

**ASSOCIATE LECTURERS EXECUTIVE
(ASSOCIATE LECTURERS SENATE REFERENCE GROUP)**

CONSTITUTION – UPDATED 20.03.2019

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 AL 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 AL Executive Chair and one of the AL Council members.
- 7 To serve as the Associate Lecturers Senate Reference Group (ALSRG), 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 AL 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 AL Assembly from the membership of the AL 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 AL Executive elected by the AL Assembly from the membership of the AL Assembly.
- 3 Two associate lecturer members of the Council elected by the AL Assembly from any of these three groups:
 - a) the membership of the AL 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 AL 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 AL Executive shall be accountable to and report to the AL Assembly, the wider AL body, and to the Vice-Chancellor. Minutes of AL 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 AL Executive shall appoint a Deputy Chair from amongst its membership.
- 3 The AL Deputy Chair will directly support the AL Chair in the execution of their duties.
- 4 Each member of the AL Executive shall take on responsibilities that reflect their knowledge and expertise.
- 5 AL 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 AL Executive Chair shall have a primary link with the Director, Academic Services and a direct line of communication to the Vice-Chancellor when appropriate.

- 7 With the exception of the Council members of the AL 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.
 - 8 The Council members of the AL Executive shall serve for four years and shall be eligible to be re-elected for one further period of four years.
 - 9 The AL Executive shall form an appointments panel, comprising the AL Chair and deputy Chair of the AL Executive, the two Council members, and one representative elected from the AL Assembly (who shall not be eligible for appointments under these procedures). The AL 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.
 - 10 The AL 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 AL Assembly, the schedule of the review to allow for implementation of improvements from the start of the next committee year.
 - 11 The AL Executive Chair shall have executive authority to act on its behalf in consultation with its secretary. He/she shall normally act in consultation with the AL Deputy Chair and any appropriate members of the AL Executive.
 - 12 As the AL Senate Reference Group, the AL 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.
 - 13 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.
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**ASSOCIATE LECTURERS EXECUTIVE
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MEMBERSHIP LIST – UPDATED 08.01.2019

Membership

- 1 Eight members elected by the AL Assembly from the membership of the AL 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
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 AL Executive elected by the AL Assembly from the membership of the AL Assembly.

Mrs Frances Chetwynd	STEM	to 31.08.2019
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- 3 Two associate lecturer members of the Council elected by the AL Assembly from any of these three groups:

- a) the membership of the AL Assembly;
- b) appointed associate lecturer members of University committees;
- c) existing AL Executive members.

Mr Tim Parry	FBL	to 31.08.2022
Mrs Frances Chetwynd	STEM	to 31.07.2020

- 4 Up to three additional members may subsequently be elected to ensure that the AL 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.

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

In Attendance

Chair, AL Assembly:	Dr. Catherine Halliwell	to 31.07.2019
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Secretary, Isabelle Chance
