Academic Unit committees shall reflect the functions of the College Committees.
- i.** Summary reports of meetings shall be made available to staff of the Academic Unit.

## **9. Graduate School**

- a.** There shall be a Graduate School of the College.
- b.** All postgraduate students are regarded as members of the Graduate School.
- c.** The Graduate School shall be led by the College Graduate Studies Committee, chaired by the Head of the Graduate School.
- d.** The primary functions of the Graduate School include
  - i.** To ensure that the College has a coordinated approach to all aspects of fourth level education;

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

**10. Head of Graduate School**

- a. The Head of the Graduate School is appointed by open competition from among the academic staff of the College for a three-year term of office, which may be renewed for a second term.
- b. The Head is an *ex officio* member of the College Executive Management Committee.
- c. The primary role of the Head is to lead in the development and implementation of the College Strategic Plan for fourth level education.
- d. The Head is supported and advised by the Graduate Studies Committee.
- e. The Head represents the College, *ex officio*, on the Academic Council Graduate Studies Committee and acts as a spokesperson for the College with respect to fourth level education in the College.
- f. Working with the Dean of Graduate Studies and the Heads of the three other College Graduate Schools, the Head provides input to university level initiatives in fourth level education.

**11. College Executive Management Committee**

- a. The role of the College Executive Management Committee shall be to advise and assist the Head of College in the leadership and management of the College. Its specific responsibility shall be to advise and assist the Head of College in the fulfilment of the College Strategic Plan.
- b. The Executive Management Committee shall be the primary vehicle for interaction between the College and University Management Team.
- c. The membership of the Executive Management Committee shall be entirely *ex officio* and consist of the Heads of Academic Units, the College Manager, the College Financial Analyst, the College Human Resources Manager, the Head of the College Graduate School, the Vice Head of College, and the Head of College as chair. Occasional attendance by named alternates may be provided for by agreement of the Executive Management Committee.
- d. The Executive Management Committee shall meet at least fortnightly during the academic year and at such other times as determined by the Head of College.
- e. The primary areas for consideration by the Executive Management Committee include
  - Finance and Resources
  - Human Resources
  - Teaching and Learning
  - Student Support
  - Research
  - Graduate Education

- External Affairs
- f. The Executive Management Committee shall report formally to each meeting of the College Council.
- g. Summary reports of meetings of the Executive Management Committee shall be posted on the College intranet. Agreed minutes of meetings of the Executive Management Committee shall be posted on the College intranet.

## 12. College Council

- a. The College Council shall comprise
  - i. Head of College (or nominee), as Chair
  - ii. Vice Head of College, as Deputy Chair
  - iii. College Executive Management Committee, *ex officio*
  - iv. Registrar and Senior Vice President Academic, *ex officio*
  - v. Academic Secretary, *ex officio*
  - vi. All members of the academic staff in the Academic Units having permanent (full- or part-time) contracts, or temporary full-time contracts of at least one year's duration, or temporary part-time contracts of at least three years' duration
  - vii. The Head of Department or School (or nominee) of each Associate Department or School listed in Section 5.b
  - viii. One representative of the administrative staff, one representative of the technical staff or systems administrators, and one representative of the research staff in each Academic Unit, nominated annually by the relevant staff in the Academic Unit
  - ix. Three representatives of the undergraduate student body and three representatives of the postgraduate student body nominated annually by the Students Union
  - x. Research Professors associated with the College
  - xi. Directors of the University Research Institutes associated with the College (not already included in any other category), or their nominees
  - xii. One representative of each other College, nominated annually by the Head of that College
  - xiii. Up to five co-opted members of the University
  - xiv. Up to five co-opted external members.
- b. The College Council shall be the primary vehicle for interaction between the College and the Academic Board/Academic Council.
- c. The College Council shall act as the debating forum<sup>2</sup> and approval body at College level for academic programmes and processes affecting the academic life of the College. Among its various functions, the College Council shall:
  - i. debate and formally approve the College Strategic Plan;
  - ii. debate and formally approve all policies and procedures relating to the academic life of the College, its relationship with the University, the inter-relationships of Academic Units with each other and with the

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<sup>2</sup> College Council business will normally be conducted with a reasonable level of informality to encourage the greatest level of discussion and interchange among members. When formal processes are required these will be carried out under Robert's Rules of Order.

- College, and between the Colleges, including teaching and learning, the student experience, research and the external environment;
- iii. coordinate the academic activities of the College;
  - iv. provide oversight and approval, as required, of proposals from Academic Units and Programme Boards of Study for new academic programmes and amendments to existing programmes;
  - v. provide oversight and approval, as required, of proposals from Academic Units and Programme Boards of Study on student admissions and examinations;
  - vi. report to Academic Board and Academic Council;
  - vii. provide feedback and comment to Academic Board and Academic Council as required.
- d. 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.
  - e. The College Council shall report formally to the College Assembly at least twice in each academic year.
  - f. All documentation associated with the work of the College Council shall be available to all members of the College Assembly on the College intranet.

**13. College Advisory Groups**

- a. Advisory Groups shall be formed to represent administrative staff, technical staff, research staff, and students. These groups shall comprise the relevant members of the College Council.
- b. Scheduled meetings shall be held at least twice in each academic year between the Head of College and College Manager and each Advisory Group, and otherwise meetings with the Head of College and/or College Manager shall be held at the request of the Advisory Groups.

**14. College Assembly**

- a. The College Assembly shall comprise all members of staff in the Academic Units of the College, in all categories of staff, having permanent (full- or part-time) contracts, or temporary full-time contracts of at least one year's duration, or temporary part-time contracts of at least three years' duration, together with those members of the College Council not thereby included.
- b. The College Assembly shall be chaired by a member of the University nominated by the Head of College, subject to ratification by the College Council.
- c. The College Assembly shall normally meet twice in each academic session to consider reports on College activities (such as reports from College Council and its standing committees, strategic planning reports, financial reports and the annual report of the Head of College).

**15. Committees of the College**

- a. The College shall have standing committees that report to College Council through the Executive Management Committee, including committees on:

- i. Academic Programmes and Curriculum Development
  - ii. Teaching and Learning and the Student Experience
  - iii. Research
  - iv. Graduate Studies
  - v. External Affairs
  - vi. International Education.
- b. Further Standing Committees may be created at College Level by the Executive Management Committee subject to the approval of the College Council.
  - c. The membership and method of appointment of Standing Committees shall be determined by the College Council. Each Standing Committee shall have a chair appointed by the Head of College.
  - d. 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.
  - e. The College Council or Executive Management Committee may create special purpose committees or working groups with specified remits to report to the College Council and/or the Executive Management Committee within specified periods.
  - f. Each Committee established at College level shall report to the College Council on all matters relating to its academic remit, and where relevant, to the College Executive Management Committee on all matters dealing with resources.
  - g. Summary reports of meetings of all College Committees shall be posted on the College intranet. Agreed minutes of meetings of College Committees shall be posted on the College intranet.

**16. Academic Programmes**

- a. The College Council shall assign each academic programme to an Academic Unit or Academic Units, or to an Associate Academic Unit, or to a combination of Academic Unit and Associate Academic Unit, or to a Programme Board of Study.

**17. 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.

**18. Faculties**

- 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 (under Statute 1, Chapter 11) 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 Statute 1, proposed by the College Council under Section 19, or to discuss and vote on the continued existence of the Faculty
- b.** The rules, including the rules of all academic units within the College, shall remain in effect, with the Faculties remaining in existence and abeyance, until such time as they vote to dissolve or re-assert their powers and responsibilities under Statute 1, Chapter 11.

**19. 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:

  - i. The efficient and proper conduct of the business of the research centre or institute;
  - ii. Leadership of the research centre or institute
  - iii. Representation of the research centre or institute both internally and externally;
  - iv. The development of the research centre or institute Strategic Plan and associated operational plan and risk register;
  - v. Management of financial and other resources, in accordance with the research centre or institute financial plan and University accounting practice;
  - vi. Ensuring the funding provided is used appropriately;
  - vii. The performance of each of the Principal Investigators and their function and duties within the research centre or institute;
  - viii. 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.

**20. Amendments to Rules, Further Rules, Procedure for Approval of Rules**

- a. 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.
- b. While the constituent Faculties continue to exist, Rules or amendments to Rules, pertaining to their role and responsibilities under Statue 1, Chapter 11, proposed by College Council, shall be subject to separate votes in the Faculties, according to procedures determined by the Faculties.
- c. 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.