Purpose

To be responsible for the effective operation of the Associate Lecturers Representative Structure, ensuring that the purposes of the representative structure are fulfilled and act as the Associate Lecturers Senate Reference Group.

Terms of Reference

1. To engage with members of the Vice-Chancellor’s Executive and other senior managers including nation directors on matters of concern to associate lecturers in order to:
   a) contribute to policy and strategy around enhancing the student experience, both in generic support and curriculum design;
   b) contribute to market and customer intelligence.

2. To create and operate communication mechanisms to involve and consult associate lecturers, increasing their participation and the effectiveness of the representative structure.

3. To engage with the Associate Lecturers Assembly (AL Assembly), to whom it is accountable, and draw on the Assembly's expertise in developing policy.

4. To secure central visibility for associate lecturer (AL) concerns emerging at local and national level.

5. To form an appointments panel that shall take responsibility for appointment of AL representatives on central University committees and groups.

6. To select associate lecturer representatives to the Senate from its membership, ensuring cross-faculty representation. AL Senate membership to include the ALE Chair and one of the AL Council members.

7. To serve as the Associate Lecturers Senate Reference Group, drawing on the experience of the wider associate lecturer community through forums and online meetings, with the primary objective of reviewing the Senate papers.

8. To conduct an annual review of effectiveness of the representative structure, which it shall present to the Assembly, making recommendations for any improvements it feels are necessary.

9. To meet with the AL Assembly and with representatives on University committees at least three times a year of which one meeting shall be an overnight meeting and one other meeting shall also be face to face.

10. To ensure good practice in all elections.
Membership

1 Eight members elected by the assembly from the membership of the Assembly.

The members will be elected from each Faculty reflecting AL staffing in each Faculty as follows:

- Faculty of Arts and Social Sciences (FASS) 2
- Faculty of Business and Law (FBL) 1
- Learning and Teaching Innovation (LTI) 1
- Faculty of Science, Technology, Engineering and Mathematics (STEM) 2
- Faculty of Wellbeing, Education and Language Studies (WELS) 2

2 A Chair of the Executive elected by the Assembly from the membership of the Assembly.

3 Two associate lecturer members of the Council elected by the Assembly from any of these three groups:
   a) the membership of the Assembly;
   b) appointed associate lecturer members of University committees;
   c) existing AL Executive members.

4 Up to three additional members may subsequently be elected to ensure that the Executive contains at least one member from each of the four nations. If this still does not fill a nation representative gap, or there are other perceived skills gaps on the AL Executive, then co-options may be used.

In Attendance

Chair, Associate Lecturers Assembly

Mode of Operation

1 The Executive shall be accountable to and report to the Assembly, the wider AL body, and to the Vice-Chancellor. Minutes of Executive meetings shall be made available to all ALs. Blogs, shared calendars and other communications may also be used to ensure such accountability.

2 The Executive shall appoint a Deputy Chair from amongst its membership.

3 The Deputy Chair will directly support the Chair in the execution of their duties.

4 Each member of the Executive shall take on responsibilities that reflect their knowledge and expertise.

5 Executive members shall participate in AL Assembly and representation forums (at a minimum) open to all associate lecturers, through which they shall canvass a wide variety of associate lecturer opinion, expertise and experience, and shall report back to the associate lecturer community on their activities.

6 The chair shall have a primary link with the Director, Academic Services and a direct line of communication to the Vice-Chancellor when appropriate.
With the exception of the Council members of the Executive, members shall serve for two years and shall be eligible for re-election for one further period of two years, after which time members shall have to take a two year break before becoming eligible for membership again.

The Council members of the Executive shall serve for four years and shall be eligible to be re-elected for one further period of four years.

The Executive shall form an appointments panel, comprising the chair and deputy chair of the Executive, the two Council members, and one representative elected from the Assembly (who shall not be eligible for appointments under these procedures). The Assembly representative shall serve for a period of two years after which they may be re-elected for one further period of two years. The panel shall take responsibility for appointment of AL representatives on central University committees and groups.

The Executive 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, and the effectiveness of its links with the consultative and other university governance structures, and present the review to the Assembly, the schedule of the review to allow for implementation of improvements from the start of the next committee year.

The chair shall have executive authority to act on its behalf in consultation with its secretary. He/she shall normally act in consultation with the Deputy Chair and any appropriate members of the Executive.

As the AL Senate Reference Group, the Executive will meet before the Senate to review the Senate papers and ensure that the AL Senate members are effectively prepared, having canvassed a range of AL perspectives.

The ALE Chair, Deputy ALE Chair and Committee Secretary shall meet regularly with the ALA Chair, and the ALA Chair shall be invited to ALE meetings.
ASSOCIATE LECTURERS EXECUTIVE
(ASSOCIATE LECTURERS SENATE REFERENCE GROUP)

MEMBERSHIP LIST – UPDATED 09.10.2018

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</tr>
</tbody>
</table>

- Mr George Mowat-Brown FASS and Scotland to 31.08.2019
- Dr Hilary Partridge FASS to 31.08.2019
- Mr Rob Parker FBL to 31.08.2019
- Mr James Hutchinson LTI to 31.08.2019
- Mr David Knowles STEM to 31.08.2019
- Mr Gary Clifford STEM to 31.08.2019
- Mr John Eastwood WELS to 31.08.2019
- Dr Walker Pisarski WELS to 31.08.2019

2 A Chair of the Executive elected by the Assembly from the membership of the Assembly.

- Mrs Frances Chetwynd STEM to 31.08.2019

3 Two associate lecturer members of the Council elected by the Assembly from any of these three groups:
   a) the membership of the Assembly;
   b) appointed associate lecturer members of University committees;
   c) existing AL Executive members.

- Mr Tim Parry FBL to 31.07.2019
- Mrs Frances Chetwynd STEM to 31.07.2020

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- Dr Linda Walker WELS and Wales to 31.08.2019
- Mr Jim Gillen STEM, Ireland to 31.08.2019

In Attendance

Acting Chair, Associate Lecturers Assembly Mrs Maria Townsend to 31.03.2019
Secretary: Mr Denzil DeSouza