

FACULTY OF ARTS AND HUMANITIES

STATUTES

These statutes refer solely to the role of the Faculty as a standing committee of Academic Council, and describe the functions, powers and procedures of that committee.¹ The Academic Council of Maynooth University, acting in accordance with Article 29 (3) of Chapter V of the *Universities Act, 1997* and Chapter V Section 8 of the National University of Ireland Maynooth Statutes, has established Faculties as standing committees. There are currently three Faculties:

- (a) The Faculty of Arts and Humanities;
- (b) The Faculty of Social Sciences; and
- (c) The Faculty of Science and Engineering.

The Faculties are comprised of the academic units of the University. Each academic unit is normally associated with one Faculty. The Academic Units in the Faculty are listed in Appendix A.

Functions

The Faculty is a standing committee of Academic Council, and is a forum for consideration of academic matters relevant to the Faculty. It may make recommendations to Academic Council on matters on which Academic Council is empowered to make decisions, as shown in appendix B. The Faculty also has delegated authority from Academic Council to approve, where appropriate:

1. The award of research degrees;
2. The appointment of external examiners for research theses;
3. The appointment of external examiners for programmes and subjects.

The Faculty is also an important channel for information sharing, discussion and debate, on matters relevant to the academic business of the constituent academic units and their disciplines.

The Faculty shall elect members of the Academic Council, the Standing Committees of the Academic Council, and other University bodies in accordance with the University statutes and standing orders.

¹ The term “Faculty” is used in multiple contexts. Academics use the term “member of faculty” to denote an academic position. The term Faculty also refers to a grouping of academic departments and relates to the organisational structure of the University. This document refers solely to the Faculty as a committee which is part of the academic governance of the University.

1. Membership

The people eligible to attend and vote at the meetings of the Faculty are:

- 1.1** The President;
- 1.2** The Dean of the Faculty (Chair);
- 1.3** The Registrar and Vice-President Academic;
- 1.4** The Vice-President for Research and Innovation;
- 1.5** Vice-Presidents of the University nominated by the President as members of the Faculty;
- 1.6** The Assistant Registrar/Admissions Officer;
- 1.7** The Director of Graduate Research;
- 1.8** The Vice-President for Students and Learning;
- 1.9** The Librarian or their nominee;
- 1.10** The staff of the Departments comprising the Faculty who are at the following grades: Professor A, Professor B, Associate Professor, Assistant Professor/Lecturer, or Assistant Lecturer. Staff in these grades are members of the academic staff of the Faculty, whether full-time or part-time, permanent or temporary. This does not include emeritus staff or other retired staff, adjunct staff, visiting staff, occasional lecturers, or module lecturers.
- 1.11** One Tutor representative from each Department in the Faculty in which there are staff holding the grades of University Tutor or Senior University Tutor, whether full-time or part-time. This does not include tutors engaged as Graduate Teaching Assistants, Graduate Teaching Studentships, or as occasional staff.
- 1.12** One Tutor representative for the academic units in the University in which there are staff holding the grades of University Tutor or Senior University Tutor, which are not attached to any specific Faculty.
- 1.13** One Researcher representative from each Department in the Faculty in which there are staff holding the grades of postdoctoral researcher, senior postdoctoral researcher, research fellow, or senior research fellow.
- 1.14** One Researcher representative from each Research Institute affiliated to the Faculty.
- 1.15** One representative of the technical staff in each Department which has technical staff involved in supporting teaching.
- 1.16** One representative of the administrative staff of each Department.
- 1.17** One representative from each of the other Faculties of the University.
- 1.18** One undergraduate student and one postgraduate student, elected by the students, from the Departments, Centres, Schools or Research Institutes of the Faculty, and one representative of the students of the University elected by the students;
- 1.19** Such other members as may be co-opted by the Faculty on the recommendation of the Dean, provided the number of co-opted members does not exceed one seventh of the membership of Faculty. Co-opted members shall serve for a fixed term which may be renewed on the recommendation of the Dean.

Note: A member of the Faculty should recuse themselves from a meeting in which their own doctoral degree is to be considered.

2. Dean

- 2.1 Appointment:** The Dean of the Faculty will be appointed by the President of the University. Candidates for the post of Dean must be permanent members of staff who are already of Associate Professor or higher grade. Candidates for the post, which shall be advertised within the University, shall secure nomination by three members of Faculty, and the names of such candidates shall be forwarded to the President. A Selection Board shall normally interview the candidates nominated by Faculty and select the Dean from among them. In the event of the Selection Board being unable to recommend a candidate for appointment, the President is empowered to appoint an interim Dean from the members of Faculty.
- 2.2 Roles and Responsibilities:** As Chair of the Faculty, the Dean of the Faculty is an advocate for the Faculty, an advisor to the President on all matters pertaining to the Faculty and its constituent Departments and is responsible for leading the work of the Faculty as an academic governance body within the University. The Dean provides strategic and academic leadership to the Faculty and its Departments, coordinates the work of the Departments, and, acting on the delegated authority of the President, leads the implementation of the University strategic plan within the Faculty. The Dean shall chair meetings of the Faculty. In the absence of the Dean, meetings shall be chaired by the elected Associate Dean.
- 2.3 Term of Office:** The Dean shall normally hold office for three years, extendable to five years at the discretion of the President. The Dean is eligible for renomination for a second term.

3. Secretary

- 3.1** The Secretary shall be elected by and from the members of the Faculty;
- 3.2** The Secretary shall hold office for two years and shall convene meetings of the Faculty, keep the Faculty records and attend to Faculty correspondence in accordance with the decisions of the Faculty.
- 3.3** The Secretary is eligible to be renominated for a second term.

4. Associate Dean

- 4.1** The Associate Dean shall be elected by and from the members of the Faculty to assist the Dean in the discharge of some of their duties. Academic staff members of the Faculty who hold permanent posts at the grade of Assistant Professor/Lecturer or higher will be eligible for the post of Associate Dean. The nomination process will follow that outlined for the Dean of the Faculty. The Associate Dean may be nominated specifically to ensure that Faculty business can be conducted through Irish when necessary.

- 4.2 The term of appointment for the elected Associate Dean will be aligned to that of the Dean. The term of appointment for the elected Associate Dean will end not more than two months after the date of departure of the Dean from office. The elected Associate Dean is eligible for reappointment;
- 4.3 The elected Associate Dean may represent the Faculty on appropriate internal and external bodies;
- 4.4 The elected Associate Dean may chair a meeting of the Faculty, if the Faculty Dean is unavailable or deems it appropriate to vacate the chair for discussion of a particular item;
- 4.5 The Dean, with the approval of the President and Faculty, may seek to appoint other Associate Deans with specific responsibilities.²
- 4.6 A Dean may also request an Associate Dean to deputise for them at ceremonial occasions, such as the conferring of degrees and the annual prize giving event or similar occasions as may arise in the future.

5. Meetings

- 5.1 A quorum shall consist of ten members of the Faculty;
- 5.2 Ordinary meetings shall normally be held not less than one week before a meeting of the Academic Council;
- 5.3 Extraordinary meetings shall be held at the discretion of the Dean, or on receipt by the Secretary of a signed petition of at least ten members of the Faculty; All meetings shall be convened by the Secretary. The agenda and relevant documents shall normally be circulated electronically to the members of the Faculty at least 3 working days in advance of the meeting.
- 5.4 The agenda shall be composed by the Dean and Administrative Secretary, having consulted with the Chairs of Standing Committees. The first agenda item shall always be "Approval of the Agenda". Members shall be requested to submit items at least one week prior to the date of the meeting.
- 5.5 At extraordinary meetings, only those items on the circulated agenda shall be discussed;
- 5.6 All business at Faculty meetings will be conducted through the Dean, and in a manner appropriate to the collegiate nature of academic discourse. On business

² The membership of Academic Council includes the Associate Dean. This refers to the Associate Dean described in 4.1. Other associate deans are not automatically members of Academic Council.

that does not affect the Statutes, Faculty will arrive at decisions by consensus when possible or by a simple majority of Faculty members present;

- 5.8 Other University staff, directors of services, or external persons with particular expertise may attend Faculty meetings at the invitation of the Dean with the agreement of Faculty. Such invitees shall be accorded observer status and may address the meeting but may not vote on the business of Faculty.

6. Revision of Statutes

- 6.1 The Faculty may propose amendments to the Statutes, for approval by Academic Council, subject to the review and directions of Governing Authority;
- 6.2 Proposals for amendment may be made if supported by a two-thirds majority of Faculty members present and only at the October meeting of each year;
- 6.3 Notice specifying proposed changes in the Statutes shall be given in writing to the Secretary at least fourteen days prior to the Faculty meeting at which the proposal is to be considered. Such notice requires the signature of at least two members of the Faculty;
- 6.4 The Secretary shall circulate this notice to the Faculty members at least seven days before the meeting. Only the proposed Statute change, without substantial amendment, shall be discussed and voted upon;
- 6.5 Proposals which are endorsed by Faculty shall be forwarded to the Academic Council for consideration.

Effective From – Date: December 2024	Date to be Reviewed: December 2027
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Appendix A: Academic Units in the Faculty of Arts and Humanities

Departments

- Ancient Classics
- English
- History
- Media Studies
- Music
- Philosophy

School of Celtic Studies/Scoil an Léinn Cheiltigh

- Department of Early Irish /Roinn na Sean-Ghaeilge
- Roinn na Nua-Ghaeilge
- Lárionad na Gaeilge
- Irish Cultural Heritage

School of Modern Languages, Literatures and Cultures

- Chinese
- French
- German
- Spanish

Appendix B: The functions of Academic Council

Extract from Universities Act 1997 (27)

(1) Each university shall have an academic council which shall, subject to the financial constraints determined by the governing authority and to review by that authority, control the academic affairs of the university, including the curriculum of, and instruction and education provided by, the university.

(2) Without limiting the generality of *subsection (1)*, the functions of the academic council shall include, within those constraints and consistent with the functions of the university and those applying to its academic council immediately before the commencement of this Part—

- (a) to design and develop programmes of study,
- (b) to establish structures to implement those programmes,
- (c) to make recommendations on programmes for the development of research,
- (d) to make recommendations relating to the selection, admission, retention and exclusion of students generally,
- (e) to propose the form and contents of statutes to be made relating to the academic affairs of the university, including the conduct of examinations, the determination of examination results, the procedures for appeals by students relating to the results of such examinations and the evaluation of academic progress,
- (f) to make recommendations for the awarding of fellowships, scholarships, bursaries, prizes or other awards,
- (g) to make general arrangements for tutorial or other academic counselling,
- (h) to perform any other functions, not in conflict with this Act, which may be delegated to it by the governing authority, and
- (i) to implement any statutes and regulations made by the governing authority relating to any of the matters referred to in this subsection.