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**Senate**

Subject: Progress Report on Implementation of New Organisational Structure

**Origin: Project Management Board Meetings held on 13 December 2010**

**Executive Summary:**

This paper summarises key issues discussed by the Structure Implementation Project Management Board (PMB) at meetings held on 13 December 2010.

**Senate Action Required:**

Senate is asked to NOTE the discussions that have taken place.

**1. Teaching & Learning Working Group**

The PMB received a verbal report on discussions at the meeting on Friday 10 December 2010. The Working Group was considering a number of topics including:

* Institutional Governance
* School Governance
* Placements
* Centres for Excellence

It is proposed that the University Learning & Teaching Committee should continue, supported by two policy groups. At School level it is proposed that there should continue to be a Learning & Teaching Committee overseeing processes such as admissions, placements, quality assurance and programme development. There should also be a network of learning and teaching co-ordinators to ensure that the School worked in the most effective way with regard to learning and teaching.

The PMB noted that placements offered by the university were one of its strengths and should be maintained. Discussions regarding the Centres for Excellence centred around services working together centrally, in order to support learning and teaching in schools.

Detailed recommendations from the Working Group will be brought back to the PMB and reported to Senate at an appropriate time.

**2. Research & Enterprise Working Group**

Issues discussed at the meeting held on 13 December were noted including the proposal for Research Committee comprising the AD(R)s and an Enterprise Committee comprising the AD(E)s from each school.

Changes to the Personal Research Planning Process were not expected and this process will continue to be monitored by Research Performance Monitoring Committee. The PMB also reviewed the job description for the AD(E) and this is now available on the restructuring web site.

**3. Academic Governance Working Group**

The PMB received an update on discussions that had taken place at the Academic Governance Working Group and agreed proposals on the future composition and membership of Senate; these are included as a separate paper on the Senate agenda.

Changes to the composition and membership of University Committees are being considered and the PMB has asked the Chairs of the Working Groups to submit proposals to the Academic Governance Working Group with the aim of presenting recommendations to Senate on 9 March 2011.

**5. HR Issues Working Group**

The basic HR principles governing the appointment of the Operations Managers and the appointments to support staff posts within Schools have been agreed by the PMB. Further work on the implementation process has since been undertaken by the HR Issues Working Group, the Director of HR and the Project Manager. The procedures to be followed are incorporated into a new set of FAQs which have been considered by the Academic Leadership Team. The FAQs can be viewed on:

<https://internal.lboro.ac.uk/service/publicity/uniwide/restructure/index.html>

Recommendations on the procedure for the appointment of Associate Deans have been developed following discussion in the PMB and are presented as a separate paper to Senate.

**6. Infrastructure Working Group**

The PMB has accepted the following recommendations from the Infrastructure Working Group:

* That existing specialist departmental / Faculty IT resource should not be centralised.
* That the current FITC role be reviewed and developed with a view to creating “School IT Co-ordinators”.
* That all Schools review current practices and process during the restructure to identify areas of good practice and weaknesses, and to liaise with staff in existing Schools to learn from their experiences.

Detailed proposals for the ‘School IT Co-ordinator’ post are being progressed through the Infrastructure Working Group and the HR Issues Working Group. In terms of sharing good practice, the PMB recognised that this would be a long process which would continue beyond August 2011. Staff Development will be involved to facilitate this process.

**7. Project Timetable**

Proposals on the naming of the Schools and the continuation of departments, where appropriate, will be presented to Senate at its meeting on 9 March 2011. This will allow Deans sufficient time to consult with staff in their Schools.

Amendments to the Charter and Statutes will be presented to Senate in July and October 2011.

**8. Communication**

The Frequently Asked Questions have been updated to reflect discussions that have taken place and can be viewed on the dedicated website for the project at:

<https://internal.lboro.ac.uk/service/publicity/uniwide/restructure/index.html>

There will be a further meeting of the PMB on 24 January and a verbal report on the discussions will be presented to Senate on 26 January 2011.

Author – Fidelma Hannah   
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