Purpose

To be the main focus for the gathering and synthesis of associate lecturer opinion on University-wide issues, engaging with issues that are common across faculties, schools and institutes, and across nations, in order to inform representatives on University committees and the Associate Lecturers Executive.

To form a body of informed associate lecturers who shall elect the Associate Lecturers Executive, and to whom the Executive is accountable.

To be responsible for the effectiveness of the representative structure.

Terms of Reference

1. To engage with associate lecturer issues common across Faculties, Learning and Teaching Innovation (LTI), Student Recruitment and Support Centres (SRSCs) and nations.

2. To create and operate communication mechanisms, increasing associate lecturers' participation and the effectiveness of the representative structure.

3. To report on their activities to all associate lecturers and consult with associate lecturers on matters as appropriate.

4. To advise the Associate Lecturers Executive on associate lecturer views and on the formulation of policy.

5. To elect from amongst its membership associate lecturer representatives on Teaching Committees.

6. To engage with the Director, Academic Services and nation directors on national issues affecting England, Scotland, Wales or Ireland.

7. To elect the chair of the Associate Lecturers Executive who shall serve for a period of two years and who is not the chair of the Associate Lecturers Assembly.

8. To elect the Associate Lecturers Executive who shall serve for a period of two years.

9. To elect the associate lecturer members of the Council who shall serve for a period of four years.

10. To elect a member of the Associate Lecturers Executive Appointments Panel who shall serve for a period of two years.

11. To form, together with the appointed representatives on central University committees and groups and those existing members of the Associate Lecturers Executive who have served only one two-year term, the group of people eligible to stand for election to the Associate Lecturers Executive.

12. To be responsible to the University for the effectiveness of the representative structure.
Membership

1. A total of around fifty representatives of the associate lecturer staff with appointments in Faculties, the Open University Validation Partnerships (OUVP) and the Institute of Educational Technology (IET) come within the remit of Learning and Teaching Innovation (LTI)). The number of representatives shall be weighted by AL Appointments, and apportioned in accordance with the formula:

\[
\text{total number of representatives x AL Appointments in Faculty/CICP/IET} \div \text{University total number of AL Appointments}
\]

rounded up to ensure that each constituency has at least one representative.

<table>
<thead>
<tr>
<th>Constituency</th>
<th>Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTI Academic (OUVP)</td>
<td>2</td>
</tr>
<tr>
<td>FASS</td>
<td>13</td>
</tr>
<tr>
<td>FBL</td>
<td>6</td>
</tr>
<tr>
<td>LTI Academic (IET)</td>
<td>1</td>
</tr>
<tr>
<td>STEM</td>
<td>16</td>
</tr>
<tr>
<td>WELS</td>
<td>12</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>50</strong></td>
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</tbody>
</table>

2. Eleven representatives of the associate lecturer staff living in the nations. All associate lecturers who live in the nation shall be eligible to stand for election from that nation.

<table>
<thead>
<tr>
<th>Constituency</th>
<th>Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>England</td>
<td>5</td>
</tr>
<tr>
<td>Ireland</td>
<td>2</td>
</tr>
<tr>
<td>Scotland</td>
<td>2</td>
</tr>
<tr>
<td>Wales</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

3. The balance of membership between Faculties/CICP/IET and nations shall normally be fixed for two years, and subsequently may be modified as part of the annual effectiveness review.

Mode of Operation

1. The Assembly shall meet in accordance with the University's committee timetable not less than three times a year, of which one meeting shall be an overnight meeting and one shall be a face to face meeting. In addition, there will be at least three shorter virtual meetings to discuss Senate papers. In an emergency the Chair of ALA and ALE will be able to convene further meetings.

2. Members of the Associate Lecturers Executive, and appointed representatives on central committees and groups shall attend meetings of the Assembly.

3. Meetings of the Assembly shall be chaired by a Chair elected by the Assembly who is not a member of the Associate Lecturers Executive.

4. Members of the Assembly shall engage with associate lecturers in their nation, faculties and LTI through online forums and staff development meetings.

5. The Assembly shall review the effectiveness of the representative structure from the annual report from the Associate Lecturers Executive and shall make decisions about any consequent actions subject to agreement with the University.
6. The Assembly shall review each year, according to agreed University criteria, how efficiently, effectively and economically it is working in respect of participation and the conduct of business; the schedule of the review to allow for implementation of improvements from the start of the next committee year.

7. A Faculty coordinator shall be elected by and from those Assembly members teaching for that Faculty.

An LTI coordinator shall be elected by and from those Assembly members teaching for CICP and IET.

Faculty/LTI coordinators shall:

a) normally serve a term of two years, from 1 September of the appropriate year, after which they shall be eligible for re-election provided they are still an elected member of the Assembly

b) be responsible for communicating with the Faculty/LTI and for organising the activities of the Faculty/LTI representatives

c) keep the Assembly informed of their activities

8. A Nation coordinator shall be a Nation representative and shall be elected by all Assembly members. The Nation coordinator shall:

a) normally serve a term of two years, from 1 September of the appropriate year, after which they shall be eligible for re-election provided they are still an elected member of the Assembly

b) be responsible for organising the activities of the Nation representatives

b) keep the Assembly informed of their activities

9. AL members of Faculty Teaching Committees shall be elected by and from those Assembly members teaching for that Faculty.

One AL member of LTI Teaching Committee shall be elected by and from those Assembly members teaching for CICP; one AL member of LTI Teaching Committee shall be elected by and from those Assembly members teaching for IET; one AL member of LTI Teaching Committee shall be elected by all Assembly members to give an Open Programme perspective.

Teaching Committee AL members shall serve a term of two years, from 1 September of the appropriate year, after which they shall be eligible for re-election provided they are still an elected member of the Assembly.

If two Teaching Committee AL members are unable to attend a Teaching Committee meeting they shall arrange an alternate who shall be another Assembly member from the same Faculty/LTI.
1. A total of around fifty representatives of the associate lecturer staff with appointments in Faculties, the Open University Validation Partnerships (OUVP) and the Institute of Educational Technology (IET) come within the remit of Learning and Teaching Innovation (LTI)). The number of representatives shall be weighted by AL Appointments, and apportioned in accordance with the formula:

\[
\text{total number of representatives} \times \frac{\text{AL Appointments in Faculty/CICP/IET}}{\text{University total number of AL Appointments}}
\]

rounded up to ensure that each constituency has at least one representative.

**Faculty of Arts and Social Sciences (FASS)**

- Dr Clare Spencer to 31.08.2018
- Dr Nicola Foster to 31.08.2018
- Mr Mark Lindley-Highfield to 31.08.2018
- Mr Rob Parsons to 31.08.2018
- Dr George Mowat-Brown to 31.08.2018
- Dr Julie Ackroyd to 31.08.2018
- Dr David Pell to 31.08.2018
- Dr Isabella Muzio to 31.08.2018
- Mr Mike McNulty to 31.08.2018
- Dr Hilary Partridge to 31.08.2018
- Dr Nancy Rowell to 31.08.2018
- Dr James Hutchinson to 31.08.2018
- Ms Margaret Westergreen Thorne to 31.08.2018

**Faculty of Business and Law (FBL)**

- Mrs Claire Blanchard to 31.08.2018
- Mr Robert Craw to 31.08.2018
- Mrs Sally Booker to 31.08.2018
- Mr Peter Wainwright to 31.08.2018
- Mr Rob Parker to 31.08.2018
- Mr Tim Parry to 31.08.2018

**Faculty of Science, Technology, Engineering and Mathematics (STEM)**

- Dr Catherine Halliwellqq to 31.08.2018
- Mr Bruce Heil to 31.08.2018
- Dr Keith Dakin-White to 31.08.2018
- Mr Graham Crane to 31.08.2018
- Mr John Pearson to 31.08.2018
- Dr Huw Parry to 31.08.2018
- Mr Peter Piper to 31.08.2018
- Mrs Frances Chetwynd to 31.08.2018
- Mr Gary Clifford to 31.08.2018
- Mr Rocky Grove to 31.08.2018
- Ms Val Hancock to 31.08.2018
- Mrs Helen Jefferis to 31.08.2018
- Mr David Knowles to 31.08.2018
Mrs Sharon Dawes to 31.08.2018
Mr Richard Walker to 31.08.2018
Dr Abi Kirk to 31.08.2018

Faculty of Wellbeing, Education and Language Studies (WELS)

To be appointed to 31.08.2018
Ms Anna Calvi to 31.08.2018
Ms Linda Fisher-Dougan to 31.08.2018
Dr Tricia French to 31.08.2018
Mr Rafael Jelic to 31.08.2018
Mrs Gillian Beattie-Smith to 31.08.2018
Dr Gill Clifton to 31.08.2018
Mr John Eastwood to 31.08.2018
Dr Walter Pisarski to 31.08.2018
Dr Catherine Scanlon to 31.08.2018
Mrs Ravina Talbot to 31.08.2018
Ms Dawn Summers to 31.08.2018

LT Academic (OU Validation Partnerships)

Mrs Glynis Cheers to 31.08.2018
Mrs Val Robertson to 31.08.2018

LT Academic (Institute of Educational Technology)

Mrs Terri Rees to 31.08.2018

2. Eleven representatives of the associate lecturer staff living in the nations. All associate lecturers who live in the nation shall be eligible to stand for election from that nation.

England
Mr Mike Kay to 31.08.2018
Dr Sue McKeoch to 31.08.2018
Dr Lance Rickman to 31.08.2018
Ms Elaine Walker to 31.08.2018
Mrs Christine Gardner to 31.08.2018

Ireland
Dr Fiona Aiken to 31.08.2018
Mr Jim Gillen to 31.08.2018

Scotland
Mr Ronald Macintyre to 31.08.2018
Mrs Maria Townsend (Acting Chair) to 31.03.2019

Wales
Dr Linda Walker to 31.08.2018
Dr Helen Williams to 31.08.2018

3. The balance of membership between Faculties/CICP/IET and nations shall normally be fixed for two years, and subsequently may be modified as part of the annual effectiveness review.

Secretary: Mr Denzil DeSouza