

ST. AUGUSTINE
INTERNATIONAL UNIVERSITY
DRAFT SENATE HANDBOOK

JULY 2014



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SECTION 1: FUNCTIONS

1. The Senate shall be responsible for the organization, control and direction of the academic matters of the University and as such the Senate shall be in charge of the teaching, research and the general standards of education and research and their assessment in the University.

2. Specifically, the Senate shall:

:

a) initiate the academic policy of the University and advise the University Council on the required facilities to implement the policy;

b) direct and regulate the instruction programme and the structure of any degree, diploma or certificate course within the University;

c) advise the University Council regarding the eligibility and qualifications of persons for admission to courses leading to the award of degree, diploma, certificate or other award of the University;

d) make regulations regarding the content and academic standard of any course of study in respect of a degree, diploma, or certificate or other awards.

e) make regulations regarding the standard of proficiency to be attained in each examination for a degree diploma, certificate or other award by the University.

f) decide which persons have reached the standard of proficiency and are fit for the award of any degree, diploma, certificate or other awards of the University.

g) advise the University Council on the promotion, coordination, control and general direction of research in the University.

h) consider and report to the University Council on any matter relating to, or in connection with the academic work of the University.

i) Assist in the search for principals, deans, and chancellor;

j) recommend the hiring and promotion of faculty members;

k) approve the publication of manuscripts by the St. August International University Press (i.e., if we plan to have a university press);

l)

3. The Senate shall communicate and consult effectively and efficiently across the University on all policy matters, including policy development and on any other matters related to the academic work of the University which require engagement of the wider community.

SECTION 2: COMPOSITION AND MEMBERSHIP OF THE SENATE

2.1 The composition of the Senate shall be as follows:

- a) The Vice Chancellor (Chair)
- b) The Deputy Vice-Chancellor
- c) College Principals
- d) The Heads of Schools and Institutes
- e) Chairs of the Senate Committees who are Members of Staff
- f) The President of the Student Guild and one member of the Council of the Students Guild of the University appointed by the Council of the Student Guild.
- g) The University Librarian, Bursar, Dean of Students and Secretary/Academic Registrar;
- h) Two representatives of senior academic staff from each College of the University elected by the College academic staff.
- i) Three persons who are capable of contributing to the academic and social development of the University appointed by the Board of Trustees.

2.2 Appointed members of the University Senate shall hold office for a period of three years and shall be eligible for reappointment.

2.3 The Vice-Chancellor shall be the Chairperson of the Senate and shall preside at all meetings of the Senate at which he or she is present and in the absence of the Vice-Chancellor, the Deputy Vice-Chancellor shall preside.

2.4 The Secretary/Academic Registrar of the University shall be the Secretary to the Senate.

SECTION 3: MEETINGS

3.1 Schedule of meetings

- A. The Senate shall meet for the discharge of its functions and exercise of its powers at least five times in an academic year.
- B. The date and time of the regular monthly meetings of the Senate shall be determined by the Executive Committee.
- C. The schedule of the meetings for the year shall be announced not later than the first day of August through appropriate communications.
- D. The quorum at a meeting of Senate shall be two thirds of the members of the Senate.

3.2 Notice of meetings

- A. Notice of any forthcoming scheduled meeting shall be initially circulated by the Secretary by email two weeks prior to the meeting. The email shall provide a reminder of the meeting and give advance notice of the presentation and discussion items. Members are requested to confirm whether or not they expect to be present at the meeting.

- B. Extra-ordinary meetings of the Senate shall be called when there is a particular item of business that requires consideration by the Senate prior to the next scheduled meeting. The Chairperson shall be responsible for deciding when such a meeting should take place.
- C. Visitors may be invited by a member of the advisory committee to participate in any specific discussion

3.3 Typical meeting structure

The order of business at each meeting of the Senate shall typically proceeds as follows:

- i. Welcome;
- ii. Minutes of the Previous Meeting;
- iii. Matters Arising;
- iv. Reports from Committees of the Senate;
- v. Presentation and Discussion Item;
- vi. Report from Vice Chancellor and the University Council;
- vii. Reports from the University Management Committee;
- viii. Any Other Business;
- ix. Date of Next Meeting.

3.4 The Agenda

The agenda, which is prepared by the Secretary in consultation with the Chairperson and other relevant officers, is considered by the Senate Executive Committee one week prior to the meeting of the Senate.

3.5 The Papers

The deadline for the receipt of papers for the Senate is two weeks prior to the meeting. Committee Secretaries shall be given two weeks' notice of the deadline for the submission of reports. Papers submitted after the deadline will be accepted at the Chair's discretion.

3.6 Circulation of the Agenda and Papers

The agenda and papers shall be circulated one week prior to each meeting. These shall be issued in hard copy to Senate members and, for information, to the Secretary of the University and other senior officers of the University. The minutes of the previous meeting shall be included in the circulation.

3.7 Presenting Business

Presenting business at meetings of the Senate is the primary responsibility of the appropriate committee chairperson. In his or her absence, such other delegated officer or member of the committee, at the discretion of the Senate Chairperson, shall be delegated to do so.

Matters other than committee business shall be presented by an appropriate University officer or member of the Senate approved by the Senate Chairperson. The person presenting business to the Senate is responsible for ensuring that it is clearly presented and explained.

3.8 The Minutes and Action Points

A draft of the minutes of each meeting of the Senate shall be submitted to the Chair within one week of the relevant meeting.

The minutes shall be included in the Senate papers for the subsequent meeting at which they will be presented for approval.

The minutes of meetings of the Senate shall indicate how items shall be disposed of. Items shall be marked as either 'for approval' or 'for information' and the disposal in the minutes shall be 'approved' or 'noted' respectively. Any discussion or further decision made on a particular item shall be detailed in the minutes.

The Secretary shall be responsible for ensuring that any actions arising from the meeting are taken forward as appropriate and that relevant individuals are aware of actions against them.

The Secretary will follow up on actions no later than two weeks prior to the next meeting in order to receive a progress report.

SECTION 4: STANDING COMMITTEES OF SENATE AND JOINT COMMITTEES OF SENATE AND COUNCIL

4.1 Standing Committees of Senate

The Senate shall be supported in the execution of its responsibilities as the supreme academic body of the University by a number of committees. Details of these committees and the regulations prescribed for them are contained in Appendix A.

4.2 Constitution of Committees

Senate shall establish committees of its members and may appoint persons to such committees who are not members of the Senate.

The Senate is permitted to delegate powers to such committees on condition that the following criteria are met for membership:

- The committee contains at least four Senate members, one of whom should be an ex officio member of the Senate;
- The quorum of any committee of the Senate exercising delegated powers shall include at least three members of the Senate who may be elected or ex officio members.

The standing committees of the Senate shall include:

- a. Senate Steering Committee;
- b. Examinations Committee;
- c. Planning and Budget Committee;
- d. Education Committee;
- e. Quality and Standards Committee;

4.3 Appointment to Committees

- i. The Senate shall prescribe the composition and membership of each standing committee.
- ii. The Senate may appoint as members of a standing committee persons who are members of the Senate and persons who are not members of the Senate.
- iii. A member of the Senate who is appointed to a standing committee shall be a full member of the committee.
- iv. The Senate shall specify whether a person who is appointed to a standing committee and who is not a member of the Senate shall be a full member or an assessor member of the committee.
- v. A co-opted member of a standing committee shall be an assessor member unless the Senate specifies that he is a full member.

4.4 Period of Office

- i. The first period of office of a member of a standing committee other than a member ex officio shall not exceed three years and the period shall end on the last day of July.
- ii. A member of a standing committee other than a member ex officio shall be eligible for re-appointment provided that a person shall not be a member for more than two consecutive terms of three years.
- iii. The first period of office if less than three years shall not be reckoned in determining the eligibility of a member for re-appointment.

4.5 Chair

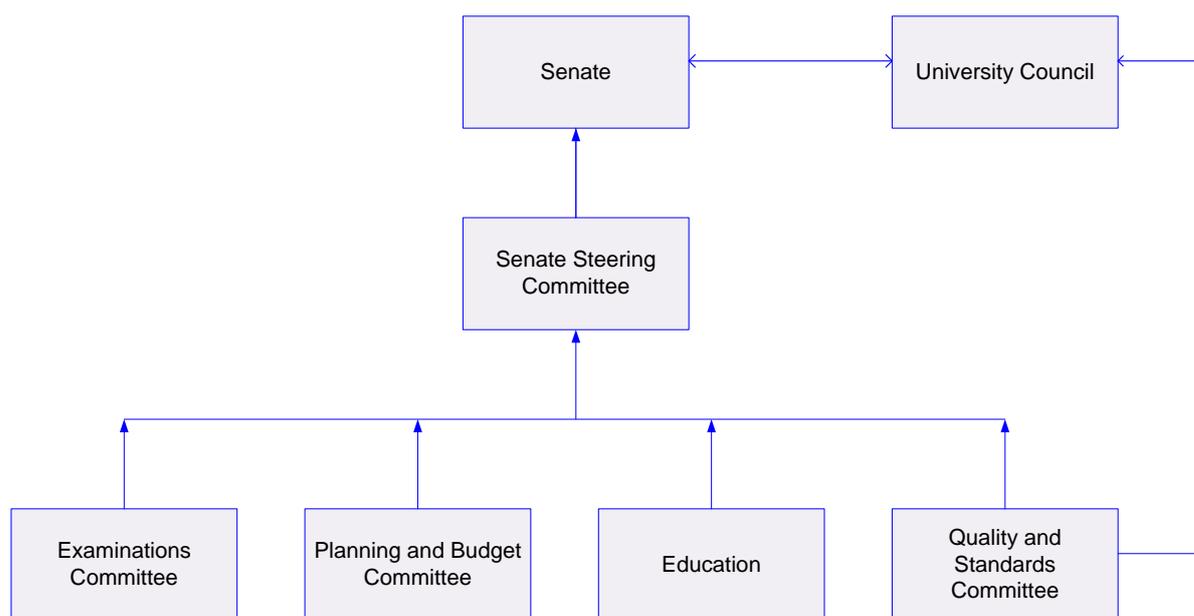
- i. The Chair of a standing committee shall be appointed by the Senate and shall be the Chair of the committee.
- ii. In the absence of the Chair a person elected from among the full members of the committee who are present at the meeting shall be the Chair for that meeting.

4.6 Quorum

- i. Two thirds of members of a standing committee who are members of staff of the University shall constitute the quorum.
- ii. In the absence of a quorum of a standing committee no business shall be transacted other than the adjournment of the meeting.
- iii. Notice of the adjourned meeting shall be sent to all members of the standing committee at least seven days before the date of the adjourned meeting.

- iv. At the adjourned meeting, the business for which the original meeting was called may be completed in the absence of a quorum.

The Senate Committee structure:



SECTION 5: ROLE AND OBLIGATIONS OF MEMBERS OF THE SENATE

5.1 Attendance at Meetings

Members of the Senate are encouraged to attend all meetings of the Senate. If attendance at a meeting is not possible, then apologies should be submitted to the Clerk. Where circumstances make it impossible for an ex-officio member to attend a meeting of the Senate, an alternate will be permitted at the express permission of the Chair. Alternates for elected members are not permissible. Elected members who fail to attend three consecutive meetings will be required to report to the Vice Chancellor on their absences.

5.2 Contribution of Members

The success of the Senate in fulfilling its terms of reference and its responsibilities to the University is dependent on the active engagement of its members both during and outside meetings. For the Senate's meetings to be efficient and effective, members must be well-prepared and informed regarding the issues to be discussed and considered. Such preparation includes reporting on the collective views of colleagues in response to consultations as well as reading the papers circulated in advance of the meeting, and being familiar with the key issues and proposals.

Irrespective of their position, the contribution and views of all members are regarded as equally valid. To that end the Chair will ensure that members have an opportunity to contribute to issues under consideration as the situation demands.

The Chair will actively invite all members to contribute in order to ensure that all views are heard during meetings. Members should be familiar with the Senate's remit, committee structure and reporting lines. This enables individual members to give appropriate consideration to items of business and to understand the Senate's role on considering such items.

5.3 Dissemination and Communication of Senate Business

Senate members have a responsibility to disseminate and communicate Senate business (before and after the meeting as appropriate) to their Sections (other than confidential or reserved business).

5.4 Representation on Committees of the Senate

The composition of committees of the Senate includes members of the Senate appointed by the Senate. The role of these members on the committees is important and ensures that the Senate is represented on committees acting with the Senate's delegated.

5.5 Representation of the Senate on the University Council

The Council, makes provision for the election of two members of the Senate to the membership of the Council. All members of the Senate are eligible to stand for election and to vote. Members are elected for three years and are eligible for re-election for a further three years. Following re-election for the maximum term of office a member may not stand for election again until a period of one year has elapsed.

5.6 Representation of the Senate on the Senate Steering Committee

Ex officio members of the Senate are not eligible to stand for election or to vote.

Members are elected for two years.

APPENDIX A

Senate Standing Committees Terms of Reference

I. The Senate Steering Committee

Membership:

- | | | |
|------|-------------|--|
| i. | Chairperson | Elected by Senate |
| ii. | Secretary | Academic Registrar |
| iii. | Members | Vice Chancellor
Chairpersons of the standing committees of the Senate |

The immediate past Chairperson of the Executive Committee shall serve as an ex-officio member, without a vote, for the first semester of the subsequent academic year.

Terms of Reference:

- a. prepare the agenda for meetings of the Senate;
- b. assign or refer the business of the Senate to appropriate committees for consideration and report
- c. study such reports and either recommend them to the Senate, return them to committee, or recommend with specific modifications or reservations; when recommending with substantive modifications, it shall present to the Senate its recommendation as the primary motion and the original committee report as information.
- d. keep informed of and expedite the progress of committee work;
- e. recommend the creation, abolition, or alteration of the jurisdiction of committees of the Senate
- f. nominate members of the Senate for membership on its committees;
- g. nominate members of the faculty, administration, chairpersons, student body, and staff for service as senators-at-large or for service at the pleasure of the Senate;
- h. maintain liaison with all appropriate deliberating and policymaking bodies of the University and serve as a continuous source of information relevant to Senate committees
- i. be prepared to consult with University officials, faculty members, and students in the interest of the Senate
- j. be prepared to serve as the Senate's special committee to explore with other institutions possibilities for cooperation, in liaison with the administrative officer in charge of such exploration with the power to delegate this responsibility to individuals or sub or ad hoc committees
- k. prepare the quarterly reports of the committees to the Faculty and the annual report of the work of the Senate to the University.

II. Examinations and Appeals Committee

Membership:

- | | | |
|-----|-------------|--|
| iv. | Chairperson | Deputy Vice Chancellor |
| v. | Secretary | Academic Registrar |
| vi. | Members | Three academic staff from each College nominated by Senate |

Terms of reference:

- a. To monitor and supervise all the matters concerning the examinations in the University.
- b. To consider and take decisions on all the cases of Appeals on the examination matters for the all University academic programmes.
- c. To consider and take decisions on all the cases of the Examination Malpractices for all University academic programmes.
- d. To appoint the Internal/External Examiners for all the undergraduate academic programmes.
- e. To submit biannual reports to Senate as regards to examination matters.

III. The Planning and Budget Committee

Membership:

- | | | |
|------|-------------|--|
| i. | Chairperson | Deputy Vice Chancellor |
| ii. | Secretary | Chief Operating Officer |
| iii. | Members | Vice Chancellor
Academic Registrar
University Bursar
Director Human Resource
College Principals
Director Investments & Business Management
Director Estates and Facilities
University Librarian |

Terms of Reference:

- a. represent the University Senate in budgetary areas
- b. participate actively in all phases of the development of the annual budgets. In so doing, it will not concern itself with details of housekeeping nor individual salaries
- c. report its judgment directly to the Vice Chancellor at any time it feels appropriate, and report annually its general policy positions to the Senate and faculty through the Steering Committee
- d. have access to and shall be obliged to keep fully informed on all major ongoing and projected “projects” of the University

- e. develop, recommend, and review the long-range goals and priorities of the University including policy or development of these goals and priorities
- f. Participate actively with University agencies in the examination and preparation of general plans for University development
- g. recommend to the Senate appropriate policy for making the funding and awarding of monies and the remission of fees educationally productive and institutionally strengthening
- h. be responsible to the Senate for the standards and review of policies governing the awarding of scholarships, awards for service, grants for financial need, and the coordination of standards of scholarships and student aid in the several units of the University.

IV. Education Committee

Membership:

- i. Chairperson Deputy Vice Chancellor
- ii. Secretary Academic Registrar
- iii. Members Vice Chancellor
 College Principals
 School Deans
 Student Guild Education Secretary

Terms of Reference:

- a. to develop policy and advise Senate and Council on all aspects of teaching and learning activities in the University
- b. to monitor and implement the University's Education Strategy and related strategies (Learning and Teaching, e-Learning, Graduate, etc)
- c. to provide educational leadership in relation to undergraduate and postgraduate learning, teaching and assessment and the strategic issues and operational matters arising from the business of its working groups
- d. to approve new programmes and substantial changes to existing programmes at both undergraduate and postgraduate level and to advise Senate and Council on related rules and regulations for programmes of study
- e. to advise on innovative teaching, learning and assessment methods
- f. to advise on student recruitment policy and related matters including franchise arrangements and arrangements for validation of degrees offered by other institutions
- g. to advise the Senate on the allocation of funds for scholarships and grants for teaching initiatives (to support teaching and learning excellence and innovation) and to monitor the outcome of this expenditure
- h. to receive reports from its Working Groups and act accordingly, to establish time-limited groups as necessary to deal with pertinent issues

- i. to develop policies pertain to students recruitment, admissions, transfer credit, class standing requirements, academic honors, graduation requirements, class attendance regulations, student counselling and placemen; and other related policies.
- j. to consider College Reviews
- k. to advise on other matters referred to it by Senate from time to time.

V. Quality and Standards Committee

Membership:

The University joint Council and Senate Committee on Quality Assurance shall provide the overall approval on the implementation and effectiveness of the Quality Assurance strategy, facilitate in publicising the achievements made, and independence of the Quality Assurance Unit. Its composition shall be as follows:-

- i. Chairperson Appointed by the University Council
- ii. Secretary Appointed by Senate
- iii. Members Two representatives from Senate
Two representatives from Council
Two representatives of Management
One Administrative Staff representative
Two student's representatives
One representative of the Public appointed by Council

Terms of reference:

- a. To provide a forum for debate and decision on the University's framework for quality assurance policy and procedures as it affects undergraduate and masters' degrees and higher research degree provision, taking account of national developments.
- b. To work with Faculty Officers in keeping quality monitoring and enhancement procedures and processes under review and to ensure an equivalency of standards of monitoring and enhancing good practice across Schools.
- c. To receive from Faculty Officers an Annual Report on the progress being made by Schools in implementing the University's framework for quality assurance in respect of undergraduate and masters' degrees, and higher research degrees and to identify any institutional issues that require further consideration and make appropriate recommendations.
- d. To promote the development of high quality research environments for students, including appropriate training opportunities.
- e. To promote the further development of quality monitoring policy and practice with regard to all forms of collaborative provision, both UK and overseas.
- f. To provide a forum for debate and, where appropriate, decision on issues relating to provision of undergraduate, master's, and higher research degree University awards through the accredited colleges.

g. To report to the Education Committee and Senate, as appropriate.

h. To receive reports from the Foundation Programme Steering Group, as appropriate.

Do we need a committee on committees?