

Terms of Reference for the Faculty Board of Engineering

1. Membership

- a.i. Head of Department within the Faculty (1 place, term of Headship)
- a.ii Holders of Professorships assigned to the Department (4 places, 2-year terms)
- b. Members appointed by the Council after consultation with the General Board (2 places, 2-year terms)
- c. Members elected by the Faculty (10 places, 4-year terms)
- d. Members co-opted by the Faculty Board (3 places, 1-year terms)
- e. Representatives of cognate studies and holders of specified offices (3 places, 1-year terms)
 - Head of the Department of Chemical Engineering & Biotechnology
 - Head of the Department of Materials Science & Metallurgy
 - Head of the Computer Laboratory
- f. Members elected by and from among the students (4 places)
Scheme L in Statutes and Ordinances:
 - two undergraduates elected by and from among all undergraduate students in the Faculty;
 - one graduate student elected by and from among the students in the Faculty pursuing a course of study appropriate to a specific degree or other qualification
 - one graduate student elected by and from among all the graduate students in the Faculty who are not eligible to be members in the category above.

The Chair shall be elected from one of its members for a standard term of five years.

The Faculty Board may not elect either as Chair or Secretary a person who is a student in any Faculty.

2. In attendance at meetings

Secretary to the Faculty Board

Observers:

- Representative from the Faculty Board of Physics & Chemistry
- Representative from the Faculty Board of Mathematics
- Head of the School of Technology
- Secretary to the School of Technology
- Department's HR Manager

As required from the Department's divisions and departments on a per item basis.

Attendance shall be open to any interested party from any group or division within the Department.

3. Regulations for the Faculty Board

The **quorum** is 10 voting members.

The Faculty Board shall follow the **regulations** set out in *Statutes and Ordinances 2016*. In particular the:

- General regulations for Faculties:
<http://www.admin.cam.ac.uk/univ/so/2016/chapter09-section1.html#indexterm-d332e23>
- Constitution of Faculty Boards:
<http://www.admin.cam.ac.uk/univ/so/2016/chapter09-section3.html#indexterm-d332e274>

Meetings: The Faculty Board shall meet twice a term, and once in the long vacation if required.

Reporting: The Faculty Board of Engineering shall report to the General Board.

4. Terms of Reference

Purpose

The Faculty Board shall:

- a. oversee quality assurance for teaching, learning and research activities within the Faculty;
- b. contribute to good governance of the Faculty;
- c. monitor the continuous improvement of the Faculty's activities within the relevant legislation and the University's rules and policies and approve matters in accordance with these;
- d. advise the General Board on any relevant issues.

Function¹

- a. The Faculty Board may make recommendations to the General Board for any changes which it considers desirable in the Ordinances for the examinations with which it is concerned.
- b. The Faculty Board shall submit to the General Board nominations of such examiners as it is required by Ordinance of the General Board to nominate.
- c. The Faculty Board shall be responsible to the General Board for ensuring the provision of appropriate instruction and adequate facilities for research in the subjects of the Faculty, for preparing the teaching programme of the Faculty, and for ensuring that the teaching given is of a high standard. For the discharge of these duties it shall be empowered:
 - i. to make representations to the General Board concerning the resources needed by the Faculty for the support of its activities in teaching and research;
 - ii. to prescribe the subjects in which instruction is to be given in the teaching programme of the Faculty;
 - iii. to authorize courses of lectures and other instruction to be given by persons not holding University offices, under such conditions of remuneration as may be approved by the General Board;
 - iv. to report to the General Board if any University officer in the Faculty is not performing satisfactorily the duties of her or his office or is not fulfilling the conditions attaching to it.
- d. The Faculty Board has delegated its responsibilities for funds and expenditure as outlined in regulation 8 for the Constitution of the Faculty Board to the Department's Finance Manager.
- e. The Faculty Board shall prepare any reports on the work of the Faculty which the General Board may require.
- f. Under the provisions of Special Ordinance A (vii) 5(iii), the election of the Chairs and Secretaries of Faculty Boards, the co-optation of members of Faculty Boards, and the appointment (or nomination for appointment) of examiners, electors to Professorships, members of Faculties, members of Appointments Committees, and members of Degree Committees shall be reserved business; and the provisions of Special Ordinance A (vii) 5 concerning reserved business shall apply to any member of a Faculty Board in class (f) who is not in statu pupillari as if he or she were a person in statu pupillari.
- g. The Faculty Board has delegated responsibility for reviewing applications for appointment as Senior Research Associate, Principal Research Associate and Director of Research to the Department's Research Office, and formal approval of such appointments to the Head of Department.

Authorities (delegations)

On behalf of the Faculty Board, the Chair can be authorised to approve urgent business which must be conducted between scheduled meetings of the Faculty Board.

The Secretary will report such action to the next meeting of the Faculty Board for ratification.

¹ The functions outlined in this section correspond to regulations 5-11 in the Constitution of the Faculty Board.