SCHOOL OF MEDICINE – COMMITTEE TERMS OF REFERENCE
SCHOOL TEACHING COMMITTEE

1. **Membership**. Membership is role related. See committee members list for names:

2. **Remit**. Responsible for:

    a.   Setting the policy for Teaching, Learning and Assessment for UG and PG(T) programmes.

    b.   Reviewing the UG and PG(T) programmes in terms of content and integration, the module and course audits and the outcomes of evaluation.

    c.   Oversight and Quality Assurance of all UG and PG(T) programmes ensuring the employment of evidence-based practices and principles and monitoring the practice of teaching.

    d.   Overview of workload allocation, staffing, retirement and succession planning.

    e.   Considering whole-school teaching related issues such as policy, procedures and teaching space.

    f.   Contingency planning for delivery of programmes through periods of interruption.

3. **Frequency**. Meetings scheduled as follows:

    a.   Late Aug / early Sep - before pre sessional week

    b.   Dec – revision week

    c.   Spring – in term time

    d.   May / Jun - immediately after teaching finishes

4. **Procedure**:

    a.   Date of next meeting set in the minutes of the last meeting.

    b.   Calling note and draft agenda sent 2 weeks before

    c.   Papers submitted to the Teaching Administrator minimum of 3 working days before (

    d.   Final agenda and papers circulated 2 working days before the meeting.

    e.   Post meeting, draft minute uploaded to Medinternal

Author:	Executive Administrator (DCM)	Approval Committee:	
Consultees:			
Location/s (Med Handbook):	School Organisation > Management of School > School Committees		
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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
29/06/2017	Published version	
12/05/2021	Updated to School Teaching Committee	