

School of Mathematical Sciences

Governance and Structure

The School of Mathematical Sciences is one of the largest UK mathematical departments and is one of five Schools in the Faculty of Science and Engineering at Queen Mary University of London.

Led by the Head of School, in order to ensure that the School's remit is carried out effectively, responsibilities and decision-making for designated areas and activities are delegated to a suite of committees. These include:

- Head of School Advisory Group
- School Executive Group
- Teaching and Learning Committee
- Research Committee
- Postgraduate Research Committee
- Health and Safety Group
- Athena SWAN Committee

In addition, Heads of Group have general responsibilities for their Group and have the following principal duties:

- To lead and manage the academic staff in the Group to successfully contribute to the School's research, teaching and outreach activities
- To contribute to leading the overall strategic development of the School
- To provide external representation of the Group

The Head of Group may delegate particular duties and responsibilities to other members of the Group as appropriate, with the agreement of the Head of School, but remains accountable to the Head of School in all respects for such delegated duties and responsibilities.

CONTENTS

Terms of reference and membership of Committees

School Executive Group	3
Head of School's Advisory Group	4
Research Committee	5
Teaching and Learning Committee	7
Postgraduate Research Committee	9
Health and Safety Group	11
Athena SWAN Committee	13

Role Descriptors

Director of Research	15
Director of Taught Programme	17
Head of Group	19

Appendix

Organogram - School of Mathematical Sciences Committees	20
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Note:

Terms of reference of Committees and Groups are subject to periodic review.

Role descriptors are subject to periodic review and term of appointment.

School of Mathematical Sciences

School Executive Group

Meeting Frequency: Once every two weeks or when required.

Terms of reference

1. Under the leadership of the Head of School to have overall responsibility for the strategic direction and operational plans of the School.
2. To identify strategic and operational priorities for the School of Mathematical Sciences within the framework of Faculty and College priorities and the external landscape.
3. In consultation with the Head of School's Advisory Group (HoSAG), School Committees and the wider School, to develop strategies and operational plans to enable appropriate outcomes and ensuring future sustainability of the School of Mathematical Sciences.
4. To identify priorities for and to monitor the budget of the School of Mathematical Sciences.
5. To bring strategic issues to the attention of HoSAG to enable informed decision making.
6. To report to HoSAG on the development of strategic and operational plans.

Membership

- Head of School (Chair)
- Director of Research
- Director of Taught Programmes (Deputy Head of School)
- School Manager

- Secretary: Executive Officer

School of Mathematical Sciences

Head of School's Advisory Group

Meeting Frequency: Once every month or when required

Terms of reference

1. To advise the Head of the School of Mathematical Sciences and the School Executive Group on strategic and policy issues.
2. To advise the School Executive Group on the development of strategic and operational plans.
3. To monitor the performance of the School of Mathematical Sciences against set objectives within its strategic and operational plans.
4. To report to the School of Mathematical Sciences on issues affecting the business of the School at a strategic and operational level.
5. To facilitate two-way communication between the School and individual staff.

Membership

- Head of School (Chair)
- Director of Research
- Director of Taught Programmes (Deputy Head of School)
- Director of Postgraduate Research Studies
- Heads of Group
- Athena SWAN Champion
- School Manager

- Secretary: Executive Officer

School of Mathematical Sciences

Research Committee

Meeting Frequency: Once every three months, or when required.

Reports through the *Chair to:*

Head of School, Head of School Advisory Group

Receives reports from:

Head of School; Heads of Group; Director of PGR Studies

Liaises with:

Head of School; Heads of Group; Head of School Advisory Group, School Executive Group, Director of PGR Studies

Summary of Remit:

To develop and provide recommendations on the School's research strategy, policy and presentation.

Terms of Reference:

1. To consult with research groups and make recommendations on the strategic direction of and support for research in the School.
2. To make recommendations to ensure the best possible structure for our research activity (e.g. groups, themes, centres) to maximise opportunities and provide a supportive structure for our staff.
3. To explore and agree priorities to enable an outstanding research environment. Consideration will be given to a variety of methods including events (seminars, conferences, workshops), visitors and facilities.
4. To ensure and provide a supportive environment for research grant, fellowship and workshop funding applications.
5. To present and promote the research of the School, including preparations for Research Excellence Framework exercises.

6. To coordinate and prioritise (where necessary) research-related bids, both internal and external (CDTs, prizes, College initiatives).
7. To be alert to and exploit opportunities for interdisciplinary or multi-site research (QMUL-Warwick Strategic Alliance, Life Sciences Initiative, etc.)

Membership:

- Director of Research (Chair)
 - Head of School
 - Director of Postgraduate Research
 - Impact Champion
 - Heads of Group
 - Postdoctoral representative
 - School Manager
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- Secretary: Research and Enterprise Manager

School of Mathematical Sciences

Teaching and Learning Committee

Meeting Frequency: Six times per year, or when required.

Reports through the *Chair to:*

Head of School, Head of School Advisory Group

Receives reports from:

Head of School; Heads of Group; Director of Undergraduate Studies; Programme Directors

Liaises with:

Head of School; Heads of Group; Programme Directors; School Advisory Group; School Executive Group

Terms of Reference:

Mission and responsibilities

Teaching: To promote and celebrate excellence in teaching and to nurture the School's intellectual life on educational matters.

1. To develop and review processes aimed at improving teaching quality, encouraging innovation, and delivering quality assurance.
2. To develop and review all study programmes, modules, and curricular initiatives offered by the School.
3. To consider the teaching matters referred by the relevant internal and external bodies (Taught Programme Board, Academic Committee, Subject Examination Board, Student-Staff Liaison Committee).
4. To report to and advise the Faculty on teaching matters via the appropriate formal processes (School Taught Programme Action Plan, Planning and Accountability Review), and to provide a collective voice for feedback to the College.
5. To consult stakeholders (students, employers, teachers) for feedback on the quality of our provision.
6. To develop collaborative links with appropriate external institutions.

Learning: *To promote a rigorous scrutiny of students' learning.*

To develop and review processes that measure, monitor, and improve:

1. students' participation and effort;
2. students' acquisition of key skills, including independence in learning;
3. the quality of students' learning in key modules.

Membership:

- Director of Taught Programmes (Chair)
 - Director of Undergraduate Studies (Deputy Chair)
 - Head of School
 - Director of Postgraduate Taught Studies
 - Exam Board Chairs (UG and PGT)
 - Programme Directors (UG and PGT)
 - Senior Tutor
 - School Manager
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- Secretary: Education Manager

School of Mathematical Sciences

Postgraduate Research Committee

Meeting Frequency: Once every six months.

Reports through the Chair to:

Head of School, Director of Research, Head of School Advisory Group

Receives reports from:

Postgraduate Research Selectors

Liaises with:

Head of School; Director of Research; Directors of Subject Groups; Head of School Advisory Group

Summary of Remit:

To develop, monitor and evaluate the provision of the postgraduate research programmes in the School, including operational delivery and recommendations on strategic direction.

Terms of Reference:

1. To consult with Subject Groups in the School and to make recommendations to the Head of School and School Management Groups on the provision of postgraduate research programmes.
2. To develop, monitor and evaluate a strategy for the School to ensure the delivery of high quality postgraduate research programmes and supervision which meets the School's objectives.
3. To advise the Head of School and the Director of Research on postgraduate research related matters, including resource implications and requirements.
4. To lead on applications to research councils and other sponsors including the College in order to maximise the funding available for studentships.
5. To oversee the annual College and DTA studentship allocation process.
6. To implement and monitor the success of the College's researcher development programme.

7. To monitor student progress and completion rates and to identify and implement (or oversee the implementation of) remedial action should this be required.
8. To develop initiatives which will enhance the School's postgraduate research culture.

Membership:

- Director of Postgraduate Research Studies (Chair)
- Director of Research
- Heads of Group
- Postgraduate Research Selectors
- School Manager
- Postgraduate research student representative

- Secretary: Postgraduate Research Programmes Officer

School of Mathematical Sciences

Health and Safety Group

Meeting Frequency

Every four months before the Faculty Health & Safety Management Group. Additional extraordinary meetings if required.

Reporting

The group reports to the Head of School and then into the Faculty Health and Safety Management Group and is chaired by the Head of School.

Terms of Reference

1. To assist and advise the Head on the planning, prioritisation and monitoring measures to manage the risks arising from School activities. This will include ensuring, so far as reasonably practicable, that the College Policy and arrangements are effectively implemented.
2. To monitor that the premises, equipment, and systems of work are maintained to a safe standard and there are suitable arrangements for the safe storage, use and handling of materials
3. To discuss and formulate and implement local health and safety procedures and policy in line with College wide policy and standards.
4. To discuss health and safety problems and preventative measures.
5. To discuss the cause and remedies for accidents and incidents and consider if existing procedures need to be revised or new procedures need to be implemented.
6. To ensure effective induction and health and safety training for staff
7. To ensure the effective communication of health and safety policies and procedures.
8. To communicate to and consider issues raised by staff, UG and PG students, visitors, Trade Union Representatives, and the SSLCs.
9. To ensure compliance with College Policy and Guidance, meet training requirements and reduce occurrences of accidents and incidents, based on the findings of the above.
10. To produce an annual plan of health and safety objectives for the coming year

11. To review, and if necessary revise, departmental arrangements including the School's safety management systems and procedures.

12. To produce a health and safety report to summarise each year's activities.

Membership

- Head of School (Chair)
- Academic representative
- Union representative
- IT representative
- School Manager
- Student Support Officer
- Postgraduate research student representative
- Postdoctoral representative

- Secretary: Finance and Facilities Officer (*in their role as School Health and Safety Co-ordinator*)

School of Mathematical Sciences

Athena SWAN Committee

Meeting Frequency: Once every three months, or when required.

Reports through the *Chair to:*

Head of School, Head of School Advisory Group

Receives reports from: Head of School; Head of School Advisory Group; School Executive Group; other School Committees as appropriate.

Liaises with:

Head of School; Head of School Advisory Group; School Executive Group; other School Committees as appropriate.

Summary of Remit:

To embed in the School the principles of the Athena SWAN Charter and the LMS Good Practice Scheme and to work with the Head of School, the School Advisory Group, the School Executive Group, and the School as a whole, to develop policies to support these.

Terms of Reference:

The committee will ensure that the following are established, promoted and supported in the School:

1. A robust organisational framework to deliver equality of opportunity and reward.
2. Appointment, promotion and selection processes and procedures that encourage men and women to apply for academic posts at all levels.
3. Departmental structures and systems that enable men and women to progress and continue in their careers.
4. Departmental organisation, structure, management arrangements and culture that are open, inclusive and transparent and encourage the participation of all staff.
5. Flexible approaches and provisions that encompass the working day, the working year and a working life and enable individuals, at all career and life stages, to maximise their contribution to mathematics, their department and institution.

6. To contribute material to and to comment on drafts of future Athena SWAN submissions and to coordinate the work of the School in preparing for future submissions.
7. To ensure that the objectives of the action plans of the School's Athena SWAN award submissions are completed within the specified time frame.
8. To raise the awareness of the Athena SWAN Charter, to promote good atmosphere in the School, and to regularly solicit the views of the School on issues related to equality and the quality of the working environment in the School.

Membership:

- Athena SWAN Champion (Chair)
 - Head of School
 - Director of Research
 - School Manager
 - Senior Tutor
 - Academic Staff representatives x 2
 - Postdoctoral representative
 - Postgraduate research student representative
 - QM Diversity Specialist (*ex-officio*)
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- Secretary: Executive Officer

School of Mathematical Sciences

Director of Research

Responsible to: Head of School

Role Purpose

To work with the Head of School and Faculty Dean for Research in order to promote high quality research within the School and to exploit opportunities for cross-disciplinary working

As a member of the senior team in the School to advise and assist the Head of School/Institute as required, on all matters related to research activity.

To contribute to the development of the Faculty's research strategy, and to support its implementation in the School.

Main Responsibilities

To work closely with the Head of School and the Faculty Dean for Research to promote and support research within the School.

To provide academic leadership within the School in the area of research, working with individuals and groups of academics to promote high-quality research, including the identification of new research opportunities and the support of researchers.

To assist the Head of School in seeking to maximise external financial support for research within the School from a diversity of sources, and to promote the publication and dissemination of research with high impact.

To chair the School Research Committee and any other committees and working groups as designated by the Head of School.

To be a member of the Dean for Research's Advisory Group, to report the School procedures to the Group and to report back to the Head of School and appropriate School/Institute committees on decisions and policies established via the Group.

To assist the Head of School in overseeing and monitoring the School/Institute's implementation of College and Faculty policies and procedures relating to postdoctoral research assistants to ensure the recruitment and the support of postgraduate research students to ensure the provision of a high-quality educational experience for research students.

To assist the Head of School to promote, where appropriate, cross-disciplinary research between School/Institutes and in Faculty Research Centres

To assist the Head of School in coordinating activity within the School in preparation for, and submission to, national assessments of research quality and any other internal/external

research review procedures that may in future be instituted.

To enhance the widespread dissemination of knowledge of the School research activities, working with the Directorate of Corporate Affairs.

To promote high ethical standards in the conduct of research.

To develop partnerships with external bodies, both in the UK and overseas, to promote the research objectives of the School and Faculty

To represent the School as required on ad hoc working groups relating to research issues convened by the Faculty Dean for Research

To perform other duties in the area of research, in agreement with the Head of School and Dean for Research

Decision Making

As Director for Research, the appointee will play a leading role in translating within the School, regulations, guidelines and policies established at College and Faculty level.

As a member of the senior team of the School, the appointee will contribute to the establishment and implementation of School research strategy.

The appointee, via interaction with the Head of School and the Dean for Research will contribute to the establishment and implementation within the School of the Faculty and College's strategy for research.

As a member of the senior team of the School/Institute, the appointee will contribute to the establishment and implementation of School/Institute research strategy.

Working Relationships and Contacts

The Director of Research will report to the Head of School. The Director will work closely with the Dean for Research and the Directors of Research in other Schools in the Faculty

The appointee will promote the enhancement of the School research activity by working with appropriate members of the Professional Support Services, notably in the Academic Registry and the Directorate of Corporate Affairs.

Dimensions

As Director for Research, the appointee will contribute to the leadership of the School.

School of Mathematical Sciences

Director of Taught Programmes

Responsible to: Head of School

Role Purpose:

The Director of Taught Programmes' role is:

(a) to oversee the running of taught programmes in the School

(b) to serve as the principal point of contact and coordination between the School and the Faculty/College in matters relating to taught programmes.

The Director formally reports to and is line managed by the Head of School.

Further details

(a) The Director liaises with and coordinates the work of staff with operational responsibility for running taught programmes within the School. Operational responsibility for the running of taught programmes is delegated by the Head of School to academic and administrative staff fulfilling various roles according to the School's internal structure and in line with Queen Mary requirements.

The Director's role in working with these staff within the School is to enhance and develop, as appropriate: innovations in teaching and learning and programme delivery; academic standards and quality in teaching and assessment; high standards of information quality; student recruitment and marketing; innovative programme development (including joint programmes); efficiency of programme delivery; appropriate costing and pricing of programmes; use of external advice and standards; high standards of student support; widening participation, outreach and recruitment initiatives.

This will involve:

chairing the School Teaching and Learning Committee, with responsibility for programme review and development, and attending Student-Staff Liaison committees

overseeing the implementation of the School's Taught Programmes Action Plan, with reference to current College, Faculty and School strategies for learning, teaching and assessment (including the Graduate Attributes Statement).

Serving on the Head of School's Advisory Group and School Executive Group, to advise the Head on all matters relating to taught programmes.

(b) The Director liaises with the Dean for Taught Programmes, with other Directors of Taught Programmes, and with representatives of relevant central services, in order to contribute to the development of taught programmes policy and strategy at Faculty and College level and to ensure compatibility between regulations and practice relating to taught programmes in the School, and requirements set at Faculty and College level.

This will normally involve:

Attending the Faculty Dean for Taught Programme/Dean of Education's advisory group.

Attending an Annual Programme Review meeting with the Dean, the Head of School, the School Manager, to review and update the School's Taught Programmes Action Plan.

Co-ordinating or contributing to the School/ Institute's response to the college's Internal Review procedure.

Co-ordinating or contributing to the Schools/Institute's submissions for programme accreditation and the School's response to issues raised by accreditation bodies.

School of Mathematical Sciences

Head of Group

Responsible to: Head of School

Responsible for: Academic staff within the Group

Role Purpose:

The Head of Group has general responsibility for the Group and has the following principal duties:

- To lead the academic staff in the Group, assist in their development, and facilitate their contribution to the School's core activities (research, teaching and enabling)
- To contribute to leading the overall strategic development of the School
- To provide external representation of the Group, including web presence.

The Head of Group may delegate particular duties and responsibilities to other members of the Group as appropriate, with the agreement of the Head of School, but remains accountable to the Head of School in all respects for such delegated duties and responsibilities. These duties and responsibilities include:

Main Responsibilities:

1. To promote and encourage a positive and strong research culture and environment.
2. To work with the School Executive Group and as a member of the Head of School's Advisory Group (HoSAG) in the strategic development of the School.
3. To consult within the Research Group and represent their views to HoSAG.
4. To be responsible, in liaison with the Head of School, for the management and development of the Research Group's academic staff, including appraisal, mentoring and probation.
5. To advise the Head of School on sabbatical requests, probation cases, promotion applications and professorial review.
6. To promote income generation, for example by encouraging and monitoring research grant applications.
7. To promote the work of the Group, enhance its external visibility and celebrate its success.
8. To co-ordinate recruitment of PhD students and to monitor student progression and quality of supervision.

Specific responsibilities delegated to the Head of Group by the Head of School:

1. To authorise leave of absence on college business of up to one month. Leave of absence of more than two weeks requires additional approval by the Head of School.
2. To consider and approve travel support requests from members of the Group within the agreed budget.
3. To appraise members of the Group or, in consultation with the Head of School, to delegate this to others.
4. To assist the Head of School to deal with performance-related issues according to QMUL guidelines.

School of Mathematical Sciences

Organogram of Committees

