

**TEACHING MANAGEMENT GROUP**

1. **Purpose.** The Teaching Management Group is responsible for implementing School policies on Teaching and for the day-to-day running of the Undergraduate Teaching Programme
2. **Remit**
  - a. Implement on a practical level School Policies on Teaching and Assessment.
  - b. Co-ordinate teaching between the different years and strands of the curriculum.
  - c. Complete the integration of teaching to obtain a fully integrated curriculum.
  - d. Provide a forum for discussion of teaching issues and be responsible for communication and dissemination of information throughout the wider school about teaching matters.
3. **Responsibility.** The committee is responsible to the Head of School through the management group, of which the Director of Teaching and the Director of Clinical Studies are *ex officio* members.
4. **Attendance:**
  - a. Director of Teaching – Chair.
  - b. Module Controllers, Year Leads or their deputies.
  - c. Director of Clinical Studies.
  - d. Assessment Officer.
  - e. LT Consultant
5. **Frequency.** Teaching Committees will be scheduled weekly, normally Thursday lunchtime at 1pm in the Director of Teaching's Office:
6. **Procedure.** No agenda or minutes but items for discussion should be circulated in advance.

<b>Author:</b>	Executive Administrator (DCM)	<b>Approval Committee:</b>	
<b>Consultees:</b>			
<b>Location/s (Med Handbook):</b>	UG Teaching>Management of Teaching>Management of Teaching		
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**Version Control Record** (*expand table as required*)

Date	Revision Description	Major Changes
20/07/2017	Published version	