

QUALITY COMMITTEE TERMS OF REFERENCE

CONSTITUTION:

The Quality Committee is established as a joint standing committee of the Governing Authority and Academic Council by the two statutory bodies. The Quality Committee shall have an oversight role in relation to the discharge of the University's obligations for internal and external quality assurance and quality enhancement.

MEMBERSHIP:

The members of the Committee will be appointed jointly by the Governing Authority and Academic Council. The term of office of the Committee shall be co-terminous with the term of office of the Governing Authority. The membership of the Committee shall be:

- the President (ex-officio) or his nominee (the President or his nominee shall chair the Committee);
- the Director of Strategic Planning and Quality(ex-officio);
- a representative of the Faculty of Social Sciences who is also a member of the Academic Council;
- a representative of the Faculty of Arts, Celtic Studies and Philosophy who is also a member of the Academic Council;
- a representative of the Faculty of Science and Engineering who is also a member of the Academic Council;
- a member of the Governing Authority drawn from the academic members;
- a member of the Governing Authority drawn from the administrative, professional and technical staff members;
- an external member of the Governing Authority;
- the President of Maynooth Students' Union (or his or her nominee); and
- the postgraduate student representative on the Governing Authority.

Appointments to the Committee should be informed by the objective of achieving gender balance to the greatest extent possible.

FREQUENCY OF MEETINGS:

The Committee shall meet at least four times per annum, normally at least once in each quarter year.

ATTENDANCE AT MEETINGS:

The Director of Strategic Planning and Quality will act as Secretary to the Committee. In the event the Director is unable to attend a meeting the Chairperson will make alternative arrangements for the preparation of minutes. Other members of staff may, at the invitation of the Committee, attend for all or part of a meeting of the Committee. In addition, outside experts may be asked by the Committee to attend all or part of a Committee meeting.

TERMS OF REFERENCE AND MANDATE:

The functions of the Quality Committee are, using best governance practice, to:

1. support the University in discharging its statutory responsibilities in relation to internal and external quality assurance and enhancement;
2. formulate a University policy statement and strategy for quality assurance and enhancement, in the context of the University Strategic Plan;

3. oversee the implementation of a multi-annual programme of internal quality reviews;
4. support the University participation in external institutional reviews;
5. review progress on the implementation of recommendations arising from internal quality reviews;
6. promote public awareness and confidence in the quality performance of the University;
7. consider reports relevant to national and international benchmarking of the University and identify and disseminate examples of good and best practice; and
8. prepare an annual report for the University Executive, the Governing Authority and the Academic Council.
9. The Committee may establish sub-committees to assist it in completing its work. A sub-committee may include a minority of members who are not members of the Committee. Sub-committees must be chaired by a member of the Committee and shall be appointed by the Committee. The Governing Authority must be informed promptly if a sub-committee of the Committee is established.
10. The Committee may establish topic specific working groups to assist it in completing its work. A working group may have a minority of members who are not members of the Committee. The Committee shall appoint members to any working group it establishes.

SCHEDULE OF MEMBERSHIP 2018 – 2019

Ms Paula Murray (<i>Chairperson</i>)	–	President’s Nominee/Member of Governing Authority and Member of Administrative, Professional and Technical Staff
Ms Siobhan Harkin	-	Director of Strategic Planning
Dr Eilish Dillon	-	Faculty of Social Sciences Representative
Professor Colin Graham	-	Faculty of Arts, Celtic Studies and Philosophy Representative
Professor Stephen Buckley	-	Faculty of Science and Engineering Representative
Dr Jeneen Naji	-	Member of Governing and Member of Academic Staff
Dr Marie Griffin	-	External Member of Governing Authority
Ms Katie Deegan	-	MSU Nominee
Mr Kilian Woods	-	MSU Postgraduate Student Representative

In attendance: Dr Zsuzsanna Zarka (*Secretary*) - Quality Officer