

Senate Member Role Description

Senate is the senior academic forum for the whole University. It plays a key role in overseeing the quality of the student experience and academic standards. It also makes an essential contribution to the development of the University's strategic direction in education and research, and the scrutiny of our performance in these areas.

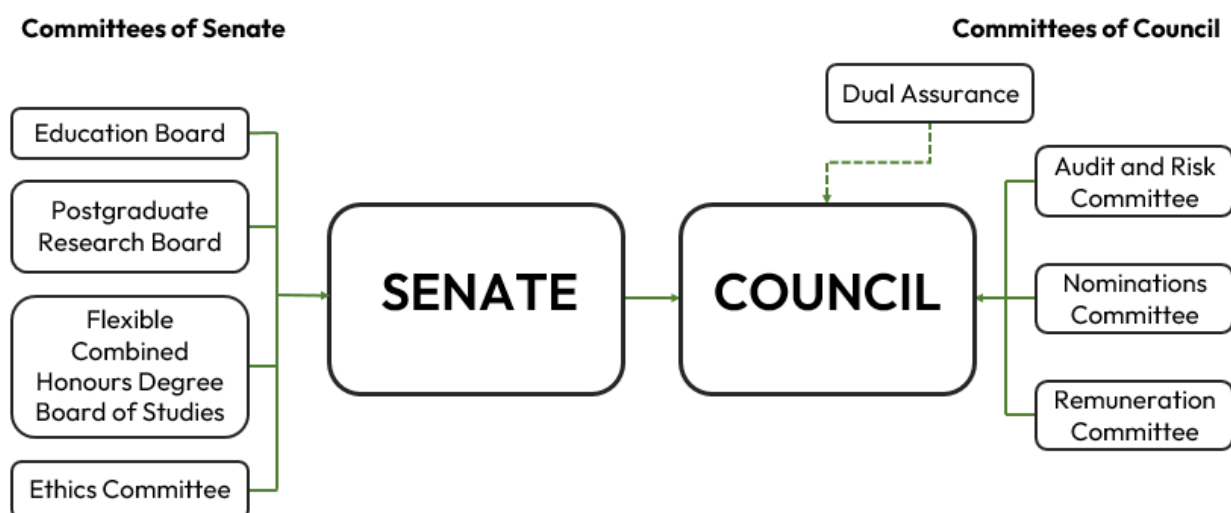
The members of Senate therefore perform a vital role in ensuring that the academic voice is heard in the management of the University. This requires a significant commitment of time and energy, as set out in the key responsibilities below.

To help them fulfil this role, Senators are provided with a detailed induction and also developmental opportunities. The role is allocated 30 hours within the University's workload allocation model.

The powers and membership of the Senate are set out in the **Appendix**.

Senate sits in the University's committee structure as below (subject to amendment).

University Committee Structure



Key Responsibilities

Members of Senate have the following duties and responsibilities:

1. To engage with the business of the Senate through attendance at meetings, reading the papers under consideration to ensure they are properly informed, and contributing to discussion. Senators are required to attend the three annual meetings of Senate, plus the joint meeting the University Council, our governing body. In addition, they will be asked to attend a number of "deep dive" meetings that allow Senators to learn more about key issues and challenges that the University faces and to contribute to the development of institutional thinking in these areas.
2. To act independently and in the best interests of the University. Individual members are not delegates of the constituencies from which they are drawn, and nor is their role that of advancing the interests of those constituencies: members are appointed or elected in an individual – or personal – capacity, and are expected to take a University-wide perspective on the issues before them. Notwithstanding this point, and having regard to the Senate's role in

underpinning collegiality, members are expected to provide a two-way channel of communication by canvassing the views of colleagues on matters of particular interest prior to meetings of the Senate and reporting them back subsequently.

3. To be willing to serve as a member of at least one Senate or Joint Council/Senate Committee. Members of Senate have the opportunity to specialise further in areas within the remit of Senate, such as Education, Research, Student Experience, Quality Assurance or Senior Leadership Recruitment by serving on the relevant committees, sub-committees or recruitment panels.
4. To participate in the effectiveness reviews of Senate. Members of Senate may be requested to respond to consultation on the review subject areas.
5. To attend other formal and informal meetings or events in the University relevant to the business of Senate as required.
6. To attend an induction in relation to performance of the role of Member of Senate.
7. To act honestly and in good faith.
8. To disclose relevant third-party interests and avoid conflicts of interest.
9. To exercise a duty of care towards other members of the Senate and the wider University community when participating in Senate business, including demonstrating tolerance of the views of others.
10. To familiarise themselves with the Standing Orders of the Senate (see the **Appendix**) and understand operating protocols for the conduct of business, and how these can be used to raise issues that are of concern which reflect the powers of the Senate.

Principal contributions

1. The principal contributions expected of members of Senate, on a collective basis, are to:
 - consider matters with awareness of University strategy and a commitment to its further development and achievement;
 - constructively challenge and help develop proposals on the Education and Research strategies;
 - constructively engage in discussions with direct knowledge and experience of academic practice at the University of Exeter and elsewhere in the HE sector;
 - maintain a broad awareness of the external challenges facing University of Exeter and consider the implications of these for future academic strategy and practice;
 - scrutinise academic performance against targets and measures of success and monitor the reporting of performance to safeguard academic quality and standards across the whole University;
 - have the capacity to debate academic issues with objectivity, openness and transparency and be prepared to constructively challenge the proposals put to Senate;
 - provide a mechanism for communication of Senate business to and from colleagues in Faculties and to raise the awareness of the work of Senate within Faculties;
 - participate from time to time in Senate-related activities, events and/or deep dive consultations;
 - support equality, diversity and inclusion , widening student participation and fair outcomes for

all, and thus adhere to the University's values;

- view issues and assess risks from all aspects.

2. Student members are expected to contribute their direct knowledge and experience of the learning environment at the University and to thereby ensure that the interests and concerns of students are taken into account at the highest level of academic governance. All members are expected to consider issues bearing in mind the diversity of the student and staff bodies.

Note:

This role specification is not, and is not intended to be, an exhaustive description of the duties involved.

Appendix A

Senate Ordinances

Ordinance 20: The Membership of Senate

The Senate shall consist of the following:

- a) The Vice-Chancellor who if present shall preside at the meetings of Senate.
- b) The Provost who shall preside in the absence of the Vice-Chancellor.
- c) The Deputy Vice-Chancellors.
- d) The Dean for Taught Students and the Dean of Postgraduate Research
- e) The Pro-Vice-Chancellors of the Faculties.
- f) A Deputy Pro-Vice-Chancellor of each Faculty and one other member of the Faculty Executive Board elected by the Faculty Executive Board.
- g) The Director of Education and Academic Services.
- h) Six Heads of Department from each Faculty elected by the Faculty Executive Board.
- i) Eight representatives of the academic staff elected from each Faculty by such Staff in such manner and upon such terms and conditions to tenure of office as may be prescribed by Ordinance.
- j) The Registrar and Secretary shall be a member ex-officio of the Senate but shall not be entitled to vote, and will act as Secretary to the Senate.
- k) A representative of INTO Exeter shall be a member of the Senate but shall not be entitled to vote.
- l) Four full-time registered members of the Students' Guild, of whom two shall be the President of the Guild and the Vice President Education of the Guild, and two shall be elected officers of the Guild.
- m) At least one and no more than three full-time registered members of the Falmouth and Exeter Students' Union (SU), of whom one shall be the President Exeter and two shall be elected officers, who, in any given year, are University of Exeter Students.

Ordinance 21: The Powers of the Senate

Subject to the Statutes and Ordinances the Senate shall have the following powers:

1. To act as the representative academic forum of the whole University, including all of its constituent Colleges and campuses.
2. To review the Education and Research Strategies of the University and make recommendations to Council for approval.
3. To scrutinise academic performance against targets and measures of success set out in the University Education and Research strategies.
4. To evaluate the implementation of policies and regulations for quality assurance of all University programmes.

5. To assure Council of the academic standards and quality of education leading to the University of Exeter degree awards and qualifications.
6. To scrutinise the strategic plans of the constituent Colleges of the University.
7. To oversee policies and procedures for student health, wellbeing and fitness to study, conduct and disciplinary matters, fitness to practise, academic and research misconduct, academic appeals and students' complaints, and delegate associated operational responsibilities to Faculties, Colleges and Professional Services.
8. To raise issues of major and strategic academic importance to the University.
9. To suspend, permanently expel or withdraw any student following action taken under University Regulations, including Disciplinary Procedures, Health, Wellbeing, and Fitness to Study Procedures, Fitness to Practise Procedures, and Academic and Research Misconduct Procedures.
10. To delegate specific responsibilities to the Faculty Boards and other bodies or committees of the University, as appropriate.
11. To appoint three members of the Senate to be members of the Council.
12. To make representation to the Council on all Statutes or Ordinances or proposed changes of Statutes or Ordinances and on any academic matter.
13. To formulate, modify, or revise schemes for the organisation of the Faculties, Colleges, Institutes, Delegacies, Boards or Departments of the University and to assign to them subjects and also to make recommendations to the Council on the establishment of other Faculties, Colleges, Institutes, Delegacies, Boards of Departments.

Appendix B

Standing Orders of the Senate

(Regulations made by the Senate of the University of Exeter)

Meetings

1. Ordinary Meetings of the Senate shall be held on such days and at such time and place as the Senate may from time to time determine provided that at least three Ordinary Meetings shall be held each year.
2. A special Meeting of the Senate may be convened at any time at the request of the Vice-Chancellor, or by not less than one third of the members requesting a Special Meeting in writing to the Registrar and Secretary.
3. Notice of each Ordinary Meeting of the Senate accompanied by an agenda paper shall be circulated to each member by the Registrar and Secretary at least seven days before the date of the meeting. No business other than that arising out of matters referred to in such agenda paper shall be considered except with the consent of the Vice-Chancellor or, in his/her absence, the Deputy Vice-Chancellor who is to chair.
4. Members of the Senate intending to bring forward any special business at an Ordinary Meeting shall give written notice of such business to the Registrar and Secretary at least ten days before the date of the meeting. Special business of this kind will not be considered in the absence of

the member giving written notice of the matter unless s/he has requested some other member to present it in his/her place and informed the Registrar and Secretary of such a request.

5. At least seven days' notice of a Special Meeting stating generally the nature of the business to be transacted shall be sent to each member of the Senate by the Registrar and Secretary and the meeting shall not be competent to transact any business other than that mentioned in the notice or directly arising therefrom.
6. The Chair shall have power to adjourn any meeting of the Senate provided that no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting which was adjourned. No notice of any adjourned meeting shall be necessary unless it be adjourned for 14 days or more.

Chair

7. The Vice-Chancellor shall chair meetings of Senate. In the absence of the Vice-Chancellor, the Senior Deputy Vice-Chancellor shall take the Chair. In the absence of both, the next senior Deputy Vice-Chancellor shall take the Chair.
8. The Vice-Chancellor shall have authority to act on behalf of the Senate when it is unreasonable either to defer such action until the next Ordinary meeting of the Senate or to call a Special meeting of the Senate, and shall report any such action to the next Ordinary meeting of the Senate.

Secretary

9. The Registrar and Secretary shall be the Secretary of the Senate. S/he, or a member of his/her staff to whom s/he has delegated the responsibility, shall have the duty of recording the proceedings of Senate and of ensuring that its decisions and instructions are carried out.

Quorum and Voting

10. The quorum for a meeting of the Senate shall be one third of the membership. Matters of business requiring a decision by vote shall be determined, except where specifically provided otherwise, by the majority of members present and voting on the question. No proxy votes shall be allowed. In the case of an equality of votes the Chair shall have a second or casting vote.
11. Voting shall be by show of hands unless the Chair directs otherwise.

Conduct of Business

12. Motions and Amendments which may be Moved without Notice

Adoption of reports and recommendations of committees or University officers and any consequent resolutions form substantive resolutions and shall be considered first in order of discussion. They do not require seconding.

The following may be moved without notice:

- (1) Appointment of a Chair of the meeting at which the motion is moved
- (2) accuracy of the minutes

- (3)
 - (a) that the question be now put
 - (b) that the Senate proceed to the next business
 - (c) that the debate be now adjourned
 - (d) that the Senate do now adjourn
- (4) reference to a committee
- (5) leave to withdraw a motion
- (6) amendment to a motion
- (7) change of precedence for an item of business specified in the agenda
- (8) suspension of Standing Orders in accordance with the provisions of Standing Order 32.

13. Motions and Amendments

A motion or amendment shall not be discussed unless it has been proposed and seconded. A motion from the Chair does not require to be seconded. If written notice has not been given before the meeting the Chair may require the motion or amendment to be put in writing and handed to the Chair before it is further discussed or put to the meeting.

14. Secunder of Motion Reserving Speech

A member when seconding a motion or amendment may, if s/he then declares an intention to do so, reserve a speech until later in the debate.

15. Withdrawal of Motion or Amendment

A motion or amendment may be withdrawn by the mover with the consent of the seconder and of the Senate which shall be signified without discussion. No member may speak upon it after the mover has asked permission for its withdrawal, unless permission has been refused.

16. Addressing the Meeting

A member when speaking shall address the Chair. If two or more members speak simultaneously the Chair shall call on one to speak and the other or others shall then be silent. While a member is speaking the other members shall remain silent, unless raising a point of order.

17. Amendments to Motions

An amendment shall be

- or
 - (a) to leave out words
 - (b) to leave out words and insert or add other words or
 - (c) to insert or add words.

Such omission, insertion or addition of words shall not have the effect of negating the motion before the Senate.

18. Order in which Amendments shall be Made

- 1) One amendment only may be moved and discussed at a time and no further amendments shall be moved until the amendment under discussion has been dealt with.
- 2) If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendments may be moved.

19. Right of Reply

- 1) The mover of a motion has a right of reply at the close of the debate on the motion, immediately before it is put to the vote. In his/her reply s/he shall confine him/herself strictly to matters raised in the course of the debate.
- 2) If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment. The mover of the amendment shall have no right of reply to the debate on his/her amendment.

20. Points of Order

- 1) A member may raise a point of order and shall be entitled to be heard forthwith.
- 2) A point of order shall relate only to an alleged breach of a Standing Order or statutory or common law provision and the member shall specify the Standing Order or statutory or common law provision and the way in which s/he considers it has been broken.
- 3) The ruling of the Chair on a point of order shall not be open to discussion.

21. Motions which may be moved during debate

When a motion is under debate no other shall be moved except:

- (1) to amend the motion
- (2) to postpone consideration of the motion
- (3) that the subject of debate be referred back to the committee
- (4) that the question be now put
- (5) to proceed to the next business
- (6) to adjourn the debate
- (7) to adjourn the meeting
- (8) to suspend Standing Orders under Standing Order 32.

22. Closing Motions

- (1) A member may move without comment at the conclusion of a speech by another member:
 - (a) that the question be now put
 - (b) that the Senate proceed to the next business

- (c) that the debate be now adjourned
 - (d) that the Senate be now adjourned.
- (2) If the motion is seconded the Chair shall proceed as follows:
- (a) S/he shall immediately put to the vote the motion that the question be now put and then, if it is passed, give the mover of the original motion the right of reply under Standing Order 20 before putting the motion to the vote.
 - (b) On a motion to proceed to next business: S/he shall immediately put the motion to vote.
 - (c) On a motion to adjourn the debate or the meeting:
S/he shall immediately put the adjournment motion to the vote. The mover of the original motion has no right of reply on that occasion.

A second motion during discussion of the same item of business “that the Senate proceed to the next business” or “that the Senate do now adjourn” shall not be made within a period of one hour unless moved by the Chair.

23. Rescission of previous Senate resolution

- (1) No motion to rescind any resolution passed in the Senate within the preceding six months, and no motion or amendment to the same effect as one which has been negated within the preceding six months, shall be moved unless the notice thereof given in pursuance of Standing Order 4 bears the names of at least ten members of the Senate.
- (2) When any such motion has been disposed of by the Senate, no member shall move a similar motion within a further period of six months.
- (3) This Order shall not apply to motions moved in or in respect of the report or recommendation of a committee.

Committees

- 24. The Senate may appoint standing, substantive or advisory committees, boards and sub-committees for such purposes and with such powers as it thinks fit, may appoint to them persons who are not members of the Senate and may make regulations for their proceedings. Subject thereto, each committee, board or sub-committee may regulate its own procedure and may deal with any matters delegated to it.
- 25. The Chair of each committee, board or sub-committee of the Senate shall be appointed by the Senate.
- 26. The Senate may delegate authority to Standing Committees or Committees or Special Committees and shall specify the extent of the powers of each such Committee in terms of reference approved by Council for each of its Standing Committees or Committees or Special Committees. In addition to taking such action as may be authorised by its terms of reference, each Substantive Committee or Special Committee shall have authority in case of urgent need between meetings of the Senate to take such action as it deems fit provided that the matter concerned falls within the general ambit of its responsibilities and provided also that each and every matter in which such action is taken is reported to the next following meeting of the Senate.

27. The Vice-Chancellor shall be an ex officio member of all committees, boards and sub-committees of the Senate.
28. The quorum for each committee, board or sub-committee of the Senate shall be not less than one third of the total number of members, excluding the ex officio member as defined in Standing Order 27.
29. Each committee, board or sub-committee may at its discretion co-opt in any one academic year not more than two persons for periods not exceeding one academic year.
30. Between ordinary meetings of any committee or board the Chair of the committee or board shall have power to act on behalf of the committee or board on any matter requiring an immediate or early decision unless in the opinion of the Chair the nature of the business is such as to justify the summoning of a special meeting of the committee. Where the Chair of a committee or board is in doubt about the course of action s/he should take, and where it is for any reason impractical to call a special meeting of the committee, the Chair shall consult as many members of the committee as possible and the Vice-Chancellor before coming to any decision. Any decisions taken by the Chair under these delegated powers shall be reported to the next succeeding meeting of the Committee.

Delegation of Powers

31. Delegation of powers is referred to in Standing Orders 8 (delegation to the Vice-Chancellor), 26 (delegation to Standing Committees, Committees and Special Committees) and 30 (delegation to the Chair of committees, boards and sub-committees). In addition, Senate may delegate any matter whatsoever to an appropriate body or officer.

Suspension of Standing Orders

32. Standing Orders may be suspended by a resolution passed by a two-thirds majority of members present and voting.

Amendments to Standing Orders

33. A copy of the Standing Orders shall be provided to each new member of Senate as s/he takes up appointment. Any amendment proposed to the Standing Orders shall be presented to the first Ordinary Meeting of Senate in each academic year.