School of Mathematical Sciences

Governance Structure, Committees & Role Descriptors

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:

- Senior Management Team
- Senior Management Team, Heads of Group and Deputies
- Research Committee
- Education Committee
- Postgraduate Research Committee
- Health and Safety Committee
- Equality, Diversity and Inclusion Committee
- School Meeting
- Research Group Meetings

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 administrative activities
- To contribute to leading the overall strategic development of the School
- To provide external representation of the Group
- To approve periods of annual leave and leave of absence

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.

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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.

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School of Mathematical Sciences - Committees

Senior Management Team

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 University priorities and the external landscape.

3. In consultation with the other relevant 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 relevant Committee Chairs to enable informed decision making.

6. To review the performance of the School of Mathematical Sciences against set objectives within its strategic and operational plans.

Membership

- Head of School (Chair)
- Deputy Head of School
- Director of Research
- Director of Education
- Director of Postgraduate Research
- EDI Lead
- School Manager

- Secretary: Executive Officer

Research Committee

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

Reports through the Chair to:
Head of School, Senior Management Team

Receives reports from:
Heads of Group; Director of PGR Studies

Liaises with:
Faculty Dean for Research and Deputies, Faculty Dean for Postgraduate Research, Head of School; Heads of Group; Senior Management Team, Director of PGR Studies

Summary of Remit:
To develop and provide recommendations on the School's research strategy, policy and external presentation.

Terms of Reference:
1. To consult with research groups and make recommendations on the strategic direction 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, including responsibility for seminars, conferences, workshops and research visitors

4. To enable a supportive environment for research grants, fellowships, and other funding applications.

5. To contribute to the School's preparation and submission for Research Excellence Framework exercises.

6. To present and promote the research of the School externally with a view to raising the School's research profile to a variety of audiences.

7. To coordinate and prioritise (where necessary) research-related bids, both internal and external (CDTs, prizes, University initiatives).

8. To be alert to and exploit opportunities for interdisciplinary or multi-site research

Membership:
- Director of Research (Chair)
- Head of School
- Heads of Group
- Deputy Director of Research
- Director of Postgraduate Research
- Impact Champion
- Industry Lead
- Postdoctoral representative

- Secretary: Research Manager

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Education Committee

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

Reports through the Chair to:
Dean for Education's Advisory Group (DEAG), Head of School, Senior Management Team

Receives reports from:
Directors of Student Experience, Learning Environment, Graduate Opportunities & Outcomes, Director of Postgraduate Taught Studies, Programme Directors, Education Services Manager

Liaises with:
Faculty Dean for Education and Deputies, Head of School; Programme Directors; Senior Management Team

Summary of Remit
To develop the School's Education strategy and promote and enable excellence in the delivery of teaching.

Terms of Reference:
1. To develop and review processes to improve 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, Senate, Subject Examination Boards, Student-Staff Liaison Committee, etc).

4. To report to and advise the Faculty on education matters via the appropriate formal processes (School Education Action Plan, Planning Round), and to provide a collective voice for feedback to the University.

5. To consult stakeholders (students, employers, teachers) for feedback on the quality of our provision.

6. To develop and review processes that measure, monitor, and improve:
   - student engagement;
   - student acquisition of key skills, including independence in learning;
   - the quality of student learning in key modules.

7. To develop collaborative links with appropriate external institutions.

Membership:
- Director of Education (Chair)
- Deputy Director of Education (Deputy Chair)
- Head of School
- Director of Postgraduate Taught Studies
- Exam Board Chairs (UG and PGT)

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- Programme Directors (UG and PGT)
- SSLC Chairs
- Education Services Manager
- Student Representatives (UG and PGT)

- Secretary: Education Services Officer

Postgraduate Research Committee

Meeting Frequency: Once every six months.

Reports through the Chair to:
Head of School, Director of Research, Senior Management Team

Receives reports from:
Postgraduate Research Selectors, Heads of Group

Liaises with:
Deputy Dean for Postgraduate Research, Head of School; Director of Research; Heads of Group; Senior Management Team

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 Research Groups in the School and to make recommendations to the Head of School and School Management Team 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 in order to maximise the funding available for studentships.

5. To oversee the annual studentship allocation process.

6. To monitor student progress and completion rates and to identify and implement (or oversee the implementation of) remedial action should this be required.

7. To develop initiatives which will enhance the School's postgraduate research culture, including professional development of Postgraduate Research Students.

Membership:
- Director of Postgraduate Research Studies (Chair)
- Deputy Director of Postgraduate Research Studies
- Director of Research
- Heads of Group
- Postgraduate Research Admissions Tutors
- Research Manager
- School Manager
- Postgraduate research student representatives

- Secretary: Postgraduate Research Programmes Officer

Health and Safety Committee

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

Receives reports from:
School Safety Coordinator

Liaises with:
Faculty Health and Safety Manager, Faculty Health and Safety Committee Meeting, Senior Management Team.

Reporting:
The Committee reports to the Head of School and then into the Faculty Health and Safety Management Committee 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 University Policy and arrangements are effectively implemented.

2. To monitor that the premises, equipment, and systems of work are maintained to a safe standard.

3. To discuss and formulate and implement local health and safety procedures and policy in line with University wide policy and standards.

4. To discuss health and safety issues 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 as a result of accidents/incidents.

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 produce an annual plan of health and safety objectives for the coming year

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

Membership

- Head of School (Chair)
- Academic representatives

- School Manager
- Student Support Officer
- Postgraduate research student representative
- Postdoctoral representative

- Secretary: PA to Head of School

Equality, Diversity & Inclusion (EDI) Committee

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

Reports through the Chair to:
Head of School, Senior Management Team

Receives reports from:
Head of School; Senior Management Team; other School Committees as appropriate.

Liaises with:
Faculty EDI Committee, Head of School; Senior Management Team; 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 Senior Management Team, and the School as a whole, to develop policies to support EDI.

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 all individuals to apply for academic posts at all levels, regardless of gender, ethnicity or other protected characteristics.

3. Departmental organisation, structure, management arrangements and culture that are open, inclusive and transparent and encourage the participation of all staff and students.

4. 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.

5. 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.

6. To ensure that the objectives of the School's Athena SWAN action plan are completed within the specified time frame in line with the Advance HE Athena SWAN Charter principles.

7. 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:

- EDI Lead (Chair)
- Deputy EDI Lead
- Head of School
- Deputy Head of School
- Director of Education
- Director of Research
- Director of Postgraduate Research
- School Manager
- Student Recruitment and Marketing Manager *or* Marketing & Communications Officer
- Academic Staff representatives x 2
- Postdoctoral representative
- Postgraduate research student representative
- Undergraduate representative
- Faculty EDI Officer

- Secretary: Executive Officer

School of Mathematical Sciences – Role Descriptors

Deputy Head of School

Responsible to: Head of School

Role Purpose:
To work with the Head of School and School Manager establish strategic objectives for the School in the light of QMUL's and the Faculty's strategic goals in consultation with colleagues, and establish and oversee mechanisms for the achievement of those objectives.

Committee Membership:
Senior Management Team, EDI Committee, School Promotions Committee

Main Responsibilities:

- To support the Head of School through providing leadership and delivering the School's strategic objectives.

- To oversee the School's Workload Allocation Model including providing input into the annual Teaching and Administrative allocation, ensuring as far as possible an equitable division of duties amongst all staff.

- To ensure that the activities and practices of the School are fully compliant with Queen Mary's institutional policies and procedures and regulations are adhered to with respect to teaching, research, EDI, and health and safety.

- To attract and retain staff of the highest calibre and ensure effective support for the career development of all academic staff within the School.

- To provide academic leadership, particularly in regard to high quality papers and impact cases.

- To promote and ensure high quality research and dissemination of research, and to contribute to effective research strategy planning at a School level through leadership and acting as a positive role model for colleagues to achieve their potential.

- To engage in the provision of a high quality education to students on assigned modules within the School, including all aspects of teaching, support and assessment.

- To maximise income to the School from multiple sources to support research, engaging with research bodies, industry etc. nationally and internally and support colleagues in the department to develop abilities in this area.

- To perform such other duties as may be agreed with the Head of School and are reasonable and in keeping with the overall purpose of the academic position.

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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 Management 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.

Committee Membership:
Research Committee (Chair), Senior Management Team, EDI Committee, School Promotions Committee, PhD Studentship Allocation Meeting (?)

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 Science & Engineering Research's Advisory Group (SERAG), 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 University 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.

- Supporting by the Industry Liaison, 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 University 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 University'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 Director of Research will promote the enhancement of the School research activity by working with appropriate members of the Professional Support Services, notably in the Doctoral College and Marketing & Communications.

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Director of Education

Responsible to: Head of School

Responsible for: Teaching Fellows and Teaching Associates

Role Purpose:
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 of Education role is:

- to oversee the running of taught programmes in the School

- to serve as the principal point of contact and coordination between the School and the Faculty/University in matters relating to taught programmes.

The DoE formally reports to and is line managed by the Head of School. The DoE liaises with and coordinates the work of staff with operational responsibility for running taught programmes within the School.

The DoE'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.

Committee Membership:
Education Committee (Chair), Senior Management Team, EDI Committee, School Promotions Committee

Main Responsibilities:

- Chairing the School's Education Committee, with responsibility for programme review and development, and attending Student-Staff Liaison committee meetings

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

- Serving on the Senior Management Team, to advise the Head on all matters relating to taught programmes.

- To be responsible for the management of all Teaching Fellows, Teaching Associates, and Teaching and Scholarship staff including appraisal and probation, or in consultation with the Head of School, to delegate this to others.

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- Liaising with the Dean for Education, with other Directors of Education Programmes, and with representatives of relevant central services, in order to contribute to the development of taught programmes policy and strategy at Faculty and University level and to ensure compatibility between regulations and practice relating to taught programmes in the School, and requirements set at Faculty and University level.

- Attending the Faculty Dean for Taught Programme/Dean of for 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's response to the University's Internal Review procedure.

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

- Engaging pro-actively with the National Student Survey (NSS), maximising student responses and coordinating and delivering the School response to the NSS results.

Working Relationships and Contacts

- The Director of Education will report to the Head of School. The Director will work closely with the Education Services Team in the School as well as the Faculty Dean and Deputy Deans for Education and the Directors of Education in other Schools in the Faculty .

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Director of Postgraduate Research

Responsible to: Head of School

Role Purpose:
To work with the Head of School, the Faculty's Deputy Dean for Research (PGR), and the Doctoral College in order to guarantee a high-quality PhD programme for the School of Mathematical Sciences.

To provide leadership, define the strategy, write policies, and take responsibility for all aspects of the School's PhD programme.

As a member of the Senior Management Team in the School, to advise and assist the Head of School as required, on all matters related to postgraduate research.

Committee Membership:
Postgraduate Research Committee (Chair), Research Committee, Senior Management Team, Studentship Allocation Meeting (Chair), Faculty PGR Forum, School PhD Forum

Main Responsibilities:

- To provide academic leadership within the School in the area of postgraduate research, working with individuals and groups of academics to promote a high-quality PhD programme.

- To chair the School's Postgraduate Research Committee and Studentship Allocation Committee and participate in any other committees and working groups as designated by the Head of School.

- To ensure the recruitment of high quality postgraduate research students to lead the selection and allocation process.

- To be a member of the Faculty PGR Forum and to liaise between the School, the Faculty, the Doctoral College, and the Research Degrees Office.

- To monitor the annual review process and the PhD examination process.

- To promote high ethical standards in the conduct of postgraduate research.

- To develop partnerships with external bodies, both in the UK and overseas.

- To ensure the provision of a high-quality educational experience and an appropriate research environment for the School's PGR students and to monitor and promote supervision training among staff members.

Decision Making

- As Director for Postgraduate Research, the appointee will define regulations and guidelines for the School's PhD programme, implementing in particular regulations, guidelines and policies established at University and Faculty level.

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- As a member of the Senior Management Team of the School, the appointee will contribute to the establishment and implementation of School postgraduate sresearch strategy.

Working Relationships and Contacts

- The Director of Postgraduate Research will report to the Head of School. The Director will work closely with the Deputy Dean for Research, the Doctoral College, the Research Degrees Office and Directors of Postgraduate Research in other Schools in the Faculty.

- Within the School, the Director of Postgraduate Research will work with the Head of School, the PGR Admission Tutors/Student Selectors, the Research Manager, the Student Recruitment and Outreach Manager, and the PGR Programmes Officer to ensure the promotion of the School's PhD programme and the recruitment and allocation of high quality postgraduate research students.

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Equality, Diversity & Inclusion (EDI) Lead

Responsible to: Head of School

Role Purpose:
The EDI Lead has general responsibility to act as a liaison between the School, the Faculty EDI Committee, the Institutional EDI Committee, and the Athena SWAN Self-Assessment Team (SAT).

The EDI Lead has the following principal duties:
- To contribute to leading the overall strategic development and advancement of the School in relation to gender equality, diversity and inclusion
- To jointly lead the Athena SWAN SAT Meetings on a regular basis
- To provide external representation of the EDI Committee and its activities and events, including web presence.

The EDI Lead may delegate particular duties and responsibilities to other members of the SAT, but remains accountable to the Head of School in all respects for such delegated duties and responsibilities. The responsibilities below fall into four basic categories: atmosphere of equality and diversity within the School (1-3), SAT operations (4-8), interactions within the School (9-12), and interactions with the institution and beyond (13-15).

Committee Membership:
EDI Committee, Senior Management Team, School Promotions Committee, PGR Studentship Allocation Committee

Main Duties and Responsibilities:
1. To promote and encourage a positive and strong culture of equality of opportunity.

2. To support development of new initiatives/policies surrounding equality and diversity.

3. To serve as a first point of contact for staff on equality and diversity issues, family-friendly policies, and inclusive working culture.

4. To lead the Athena SWAN School Self-Assessment Team (SAT) in regular meeting (approx. 3 times per year)

5. To co-ordinate the writing and submission of Athena SWAN accreditation applications (approx. every 4 years).

6. To oversee data collection and monitoring for staff and students surrounding gender equality and diversity (e.g., progression, recruitment/shortlisting, unconscious bias training, etc.).

7. In consultation with the Head of School, determining allocation of resources for delivery of SAT Action Plan.

8. To promote the work of the SAT, including maintenance of a dedicated equality and diversity web page, enhancing its external visibility and celebrating its success.

9. To provide updates to staff at School Meetings on the Athena SWAN agenda and activities, enabling consultation and communication.

10. To consult on EDI related matters within the School and represent their views to the Senior Management Team (SMT).

11. To work on the strategic development of the School as a member of SMT.

12. To attend the annual School Promotions Committee meeting, the PhD studentship allocation meeting and any other meetings as appropriate.

13. To attend the Faculty and or Institutional EDI Committee Meetings as the School representative.

14. To collaborate with colleagues at the London Mathematical Society in connection with the Good Practice Scheme.

15. To keep abreast of developments and changes to the Athena SWAN charter through communication from Advance HE and the HR Diversity and Inclusion Manager.

Working Relationships and Contacts:
The EDI Lead will report to the Head of School. They will be the main channel of communication between the School and the Faculty and Institutional EDI Committees. The EDI Lead will work closely with the HR Diversity and Inclusion Manager, other EDI Leads and other representatives of EDI Committees. The EDI Lead will also keep abreast of developments relating to equality and diversity through the London Mathematical Society Good Practice Scheme and the Equality Challenge Unit.

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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 administration)

- To contribute to leading the overall strategic development and advancement 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:

- To promote and encourage a positive and strong research culture and environment.

- To work with the Senior Management Team on the strategic development of the School

- To consult within the Research Group and represent their views to the Senior Management Team and Research Committee.

- To be responsible, in liaison with the Head of School, for the management and development of the Research Group's academic staff, including teaching and research, appraisal, mentoring and probation, and to identify opportunities for promotion and awards.

- To be responsible for the Group's allocated budget, including approval of expenditure on seminar organisation and staff/PhD student travel and conference attendance.

- To advise the Head of School on sabbatical requests, probation cases, promotion applications and professorial review.

- To promote research income generation, for example by encouraging and monitoring research grant applications and awards.

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- To hold a minimum of one Group meeting per semester to enable consultation and communication between Groups, Senior Management Team and Research Committee.

- To promote the work of the Group (including regular updates to the Group web pages), enhance its external visibility and celebrate its success.

- To co-ordinate recruitment of PhD students and to monitor student progression and quality of supervision.

- To promote knowledge transfer between academia and industry/ society and to encourage group members to engage with this activity.

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

- To be responsible for the management of members of the Group including appraisal and probation

- To oversee annual leave requests and leave of absence on university business of up to one month and to ensure all leave is logged on MyHR; absence of more than two weeks requires additional approval by the Head of School

- To consider and approve travel support requests from members of the Group within the agreed budget.

- To assist the Head of School to deal with performance-related issues according to University guidelines.

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Appendix 1: SMS Committee Structure

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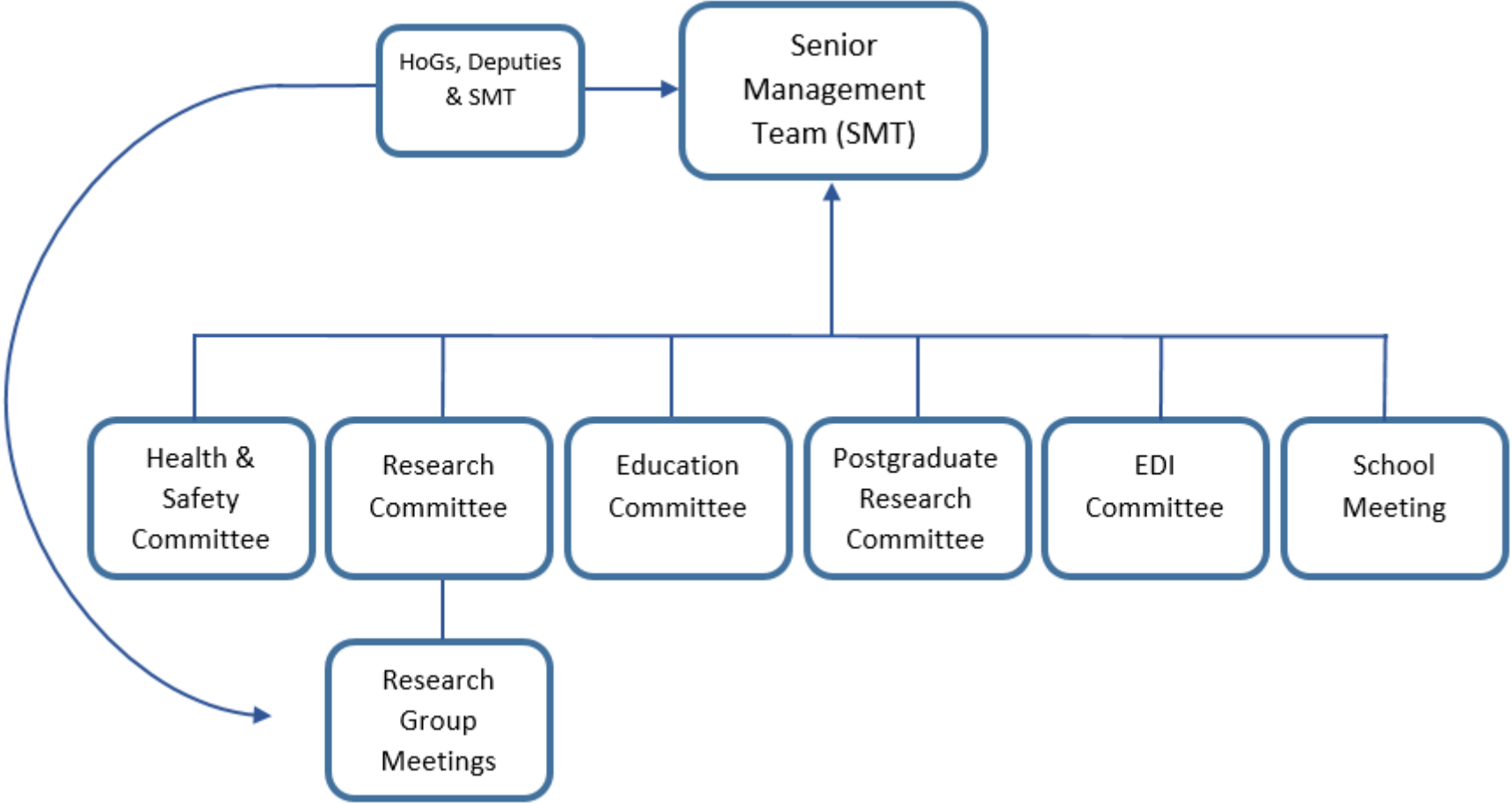
Appendix 2: Line Management Reporting Structure

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