



## **FACULTY OF POPULATION HEALTH SCIENCES TEACHING & RESEARCH COMMITTEE**

### **Terms of Reference and Membership**

1. Within the framework of the UCL Learning and Teaching Strategy, to define, develop and review a faculty-level learning and teaching strategy and/or oversee the definition, development and review of departmental-level learning and teaching strategies by departments within the faculty.
2. Within the framework of Academic Committee statements of policy and good practice in respect of quality management and enhancement (QME), to define, develop and keep under regular review faculty QME processes and mechanisms.
3. To keep under review the teaching provision across the faculty and to provide a forum for discussion of issues raised by Departmental (Institute) Teaching Committees (DTCs).
4. To consider the academic and resource implications of new degree programme proposals from departments within the faculty and, if and when satisfied, submit these for consideration by the Education Committee (or relevant sub-group thereof).
5. To consider the academic and resource implications of proposals for new or amended modules from departments within the faculty and, if and when satisfied, submit these to the Registry and Academic Services for approval.
6. To oversee the implementation of UCL's Annual Monitoring (AM) and Augmented Annual Monitoring (AugAM) processes within the faculty by (i) the receipt and consideration of departments' Annual Monitoring Reports (AMRs), (ii) the receipt, consideration and, as appropriate, approval of departments' Augmented Annual Monitoring Reports (AugAMRs), (iii) the preparation of an annual summary report on issues or emerging themes arising from the FTRC's consideration of the AMRs and AugAMRs for submission to the Quality Management and Enhancement Committee (QMEC).
7. To receive, in accordance with UCL policy<sup>1</sup>, reports from DTCs on the operation of peer observation of teaching and ensure that any issues arising from such reports are followed-up appropriately with the DTC(s) concerned.
8. To monitor postgraduate training, research and appeal procedures.
9. To receive analyses from DTCs of the results of student evaluation questionnaires.

10. To monitor the minutes and proceedings of DTCs to ensure that such committees have student representatives, as required by UCL policy.

11. To receive reports on or to consider, as appropriate, relevant issues arising from meetings of Academic Committee or other relevant institutional-level committees<sup>2</sup>.

12. To report to Academic Committee by the submission of Minutes of each meeting of the FTRC to the officers of Academic Committee.

## **Constitution**

### *Staff Membership*

- Dean and/or Vice/Sub-Dean
- Faculty Tutors (FT)
- Faculty Graduate Tutors (FGT)
- Departmental (Institute) Graduate Tutors (DGT)

### *Student Membership*

- One UG student (where possible)
- At least one PGT student
- At least one PGT student

In order to fulfil this, the student chairs of DSSCCs are invited to the FTRC<sup>3</sup>. Committee chairs and/or secretaries should meet the student representatives in advance of the first committee meeting, in order to brief them on the committees' works and proceedings and to put the students at ease and introduce them to key committee members.

<sup>1</sup> UCL's policy on peer observation of teaching is at Part 6 of the *Academic Manual* at <http://www.ucl.ac.uk/academic-manual/part-6/pot>.

<sup>2</sup> It is recommended that receipt of a report on the proceedings of the most recent meeting(s) of Academic Committee and or other relevant institutional-level committees should be a standing item on the agendas for meetings of FTCs.

<sup>3</sup> If the FTRC agenda includes business which the Chair feels should not be discussed in the presence of student members, there should be a separate, Reserved Area of Business section of the agenda.