

Academic Committee

Membership

Chair: Head of Department.

Other members:

A. The six Heads of Division, or their elected deputies;

B. The three Deputy Heads of Department;

C. Persons co-opted by the Committee from time to time, provided that it shall not be obligatory to co-opt additional members

Right of attendance: Attendance as necessary from the Department's HR Division.

Secretary: Member of the Department's HR Division.

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

Members in classes (A) and (B) shall be appointed for the duration of their office as Head or Deputy Head of Division.

The Committee shall meet at least three times in each term, and once in the long vacation.

Terms of Reference

The purpose of the Committee is to advance the Department's overall strategy for teaching, research and administration and to oversee the planning, delivery, evaluation and funding of all aspects of the activities of the Department. The Committee serves as the primary channel for the receipt and dissemination of information that relates to the general operation and function of the Department.

To fulfil this purpose, the Committee will:

- Discuss and agree Department-specific activities to ensure balanced and comprehensive provision, with proper regard to need and effective use of available resources;
- Disseminate information as necessary to the relevant members of the Department;
- Serve as the primary strategic forum for internal and external communications about the activities of the Department, including presentation of advice, guidance and developmental opportunities for all members of the Department;
- Liaise as necessary with the School of Technology on matters that relate to the activities and running of the Department;
- Report as required to the relevant Departmental and School committees. Review the progress of the Department's key themes on an annual basis (the Director of Strategy and Operations monitors and guides progress between annual reviews and highlights significant issues to the Academic Committee ahead of annual review, if necessary);
- Review the Department's risk register and processes for managing risk with the Head of Department taking ultimate responsibility.

Responsibilities of members

Members will be responsible for ensuring appropriate communication between this Committee and their individual constituencies, including reporting lines for minutes etc.

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Published on CUED undergraduate teaching site (<https://teaching.eng.cam.ac.uk>)

Source URL (modified on 22-11-19): <https://teaching.eng.cam.ac.uk/content/academic-committee>