The Faculty Quality Learning and Teaching Committee is responsible for monitoring the implementation of university policy and procedures relating to learning, teaching and assessment and for promoting and supporting enhancement within and across the Faculty.

*Note that FQLT is primarily concerned with undergraduate and postgraduate credit bearing provision. Faculty Research Committees have a responsibility in respect of research degrees.

The Committee relates directly to the Faculty Board and operates within its policies. It also reports to the University’s Learning & Teaching Committee and has delegated responsibility for the development and implementation of University-wide academic policies and matters relating to learning, teaching and assessment. In particular, its remit includes the following:

**Terms of Reference 2018-19**

1. To develop the Faculty's learning and teaching and assessment activities in line with the University's Learning, Teaching and Assessment Strategy and the University's Enhancement strategy and promoting and monitoring the implementation of these across the Faculty;

2. To contribute to the consultation process on new faculty and institutional policies relating to academic quality, learning, teaching, assessment, assessment scheduling and enhancement and monitoring of faculty engagement with existing policies and procedures;

3. To support and proactively promote the development and integration of good practice and enhancement in teaching, learning and assessment, particularly in light of developments in equality and diversity;

4. To receive updates on external developments in the areas of learning and teaching, as well as quality assurance and enhancement;

5. To receive regular reports on core aspects of provision within the Faculty, including NSS / course evaluation / student voice data, reports from external examiners, equality and diversity data for students within the Faculty, learning from appeals and complaints and take such action as is necessary to safeguard quality and standards and identify opportunities for pan-Faculty enhancement;

6. To monitor peer review of teaching ensuring that the University’s policy on peer review is adhered to, that enhancement opportunities are taken, and that the system operates at a Faculty-wide level in a way that ensures a sufficient level of objectivity and reporting on the effectiveness of the peer review process to Faculty Board;

7. To advise the University’s Staff Development Coordinator of any training needs that arise in the context of the review of External Examiner reports or in context of any other processes undertaken in the exercise of its responsibilities (such as peer review);
8. The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business

Membership:

- Chair: Dean’s nominee (who by dint of this office will serve on Senate)
- An academic member of staff from each department within the Faculty, nominated by the relevant HOD
- A student representative from one of the faculty's staff:student liaison committees
- The Faculty Executive Officer
- Faculty Librarian

By Invitation:

- A member of the academic staff from another Faculty who has sufficient relevant expertise. (This colleague should normally be a member of his or her own Faculty's Quality, Learning and Teaching Committee to ensure both cross-fertilization and parity).
- Other members may be co-opted as appropriate

The Faculty will provide a Secretary

Frequency and timing of meetings
A minimum of four meetings per academic year

Quorum
In terms of quoracy, there must be at least 50% of members present at each meeting.

Chair’s action
Between ordinary meetings of Faculty Learning and Teaching Committee, the Chair shall have the authority to act on behalf of the committee on any matter requiring a decision prior to the next scheduled meeting where the business does not merit, in the view of the Chair, the convening of a special meeting. Any action taken by the Chair on behalf of the committee shall be reported as Chair’s Action to the next meeting of the Faculty Learning and Teaching Committee. Prior to taking Chair’s Action the Chair should consider whether it is appropriate to discuss the matter with other members of the committee or to circulate details electronically to give members the opportunity to comment on the proposals.