



# SCHOOL *of* ADVANCED STUDY

UNIVERSITY OF LONDON

## **School of Advanced Study Directorate Terms of Reference**

The functions of the Directorate are:

- To keep under consideration all academic, administrative and financial matters of common interest to the member-Institutes;
- On the proposition of the Dean, to consider the annual estimates for each of the member-Institutes and for central School activities, and to forward to the Board the combined annual estimates of the School for approval;
- On the proposition of the Dean, to consider the annual accounts for each of the member-Institutes and for central School activities, and to forward to the Board the annual reports of each of the member-Institutes and the annual report and accounts of the School for approval;
- To formulate and keep under review, and forward to the Board, a strategic plan for the School, and to receive, consider and approve the strategic development plans of member-Institutes;
- To consider and make recommendations to the Board for the admission to the School of new member-Institutes, the constitution as Institutes of existing programmes within the School, and the winding up of existing Institutes or the transfer of all or part of their activities to any body outside the School;
- To refer the Board for consideration any matter falling within the competence of the Directorate;
- To consider and approve and/or refer to the Board any Sub-Committee Policy recommendations;
- To establish such standing and ad hoc committees as it thinks fit;
  
- Decisions of the Directorate shall be taken by a majority of the members present and voting.
  - ❖ Five members of the Directorate shall form a quorum.
  - ❖ Decisions above shall wherever possible be arrived at by consensus. Where after discussion in the Directorate it appears to the Chairman that consensus will be difficult or impossible to reach, the Chairman may refer the relevant propositions of the Dean for decision to the Board.
  
- The Directorate may delegate to a committee established, to the Dean, or to officers of the University or of the School, such of its functions as it thinks fit.

## Membership

- The Directorate shall consist of the Director, or equivalent officer, of each of the member-Institutes of the School, together with the Dean and Deputy Dean.
- In exceptional circumstances, a Director may, with the agreement of the Dean, appoint a representative to attend a meeting who may exercise the power to vote and shall otherwise be a member of the Directorate for the meeting.
- The Registrar attends as a non-voting member of the Directorate.
- By invitation:
  - ❖ The Pro Vice-Chancellor (Operations) or his deputy
  - ❖ The Director of University of London Computer Centre
  - ❖ The Senate House Librarian
  - ❖ The Human Resources business partner for the School
  - ❖ The Finance and Planning business partner for the School

The Directorate shall meet not less than three times in each academic year. It shall be chaired by the Dean or, in the absence of the Dean, by the Deputy Dean. The School Deputy Chief Executive will act as Secretary to the Committee which is serviced by the Dean's Office.