



Executive Committee

Remit

To advise the Head of Department on all aspects of strategic planning and future use of financial resources in the Department, inclusive of the Department's roles in research and teaching; *in pursuit of which the Committee will:*

- Gather and represent opinions from all members of the Department in relation to strategic issues
- Review the allocation of financial resources including agreement and oversight of budgets for the delivery of departmental business *eg.* undergraduate teaching
- Plan and advise on future academic need (research and teaching)
- Regularly review the Department's research portfolio and actively encourage new work including collaborative ventures both inside and outside the Department
- Plan for major developments and responses to initiatives in which the Department might be invited to participate, or in which the Committee feels participation is desirable
- Make decisions in respect of academic staffing
- Ensure adequate early mentoring of newly-recruited junior researchers and teaching staff including recommendation for staff development where appropriate
- Receive recommendations from departmental committees and to approve decisions as appropriate
- Provide panels for ranking and selection of applications for: Strategic Bridging Funds, bursaries and scholarships, hardship funds, equipment and refurbishments
- Receive termly reports from departmental committees as well as yearly reports on teaching and examining including Senior and External Examiner's reports

Membership

Head of Department who shall chair the Committee

Heads of Division

The Chair or other nominated representative of the following committees:

- Graduate Education
- Tripos I Teaching
- Tripos II Teaching
- BSU Management
- Safety
- Information and Resources

Departmental Secretary: Academic Services (Secretary)

Departmental Secretary: Administration and Finance

Meetings

Meetings shall be arranged 4 times per year and at other times as may be required, at the request of the Head of Department or by two or more members of the Committee

Quorum:

The quorum is 40% and requires a representative from each Division to be present.

Part I Tripos Teaching Committee**Remit:**

- To administer Part IB teaching
- To evaluate teaching and examining of Part IB and put forward proposals for change
- To receive and respond to reports from examiners on the conduct of examinations and, where appropriate make changes as recommended
- To monitor expenditure on teaching within the budgetary framework set and respond to revised budgets as necessary
- To monitor and assure teaching quality (lectures, practicals, departmentally-organised supervisions etc.)
- To assign teaching and examining duties to staff members and others.
- To organise mentoring of new teaching staff and co-ordinate staff development as necessary
- To advise the Executive Committee of the teaching needs of the Department and to make recommendations and proposals to the Executive Committee to this effect
- To liaise as appropriate with University bodies and committees as well as external bodies
- To review and evaluate support provision for this course
- To carry out an annual review of teaching, learning and assessment of Part IB teaching in the Department.

Meetings:

Meetings should be held 4 times per year, with additional meetings as required. A quorum will be 40% of membership

Reporting Mechanisms

The Committee will report to the *Executive Committee*

Part II Tripos Teaching Committee**Remit:**

- To administer Part II teaching
- To evaluate teaching and examining of Part II and put forward proposals for change
- To receive and respond to reports from examiners on the conduct of examinations and, where appropriate make changes as recommended
- To monitor expenditure on teaching within the budgetary framework set and respond to revised budgets as necessary
- To monitor and assure teaching quality (lectures, practicals, departmentally-organised supervisions etc.)
- To assign teaching and examining duties to staff members and others.

- To organise mentoring of new teaching staff and co-ordinate staff development as necessary
- To advise the Executive Committee of the teaching needs of the Department and to make recommendations and proposals to the Executive Committee to this effect
- To liaise as appropriate with University bodies and committees as well as external bodies
- To review and evaluate support provision for this course
- To carry out an annual review of teaching, learning and assessment of Part II teaching in the Department.

Meetings:

Meetings should be held 4 times per year, with additional meetings as required. A quorum will be 40% of membership

Reporting Mechanisms

The Committee will report to the Executive Committee

Information and Resources Committee

Remit:

To formulate policy for providing an appropriate support infrastructure, responsive to the research, teaching and administration needs of the Department *in pursuit of which the Committee will:*

- Oversee key support functions within the Department provided through departmental offices including recommendations for staffing and resource needs
- Manage the development of computing provision within the Department for teaching, research and administration and to regularly review the departmental website
- Manage the activities of the Library including the purchase and disposal of books and journals and to develop appropriate provision of computerised access to literature
- Manage departmental fundraising activities and advise the Executive Committee on the cases for support, objectives and priorities for fundraising on behalf of the Department in accordance with strategic aims
- Review key administrative and financial activities and formulate both short and long term plans to improve departmental functions.

Meetings

Meetings should be held termly, with additional meetings as required. A quorum will be 40% of membership

Reporting Mechanisms

The Committee will report to the Executive Committee

Graduate Education Committee

Remit:

- To oversee graduate student admissions including management of the selection process for departmental studentships
- To coordinate projects, student monitoring and student progression
- To arrange appropriate supervision and monitoring of progress of each graduate student to ensure their well-being and timely completion of projects.
- To monitor graduate student numbers and to actively seek granting opportunities for graduate programmes and to facilitate application to them.
- To respond to changes in policy from the University and other external bodies such as research councils, in relation to graduate education.

Meetings:

Meetings should be held termly, with additional meetings as required. A quorum will be 40% of membership

Reporting Mechanisms

The Committee will report to the *Executive Committee*

BSU Management Committee

Remit:

- To provide overall strategic management for the Biological Services Unit.
- To monitor staffing issues, occupancy and financial issues associated with the Unit.
- To ensure the smooth operation and health of the BSU in accordance with Home Office regulations and with the University Biological Users Group
- To contribute to the wider decision-making in respect of university facilities through the University Biomedical Strategy Group and Group B Management Committee
- To consider and respond to feedback from the BSU Users group

Meetings:

Meetings should be held termly, with additional meetings as required. A quorum will be 40% of membership

Reporting Mechanisms

The Committee will report to the *Executive Committee*

Standing Agenda Items

Occupancy
Finance
Staffing
Report from UBSG

Safety Committee

Remit:

- To monitor the day to day implementation of the Departmental Health and Safety Policy and to make recommendations regarding changes in safety policy or procedures as appropriate
- To monitor and review the practical implementation of new legislative requirements or changes in the Health and Safety Policy as recommended by the DSO, or the Health and Safety Division.
- To consider reports from enforcing authorities as well as reports and other data from internal inspections, surveillance and monitoring and to make recommendations for improvements to health and safety
- To study accidents, incidents and dangerous occurrences data to identify unsafe practices and to make recommendations for corrective action
- To monitor and review health and safety training
- To receive the Departmental Annual Report on health and safety.
- To deal with unresolved health and safety issues
- To monitor the adequacy of safety and health communication and publicity within the Department
- To exercise such powers as may from time to time be delegated to it.

Standing Items

- Departmental Safety Officer's Report
- Biological Safety (including receipt of minutes)
- Radiation Safety
- Fire Safety
- CTSA
- HTA
- Laboratory Management (including receipt of minutes)

Meetings:

Meetings should be held termly, with additional meetings as required. A quorum will be 40% of membership

Reporting Mechanisms

The Committee will report to the *Executive Committee*

Biological Safety Committee

Remit:

- To receive and assess all genetic manipulation proposals, proposals for the use of new dangerous pathogens and proposals for projects carrying potential infectious risk: uncontentious proposals will be dealt with by circulation, approved by the relevant BSO and reported to the next meeting of the committee.

- To ensure that a database of all GM projects is maintained, that all projects are up-dated annually, and to review the up-dated list of projects.
- To ensure that a database of pathogenic organisms held in the department is maintained and updated annually, and to review risk assessments pertaining to their storage and use.
- To ensure that a database of projects with potential infectious risk is maintained and up-dated annually, and to review risk assessments annually.
- An appropriate member or members of the committee will form part of internal departmental safety inspection teams.

Meetings:

Meetings should be held termly with additional meetings as required. A quorum will be 40% of membership.

Reporting Mechanisms

The Committee will report to the *Safety Committee*.

Laboratory Management Sub Committee

Remit:

- To monitor and review the operation of laboratory facilities, which provide support for teaching and research.
- To consider operational issues and to put forward suggestions for resolution / improvement as appropriate.
- To receive and respond to feedback from academic users relating to the operation of laboratories within the Department.
- To consider issues of space, equipment and resources in respect of running laboratories
- To organise feedback from all departmental staff, to ascertain their changing needs and requirements
- To ensure the efficient use of equipment and resources and to monitor and review the quality of service provided
- To report on laboratory safety issues and make recommendations to the Safety Committee where appropriate
- To provide updates relating to legislation instigated by the University or regulatory bodies which require changes in the operation of the Department.

Meetings:

Meetings shall normally be held each term. Meetings shall be considered quorate if 50% of the membership is present

Standing Agenda Items

Laboratories
Purchasing and Stores
Safety
Facilities

Equipment List

Reporting Mechanisms

The Committee will report to the *Safety Committee*.