

UNIVERSITY OF CAPE TOWN

FACULTY OF ENGINEERING & THE BUILT ENVIRONMENT

FACULTY COMMITTEE STRUCTURE

2018

Section A: Standing Committees

Section B: Composition and Terms of Reference

SECTION A: NAMES OF COMMITTEES

Committee Cluster	Committees
Governance	Faculty Board DAC
Academic Administration/Management	First Year Committee (FYC) Examinations Committee (FEC) Postgraduate Planning & Administration Committee (PgPAC) Programme Committees Readmission Appeal Committee (RAC) Undergraduate Teaching & Learning Committee (UgTLC) Timetable Committee Ethics in Research Committee
Finance and Research	Equipment Committee Information Technology Committee Library Committee Research Committee Health & Safety Committee Space Management Committee
Human Resources	Remuneration & Promotions Committee Selection Committees
Other committees and groups	Academic Administration Working group (ADSEC) Dean's Executive Committee (EXCO) Finance Administration Working group (ADFIN) Transformation Committee Continuing Professional Development (CPD) Governance & Marketing Committee

SECTION B: COMPOSITION & TERMS OF REFERENCE

1. GOVERNANCE

1.1. FACULTY BOARD

Composition

Chair: Dean

1. Members of the University Executive (Ex-Officio)
2. All members of the T2 and full-time permanent Academic Staff (including Research Officers)
3. Members of other Faculties as appropriate
4. Members of Professional Bodies as appropriate
5. Other persons as approved from time to time by the Board

6. Student Representatives (5)

Terms of Reference

The Faculty Board is the premier body in the Faculty. In terms of his/her contract the Dean is obliged to consult the Faculty Board on matters relating to the governance of the Faculty. The Dean however is ultimately answerable to the Vice-Chancellor.

The Faculty Board –

1. is responsible to the Senate for organising and controlling the teaching, curricula, syllabuses, examinations and research of the Faculty;
2. must make proposals to the Senate for rules prescribing the requirements for each degree, diploma and certificate offered in the Faculty, including the requirements for admission and readmission;
3. must advise the Dean of the Faculty on policy for resource allocation in the Faculty;
4. must carry out such functions as the Senate delegates or assigns to it;
5. is accountable to the Senate for its work; and
6. may by resolution establish committees of the Faculty, and may appoint as members of such committees any people whether they are members of the Faculty Board or not.

SERVICING OFFICER

Faculty Manager: Academic Administration

1.2. DEAN’S ADVISORY COMMITTEE (DAC)

Composition

Chair: Dean

1. Deputy Deans & Heads of Departments
2. Two representatives elected by Programme Convenors
3. Faculty Managers (Assessor Members)
4. Chairs of the EBE UG and PG Student Councils

Terms of Reference

1. The DAC advises the Dean on all matters relating to the management of the Faculty
2. The Dean may refer a Faculty committee recommendation to the DAC. This implies that the DAC may refer the matter back to that committee for further consideration.

SERVICING OFFICER

Faculty Manager: Academic Administration

2. ACADEMIC ADMINISTRATION/MANAGEMENT CLUSTER

2.1. FIRST YEAR COMMITTEE

The First-year Committee is a sub-committee of the UG Teaching & Learning Committee

Composition

Chair: The Chair of the UGTLC, or nominee (*ex-officio*)

1. Staff responsible for the Engineering I courses and their equivalents/nominees from School of Architecture, Planning and Geomatics, and Department of Construction Economics and Management
2. Education Development Officers

3. Co-opted members
4. Student members (3)
5. Staff from service departments (as required)

Terms of Reference

1. Orientation planning
2. General liaison with service departments
3. Establishment of a mechanism for co-ordinating the scheduling of class test dates for first year courses
4. Addressing specific common course problems raised by students: establishing and reporting mechanism through class representatives
5. Development of recommendations to the Academic Development Committee on overall first-year planning issues

SERVICING OFFICER

Faculty Manager: Academic Administration or nominee

2.2. FACULTY EXAMINATIONS COMMITTEE

Composition

Chair: Dean

1. Deputy Deans (except Deputy Dean who chairs the RAC)
2. Heads of Departments or their nominees
3. Head of Aspect

Terms of Reference

1. To approve examination results for all students in the Faculty and decide on the award of supplementary examinations and condoned passes (where applicable).
2. To approve the award of degrees and diplomas.
3. To approve the award of prizes, medals and other awards.
4. To deal with the categorization of unsatisfactory students.

SERVICING OFFICER

Faculty Manager: Academic Administration or nominee

2.3. POSTGRADUATE PLANNING & ADMINISTRATION COMMITTEE

Composition

Chair: Deputy Dean

1. One representative from each Department, nominated by the Head.
2. One representative from the Postgraduate Student Council.

Terms of Reference

1. To consider all postgraduate programme proposals and make recommendations to the Faculty Board on the introduction of new postgraduate courses, rule changes, revision to syllabi of courses, course credit ratings, and general matters of policy and procedure concerning postgraduate students and degree programmes.
2. To receive an annual report from the Dean or the Deputy Dean (pg portfolio) on postgraduate examinations and the reports of external examiners; and where applicable, review reports on Faculty programmes by external bodies.
3. To receive annual reports from postgraduate Programme Convenors, and to report on these to the Faculty Board.
4. To advise the Dean on applications by individual students to be allowed concessions to depart from programme-prescribed curricula.

5. To consider recommendations from heads of departments for the accreditation of supervisors of higher degree candidates in cases where (a) the proposed supervisor or co-supervisor is not a full-time permanent member of the University staff and (b) the supervisor does not hold a PhD qualification and it is intended that he/she shall supervise a PhD candidate.

SERVICING OFFICER

Faculty Manager: Academic Administration or nominee

2.4. PROGRAMME COMMITTEES

Composition

Chair:

1. Programme convenor (Chair);
2. One person nominated by the Dean of HED;
3. Two convenors of service courses provided by cognate faculties;
4. Staff teaching core courses in the programme;
5. Class representatives from the last two years of the programme;
6. Staff, co-opted for specific expertise
7. The EBE Student Council President (*ex-officio*).

Terms of Reference

Programme convenors, assisted by programme committees, are responsible for the continuing development and design of approved programmes. This will be achieved by:

- Ensuring that programme designs specify core and secondary or optional courses. In the case of core courses, the content, delivery, model and other features must be agreed by the department offering the course and the programme committee. Secondary or optional courses do not require such agreement;
- Ensuring that the design and delivery of core courses and secondary or optional courses meet the agreed objectives of the programme;
- Ensuring that core courses incorporated in the curriculum of the programme are appropriately defined to meet professional requirements and the entrance requirements of relevant postgraduate programmes;
- Reviewing the programme on a continuing basis, but at least : once in the second quarter on the basis of reports submitted by course convenors and of student feedback, with a view to addressing problems or strengthening the programme for the remainder of the current year; and after the conclusion of each academic year, so that formal reporting to the Faculty Board and, where necessary, Senate can take place;
- Providing a formal channel for interaction with students;
- Ensuring that annual post-examination assessments of student progress and performance are appropriately designed, audited and reported, in an integrated way (especially at exit level), for reporting to Faculty Boards through the Examination Committees.

Heads of departments have the ultimate responsibility for the academic programmes in their Departments and for the delivery of the courses in the Department. They are required to establish an Exco consisting of themselves, their Programme Convenors, and other selected members of Department as appropriate. This Exco will address issues such as resourcing, accreditation, etc. Heads are ex officio members of their Programme Committees which are chaired by the Programme Convenor.

SERVICING OFFICERS

Appointed by Programme Convenors from departmental staff

2.5. READMISSION APPEAL COMMITTEE

Composition

Chair: A Deputy Dean who is not a member of the Examinations Board

1. CHED nominee

2. Dean of Students or nominee
3. Academic Staff member nominated by Student Council
4. Senate nominee
5. Three Faculty academic staff members appointed by the Faculty Board

Terms of Reference

To consider and decide on appeals for readmission from students who have not met the minimum requirements.

SERVICING OFFICER, Faculty Manager: Academic Administration or nominee

2.6. UNDERGRADUATE TEACHING AND LEARNING COMMITTEE (UgTLC)

Composition

1. Chair: Deputy Dean for Undergraduate Education (1)
2. Academic Development Lecturers (7)
3. Programme Conveners (7, one per department & including Geomatics)
4. Aspect Co-ordinator (1)
5. Service Department representatives (3)
6. Faculty Student Psychologist (1)
7. Student Representative (1)
8. Chair of the Timetable Committee (1)
9. Chair of the First Year Committee (1)
10. Co-opted Members
11. Faculty Manager (Academic Administration)

Terms of reference

1. To formulate policy related to the advancement of undergraduate teaching and learning in the Faculty.
2. To commission projects as and when necessary that will help to promote improvements in teaching, curriculum and assessment.
3. To advise on matters concerned with student learning and success, and the consequences for teaching.
4. To consider all undergraduate programme proposals and make recommendations to the Faculty Board on the introduction of new undergraduate qualifications and courses, rule changes, revisions to syllabi of courses, course credit-ratings, and general matters of policy and procedure concerning undergraduate students and degree programmes.
5. To receive an annual report from the Dean or the Deputy Dean (undergraduate portfolio) on undergraduate examinations and the reports of external examiners; and where applicable, review reports on Faculty programmes by external bodies.
6. To receive annual reports from Undergraduate Programme Conveners, and to report on these to the Faculty Board.
7. To advise the Dean on applications by individual students to be allowed concessions to depart from programme-prescribed curricula.
8. Formally report back to departments on the work of the UgTLC at departmental staff meetings.

Servicing Officer
Undergraduate Manager

2.7. FACULTY TIMETABLE COMMITTEE

Composition

Chair: Appointed by the Dean

1. Representatives from each department in the Faculty
2. One representative from the EBE Student Council
3. Co-opted members (as necessary)

Terms of Reference

1. To plan and co-ordinate the undergraduate lecture timetable .
2. To assist with the planning and co-ordinating the examination timetable as and when necessary.

SERVICING OFFICER

Faculty Manager: Academic Administration or nominee

2.8. EBE ETHICS IN RESEARCH COMMITTEE

Composition

Chair: Appointed by the Dean

1. The Dean of the Faculty (ex officio), or nominee
2. The Deputy-Deans of the Faculty (ex officio), or nominees
3. One representative elected from each academic department in the Faculty
4. One representative from each of the EBE Student Council and the Post-Graduate Student Association, respectively
5. An informed lay person.

Terms of Reference

1. To take steps to ensure the highest ethical standards in research by members of the Faculty, and to protect human subjects in social and scientific research.
2. To raise the consciousness of members of the Faculty regarding ethical standards in research.
3. To review, in terms of ethical considerations, research applications (see Appendix 1) submitted by members of the Faculty, namely, student research, contract research and research activities undertaken by individual staff members, and to review compliance with approved research protocols.
4. To provide assistance, upon request, to Heads of Department within the Faculty on matters relating to ethics in research, in particular, regarding complaints or concerns.
5. To further the aims and objectives of the University Ethics in Research Committee insofar as they are applicable to research undertaken within the Faculty.

SERVICING OFFICER, Faculty Office, PG Administrator

3. FINANCE AND RESEARCH CLUSTER

3.1. EQUIPMENT COMMITTEE

Composition

Chair: Appointed by the Dean

1. Representatives of all Departments

Terms of Reference

1. To make recommendations to the Dean on the allocation of funds to Departments for equipment
2. To manage all matters relating to GOB-funded teaching and research equipment in the Faculty

3. To liaise with the UEC on behalf of the Faculty

SERVICING OFFICER

Faculty Finance Manager or nominee

3.2. INFORMATION TECHNOLOGY COMMITTEE

Composition

Chair: Appointed by the Dean

1. Representatives of all Departments
2. IT Interface Manager
3. Student representative (1)

Terms of Reference

1. To make recommendations to the Dean on the management of IT systems and facilities in the Faculty.

SERVICING OFFICER:

Faculty Finance Manager or nominee

3.3. LIBRARY COMMITTEE

Composition

Chair: Appointed by the Dean

1. Representatives of all Departments
2. One student representative

Terms of Reference

1. To manage the liaison between the Faculty and the University Librarian

SERVICING OFFICER

Faculty Finance Manager or nominee

3.4. RESEARCH COMMITTEE

Composition

Chair: Dean (or Nominee)

1. Representatives of all Departments
2. Representatives of URC accredited Research Centres and Institutes
3. Student representatives nominated by the EBE Postgraduate Student Council

Terms of Reference

1. To promote all aspects of research in the faculty
2. To manage the implementation of the Research Levy
3. To audit the progress of the Faculty in all areas of research, i.e. publications, patents, research contracts, post-graduate qualifiers, supervision of research students, etc.

SERVICING OFFICER

Faculty Finance Manager or nominee

3.5. HEALTH & SAFETY COMMITTEE

Composition

Chair: Dean

1. Representatives of each Department
2. Representatives of each Research Centre and Institute
3. Representative from the UCT Health & Safety Committee
4. Two students nominated by the Faculty Student Council

Terms of Reference

1. To make recommendations to the Physical Risk, Safety and Crime Prevention coordination Committee regarding any matter affecting the health or safety of people while at work in the Faculty or alternatively to advise on the necessary action required from line management.
2. To make recommendations to the Committee on fire prevention, disaster planning and security matters.
3. To receive written reports from Health and Safety representatives on every and any incident/accident in the departments for which those representatives are responsible and discuss and decide on necessary action from line management, and share mitigation plans across the Faculty to avoid any repeats.
4. To manage all matters relating to health, safety and maintenance in the Faculty.
5. To receive quarterly written reports from each Health and Safety representative on health and safety inspections carried out.
6. To perform any other function as may be prescribed by law.
7. To proactively raise the profile of Health, Safety and Environment in the Faculty.

SERVICING OFFICER

Faculty Finance Manager or nominee

3.6. SPACE MANAGEMENT COMMITTEE

Composition

Chair: Appointed by the Dean

1. Representatives of all Departments

Terms of Reference

1. To make recommendations to the Dean on the allocation of funds to Departments for space management
2. To act on behalf of the Faculty in negotiations with the University regarding the space needs of the Faculty and its Departments
3. To advise the Dean on systems to be adopted for space charges.

SERVICING OFFICER

Faculty Finance Manager or nominee

4. HUMAN RESOURCES

4.1. FACULTY REMUNERATION & PROMOTION COMMITTEE

Composition

Chair: Dean

Members:

1. Executive Officer and two other Deans
2. Deputy Deans
3. Heads of Departments
4. One member elected by the Senior Lecturers/Lecturers
5. Convenors of the Research and Teaching Working Group (non-voting members)

Terms of Reference

1. To decide on the promotion to higher rank of members of the academic and technical staff
2. To make recommendation to the Vice-Chancellor for the *ad-hominem* promotion of a staff member

Note: Normally decisions taken by this Committee will be by secret ballot.

SERVICING OFFICER

HR Advisor

4.2. SELECTION COMMITTEES

NOTE REGARDING SELECTION COMMITTEES FOR ACADEMIC POSTS:

All positions in the Faculty are filled via a Selection Committee process. Rules relating to the terms of reference and of membership of Selection Committees are given in the Staff Manual, Section 6-1. The following rules are, however, specific to EBE Faculty.

1. All applicants interviewed for an academic position must present a seminar to the Department in which the post exists. It is the Head of Departments' responsibility to ensure that candidates are properly briefed well in advance in this regard.
2. Other than in the case of Professorial appointments, Selection Committees are chaired by a Dean or Deputy Dean
3. Members of Selection Committees will usually be of an academic rank at least equal to or higher than that of the post under advertisement
4. Selection Committees will also contain two members of the HR Committee, nominated by the Dean, and who are not members of the Department in which the vacant post exists.

SERVICING OFFICER

Appointed by the Staff Recruitment and Selection Office

5. OTHER COMMITTEES/GROUPS

5.1. ACADEMIC ADMINISTRATION WORKING GROUP (ADSEC)

Composition

Chair: Faculty Manager: Academic Administration

Representatives of the administrative/secretarial staff of each Department who are responsible for academic administration

Terms of Reference

To consider all matters relating to academic administration with a view to improving the quality of this administration.

SERVICING OFFICER

Faculty Manager: Academic Administration

5.2. DEAN'S EXECUTIVE COMMITTEE (EXCO)

Composition

Chair: Dean

1. The Deputy Deans
2. The Faculty Manager, HR Advisor, Communication Manager, Finance Manager

Terms of Reference

1. To assist/advise the Dean on the implementation of Faculty policies and managerial/administration issues.

SERVICING OFFICER

Faculty Manager: Academic Administration

5.3. FINANCE ADMINISTRATION WORKING GROUP (ADFIN)

Composition

Chair: Faculty Finance Manager

1. Faculty Finance Office staff
2. Representatives of Departments and large research groups responsible for financial administration.

Terms of Reference

1. To consider all matters relating to financial administration with a view to improving the quality of this administration.

SERVICING OFFICER

Faculty Finance Manager or nominee

5.4. TRANSFORMATION COMMITTEE

Composition

Chair: Elected

1. Two representatives from each department in the Faculty
2. Two representatives from the Faculty Office

Terms of Reference

1. Expose staff and students to transformation activities,
2. Challenge transformation issues, and
3. Monitor the key points summarised on the transformation charter.

NOTE:

- The Dean and Deputy Dean's are *ex-officio* members of all Faculty committees
- Chairs of committees have the authority to co-opt other members from time to time, as appropriate
- The Faculty Manager: Academic Administration and the Faculty Finance Manager are *ex-officio* assessor members of the committees that fall under their respective portfolios.

SERVICING OFFICER

A member of the committee appointed by the Committee

5.5. CPD GOVERNANCE & MARKETING COMMITTEE

Composition

Chair: Dean

1. Members nominated by the Dean
2. Faculty Manager: Finance
3. Head of the CPD Programme
4. Faculty Manager: Academic Administration
5. Faculty Manager: Communication & Marketing

Terms of Reference

1. To advise the Dean on marketing and governance issues related to CPD non-credit bearing short courses, workshops and conferences in the Faculty.
2. To monitor the Continuing Education policy implementation and associated risk.
3. To assess the potential for implementing new and existing short courses Online.
4. To advise the Dean on potential new areas for CPD activities and to evaluate incentives for academics to offer CPD courses.

SERVICING OFFICER

Administrator, CPD Programme

NOTE:

- The Dean and Deputy Deans' are *ex-officio* members of all Faculty committees
- Chairs of committees have the authority to co-opt other members from time to time, as appropriate
- The Faculty Manager: Academic Administration and the Faculty Finance Manager are *ex-officio* assessor members of the committees that fall under their respective portfolios.