

# THE UNIVERSITY OF LANCASTER

## Constitution of the Faculty of Science and Technology

### 1. Definition

The Faculty of Science and Technology comprises the following:

*Departments:* Chemistry; Computing and Communications; Engineering; Lancaster Environment Centre; Mathematics and Statistics; Physics; Psychology.

*Centres:* Cockcroft Institute; Global Eco-Innovation; Energy Lancaster; Quantum Technology Centre.

*Units:* Natural Sciences.

Such other Departments, Centres and Units as decided by the Faculty.

### 2. Mission

To ensure high-quality research and education in the science and technology disciplines of the University.

### 3. Objectives

- To promote the study of science and technology at Lancaster University.
- To promote interdisciplinary approaches to research and teaching, exploiting collective strengths within the Faculty and other parts of the University.
- To foster national and international links which will enhance the reputation of the Faculty and the quality of its work.
- To provide a stimulating teaching and research environment which is attractive to high quality staff and students and within which individuals and research groups may flourish.
- To engage with business, industry and other commissioners and users of research, whether private or public, national or international, to maximise the impact of our activities.
- To ensure financial accountability to the University for activities and for the administration of Faculty funds in accordance with financial regulations.
- To provide appropriate support services for teaching, research and enterprise and to ensure effective use of space and equipment.
- To foster academic enterprise through resource allocation and other means.
- To ensure effective links with the relevant professional bodies and industries.

- To promote and oversee the review, coordination, and development of courses and schemes of study within the Faculty.
- To provide a unified body for external representation.
- To promote equal opportunities.

#### **4. Faculty membership**

- (i) **Full membership:** all academic staff, research staff and professional services staff within the constituent departments, centres and administrative units of the Faculty shall be full members of the Faculty.
- (ii) **Student membership:** all students registered in the constituent departments and units of the Faculty shall be student members of the Faculty for the duration of their registration.
- (iii) **Associate membership:** all honorary and visiting staff, and any other individuals from within or outside the University as approved by the Policy and Resources Committee, shall be defined as associate members of the Faculty.

#### **5. Senior officers of the Faculty**

##### **5.1 The Dean**

The role of the Dean within the Faculty is to provide academic leadership, to encourage excellence in teaching and research, to represent the Faculty to the University, to promote the development of the Faculty and of its staff, and to manage its activities through the most effective and cost-efficient use of its resources, within the framework of the University's Strategic Plan and policies. The responsibilities of the Dean are determined by the Senate and the Dean is a member of UMAG, with a shared responsibility for promoting and achieving the University's goals set out in the Strategic Plan.

The Dean is responsible for the proper conduct of the Faculty in accordance with the University's rules and regulations. The post-holder reports to the Vice-Chancellor, who will hold the Dean accountable for this role.

*Appointment:* the Dean will be appointed by a committee chaired by the Vice-Chancellor or his/her nominee. The appointment committee will be selected by the Vice-Chancellor's office.

*FTE:* the post of the Dean will normally be 1.0 FTE (Full Time Equivalent).

*Term of office:* is five years, renewable for one further term of up to five years.

##### **5.2 The Associate Deans**

Associate Deans form part of the senior management of the Faculty. Associate Deans have policy-formulation and implementation responsibilities that cut across departmental boundaries. They also act as representatives of the Dean and the Faculty on various University-wide governance structures, as well as representing the Faculty externally.

Associate Deans are accountable to the Dean and to PRC for policy recommendations and implementation. Associate Deans will be members of Deans Group. They will not be serving heads of department and should normally be in different departments, centres or units. The Faculty will appoint the following Associate Deans:

- Undergraduate Teaching
- Postgraduate Studies
- Research
- Resources
- External Engagement and Internationalisation

*Appointment:* Associate Deans will be appointed by an appointment panel chaired by the Dean, with appropriate Faculty representation. There will be at least one man and at least one woman on the appointment panel. An open call for applications to the post shall be issued.

*Term of office:* is normally three or four years, and may be renewed.

### **5.3 The Faculty Director of Partnerships and Business Engagement**

The Faculty Director of Partnerships and Business Engagement forms part of the Faculty's senior management team and has responsibility for coordinating and directing partnerships and business engagement activity across the Faculty and managing the Business Partnerships and Enterprise team. The Faculty Director of Partnerships and Business Engagement is accountable to the Dean and to PRC for policy recommendations and implementation and is a member of the Dean's Steering Group.

*Appointment:* the Faculty Director of Partnerships and Business Engagement will be appointed by an appointment panel chaired by the Dean, with appropriate Faculty-wide representation. There will be at least one man and at least one woman on the appointment panel.

*FTE:* the role of Faculty Director of Partnerships and Business Engagement will normally be 1.0 FTE.

*Term of office:* the role of Faculty Director of Partnerships and Business Engagement is an indefinite post.

### **5.4 Director of International Teaching Partnerships**

The Director of International Teaching Partnerships reports to the Associate Dean for Undergraduate Teaching and the Associate Dean for Postgraduate Studies and is responsible for developing and overseeing the Faculty's international partnership programme and will work closely with the Dean and the Associate Deans to ensure that the Faculty has a coherent strategic framework for international partnerships, and that policy within the Faculty allows this strategy to be delivered.

*Appointment:* the Director of International Teaching Partnerships will be appointed by an appointment panel chaired by the Dean, with appropriate Faculty-wide representation. There will be at least one man and at least one woman on the appointment panel.

*Term of office:* is three or four years, and may be renewed.

## **5.5 Director of Research Enhancement**

The Director of Research Enhancement reports to the Associate Dean for Research and is responsible for leading the preparation of the Faculty's Research Excellence Framework (REF) submissions, and managing the systems for monitoring research productivity and quality that are necessary to underpin these. The Director of Research Enhancement will work closely with Research Directors and staff in departments.

*Appointment:* the Director of Research Enhancement will be appointed by an appointment panel chaired by the Dean, with appropriate Faculty-wide representation. There will be at least one man and at least one woman on the appointment panel.

*Term of office:* is typically three years, depending on the timing of the REF exercise, and may be renewed.

## **5.6 Heads of Department**

Heads of Department are central to the governance of the Faculty. They are accountable to the Dean and to their departments (and are *de jure* accountable to the Senate). Heads of Department are responsible for the strategic direction of their department, contributing to Faculty strategy, formulating and implementing policy and managing the department's resources in order to ensure the department's objectives are achieved. They provide academic leadership, ensure excellence in teaching and research, represent the department to the Faculty and the University, and promote the development of the department and of its staff.

*Appointment:* Heads of Department are appointed by a panel chaired by the Vice-Chancellor, which considers recommendations from the Dean, two members of the department and a report from consultation held with all departmental staff.

*Term of office:* is normally four years, and may be renewed.

## **6. Governance and Committee Structure**

The following standing committees will form the core of the Faculty's governance and management system:

- Policy and Resources Committee
- Deans Group
- Research Committee
- Undergraduate Teaching Committee
- Graduate School Committee
- IT Committee

Additional formal sub-committees may be constituted by the Policy and Resources Committee as required.

Departments should establish management groups, which normally contain the Directors of: Research (including Enterprise and Business partnerships representation); Student Recruitment; Teaching and Learning for Undergraduates and Postgraduates; so that the key strategic committees in the Faculty and their responsibilities are tightly linked to the activities and responsibilities within Departments.

### **6.1 Policy and Resources Committee**

The Policy and Resources Committee (PRC) is the central forum in which the Faculty strategy and policy are considered and agreed. The Committee shall be responsible for all aspects of strategic planning, policy formulation and oversight, including policies on financial management and budgeting, resource prioritisation in support of research and teaching, and allocation of staff resource. PRC has a responsibility for ensuring the Faculty pro-actively promotes equality, diversity and inclusion through all its activities and that all policy and resource decisions consider the impact on equality, diversity and inclusion. It shall also be responsible for the establishment and terms of reference for the Faculty's sub-committees and working parties. The committee shall meet at least twice a term. Meetings may be called by the Dean as required. Membership of the Committee shall be:

- Dean (in the chair);
- Associate Deans;
- Faculty Director of Partnerships and Business Engagement;
- Head of Department of each department in the Faculty;
- Director of Natural Sciences;
- Faculty Manager;
- a representative of the Faculty administrative or technical staff;
- any co-opted member as agreed by the committee.

Faculty and University colleagues may attend *ex officio* as non-voting members by invitation.

### **6.2 Deans Group**

Deans Group is responsible for directing the strategic development of the Faculty, formulating and implementing policy and managing the Faculty's resources in order to ensure the Faculty's objectives are achieved. Deans Group will make policy recommendations to PRC and act as the day-to-day decision-making body of the Faculty in those areas delegated to it by PRC. Deans Group will meet on a regular basis, as determined by the Dean, and will consist of the following members:

- the Dean (Chair)
- the Associate Deans
- the Faculty Director of Partnerships and Business Engagement
- the Faculty Manager

### **6.3 Research Committee**

The Research Committee is a sub-committee of PRC and shall be responsible to PRC for research strategy and policy (including research ethics) and the promotion and coordination of research activity throughout the Faculty. The Research Committee shall meet at least once a term and shall be responsible for:

- research strategy and policy (including research assessment exercises);
- strategies for maximising research income into the Faculty;
- promotion of the Faculty's research outside the University;
- development of links with industry;
- ethical issues related to research in general and specific research projects where relevant;
- major research initiatives;
- encouragement of interdisciplinary research;
- ensuring equality of opportunity to all research active staff and pro-actively innovating to improve and support equality, diversity and inclusion.

The membership of the committee shall be:

- Associate Dean for Research (Chair);
- Director of Research Enhancement;
- Associate Dean for Resources;
- Dean (ex officio);
- Faculty Director of Partnerships and Business Engagement;
- Director of Research (or equivalent) from each department in the Faculty;
- Directors of research centres, as decided by the PRC;
- the Faculty Research and Finance Partner;
- a representative of the Faculty research staff;
- a representative of the Faculty administrative or technical staff;
- any co-opted member as agreed by the committee.

#### **6.4 Undergraduate Teaching Committee**

The Undergraduate Teaching Committee is a sub-committee of PRC. The Undergraduate Teaching Committee shall meet at least once per term and shall be responsible for:

- teaching, learning and recruitment strategy;
- quality assurance (including accreditation, review and audit);
- development and dissemination of good practice in undergraduate teaching throughout the faculty and promotion of both innovation and excellence;
- admissions (targets and monitoring, developing and implementing policies);
- graduate employability (developing and implementing policies, monitoring and review);
- responding to University committee consultation;
- coordinating and developing new undergraduate courses and schemes of study, and assessing and monitoring existing course provision;
- making proposals to the Senate and other appropriate committees for new undergraduate courses and schemes of study and for changes to existing courses and schemes;
- pro-actively innovating to improve and support equality, diversity and inclusion;
- forming ad-hoc sub-committees as deemed appropriate by the Chair.

The membership of the Committee shall be:

- Associate Dean for Undergraduate Teaching (Chair);
- Dean (ex officio);
- Director of International Teaching Partnerships;
- Director of Teaching and Learning of each department in the Faculty;
- Director of Natural Sciences;
- Teaching Quality Support Officer (secretary);
- one undergraduate student, to withdraw for some reserved items;
- a representative of the Faculty administrative or technical staff;
- any co-opted member as agreed by the Committee;
- one representative of each of the Library, ISS and the Careers Service shall attend when business relevant to their service is under discussion;
- representatives of cognate schemes of study shall be invited to attend when relevant.

## **6.5 Graduate School Committee**

The Graduate School Committee is a sub-committee of PRC. The Graduate School Committee shall meet at least once per term and shall be responsible for:

- postgraduate teaching, learning and recruitment strategy;
- quality assurance (including accreditation, review and audit);
- ensuring good practice in postgraduate teaching throughout the faculty, developing and maintaining good practice in research supervision;
- reviewing departmental recruitment plans, monitoring recruitment to all courses, seeking and analysing market intelligence, encouraging new course developments to meet identified demand, and scrutinising all course proposals against known demand;
- graduate employability (monitoring and review);
- responding to University committee consultation;
- coordinating and developing new postgraduate courses and schemes of study, and assessing and monitoring existing course provision;
- making recommendations to Senate for new postgraduate courses and schemes of study and for changes to existing schemes;
- providing training courses for postgraduate students in the Faculty as part of the science graduate training programme and in conjunction with the courses offered by other university faculties and departments. These courses will be responsive to criteria for training specified by the research councils;
- pro-actively innovating to improve and support equality, diversity and inclusion;
- forming ad-hoc sub-committees as deemed appropriate by the Chair.

The membership of the committee shall be:

- Associate Dean for Postgraduate Studies (Chair);
- Dean (ex officio);
- Director of Postgraduate Studies from each department in the Faculty;
- Graduate School Manager;
- Teaching Quality Support Officer (secretary);
- two postgraduate students, (one PGT and one PGR), to withdraw for certain reserved items;

- a representative of the Faculty administrative or technical staff;
- one representative of each of the Library, ISS and the Careers Service shall attend when business relevant to their service is under discussion;
- representatives of cognate schemes of study shall be invited to attend when relevant;
- any co-opted member as agreed by the Committee.

## **6.6 IT Committee**

The IT Committee is a sub-committee of PRC and is responsible for sharing good practice in IT usage across the Faculty, enabling communication between the Digital Strategy Advisory Group and the Faculty by informing and advising the Dean on all matters relating to information technology and information resources and pro-actively innovating to improve and support equality, diversity and inclusion. The IT Committee shall meet at least once per term and its membership shall be:

- Associate Dean for Resources (Chair);
- The Dean (ex officio);
- ISS Head of IT for FST;
- representative from each department in the Faculty;
- Faculty Resources Officer (secretary);
- any co-opted member as agreed by the Committee.

## **6.7 Faculty Forum**

The Faculty Forum is the Faculty's plenary meeting and acts as the convocation of the Faculty. It is normally chaired by the Dean and will meet once each term. The purpose of the Faculty Forum is to:

- (i) discuss the policies and activities of the Faculty;
- (ii) respond to reports from the Dean and other officers on actions undertaken on their behalf and in general on the work of the Faculty;
- (iii) advise the Dean and other officers of matters of concern to the Faculty;
- (iv) consider proposals for amendments to the constitution of the Faculty.

All staff members of the Faculty are members of the Faculty Forum meeting and are entitled to participate in the meetings. Student representation can include two student members from each department (normally one undergraduate and one postgraduate).

## **7. Amendments to the Constitution**

### **(i) Proposals**

Amendments to the constitution may be proposed either by the Policy and Resources Committee, or by any staff member of the Faculty. In the latter case, the proposal must be counter-signed by at least two members from at least 50% of the constituent departments.

**(ii) Procedure**

Proposals for amendments to the constitution must be submitted in writing to the Dean no later than twenty-one days before a meeting of the Faculty Policy and Resources Committee. Proposals shall be discussed by the Policy and Resources Committee. If the proposal is supported by the majority of the voting members of PRC it will be referred to the Faculty Forum for approval.

The Faculty Forum may approve or reject a proposal for amendment of the constitution on the basis of a simple majority of those present or may refer the matter to a ballot of the full members of the Faculty. Proposals may be accepted without a ballot. Where a proposal has been accepted by ballot or by the Faculty Forum meeting, it shall be submitted for ratification by the University Senate.