

**ACADEMIC DEPARTMENTS AND HEADS
OF ACADEMIC DEPARTMENTS – TERMS
OF REFERENCE**



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Document Author:	Professor Elizabeth Stuart
Responsible Person and Department:	Deputy Vice-Chancellor, Senior Management Team
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Summary:	

Academic Departments and Heads of Academic Departments

Terms of Reference

A: Academic Departments

- 1 The creation of Academic Departments and any re-naming of Departments must be approved by Senate.
- 2 Each Department is led by a Head of Department, reporting to the Dean of Faculty*.
- 3 The Department consists of all academic staff on full or fractional contracts within the Department, plus where appropriate Departmental and Programme Administrators and Technicians.
- 4 Where substantial teaching commitments require it, members of staff may undertake activity in more than one Department. However one Department should be identified as “home” for line management purposes.
- 5 As so constituted, the Department must meet at formally at least twice a year to ensure that it is discharging its Quality Assurance duties. Meetings will be chaired by the Head of Department. Minutes shall be kept and forwarded to Faculty Committee which will consider the minutes of the two formal meetings as a set agenda item.
- 6 In addition, Departments should also hold regular management meetings involving the Programme Leaders and the Head of Department. These meetings should receive the minutes of Programme Committees and other materials as appropriate.
- 7 It is accepted that due to the format of Departments and Programmes in the Faculty of Education, local variation to the above may prove necessary.

* For marketing reasons, the department of Media and Film is termed the “School of Media and Film”. The Department of Accounting, Economics and Finance and the Department of Management are the component parts of the Winchester Business School, the entity used for marketing provision in these areas.

B. Heads of Academic Departments

The chief responsibilities of the Department, as exercised by the Head, are under powers delegated by the Dean of the Faculty:

Staff and Resources

- to lead and manage the academic staff of the Department
- to assess and advise the Dean of Faculty on the Staff Development needs of the Department
- to ensure the full implementation of the Staff Development and Review Scheme in the Department
- to ensure that the recruitment of new members of staff is in accordance with Faculty and University policies and procedures
- to manage and monitor where appropriate the Departmental budget, operating within the Faculty's model for the allocation of resources, including staffing
- to evaluate the resource and other budgetary needs of the Department and advise the Dean on these matters
- subject to the responsibility of the Faculty, to work with Estates, CCS, ITS, Library to maintain and where possible enhance the learning and teaching environment in the Department

Academic Leadership

- to provide leadership and guidance to the Programmes in relation to their curriculum planning and development, normally including Collaborative Provision programmes
- to ensure that Programmes effectively carry out their teaching and other responsibilities to students
- to ensure that the Departmental student experience is monitored and enhanced
- to ensure that the University Quality Assurance and Enhancement processes are applied in all Programmes belonging to the Department and in particular to ensure the success of programme level annual monitoring (AP&Es), including for collaborative award provision and to produce the annual Departmental Report
- to encourage, in co-operation with the Dean, curriculum review and development in the Department, in line with the Faculty Strategic Plan
- to encourage and manage, in co-operation with the Head of Research and Knowledge Exchange in the Faculty, Research and Knowledge Exchange activity within the Department
- to encourage and manage, in co-operation with the Dean and Associate Dean, innovation in teaching and learning in the Department
- to work with Student Recruitment and Marketing on all matters relating to the recruitment, admission and marketing of Programmes within the Department

External Engagement

- to generally represent of Departmental interests in the University and beyond and to work towards establishing a national and international profile for the Department.
- to encourage community engagement among staff and students in the Department

Other

- to be responsible for the health and safety of the Department's staff and students with respect to their activities in the Departmental
- to ensure that the Department discharges its responsibilities under the Sustainability Policy and the Environment Strategy, especially with respect to the curriculum
- to ensure that the University's equality and diversity policies are fully implemented at Departmental level.