

## **BOARD OF THE MATHEMATICAL, PHYSICAL AND LIFE SCIENCES DIVISION**

### **1. Terms of reference**

- 1.1 The Board shall meet on Fridays of Weeks Two and Seven of Full Term at 14.00 hrs.
- 1.2 The Board's duties and responsibilities, established by Council Regulation 17 of 2002, are as set out below:
  - (a) the oversight of the organisation, development, and delivery of curricula (with a particular focus on graduate as well as undergraduate studies), in collaboration with the colleges, and oversight and development of the general context of research, in the broad subject areas covered by the division concerned, in close consultation with the faculty boards, departments, faculties, sub-faculties, and other units of academic administration in the division (hereinafter referred to as 'sub-units');
  - (b) the development and proposal, in collaboration with the colleges, sub-units and academic services sector, of comprehensive and detailed strategic five-year plans and one-year operating statements covering academic, financial, information technology, physical resource, and staffing issues, bearing in mind the particular needs of small units and interdisciplinary activities;
  - (c) within the context of approved plans and statements, and of overall university policies, the general oversight of and responsibility for all matters concerning budgets, space, syllabus, and staffing, across the sub-units of the division, in consultation with the colleges as thought appropriate by the Board; provided that day-to-day operational responsibility for these matters shall be devolved to the sub-units, in the context of local plans and budgets delegated for that purpose, and that the Board shall monitor the work of the sub-units against those plans and budgets;
  - (d) the periodic strategic review of particular sub-units;
  - (e) the approval of appointments and reappointments of academic staff made by the sub-units (but excluding appointments which are made by electoral boards established by statute or decree), and of appointments of heads of department, the consideration of proposals from the sub-units on the payment of salaries within the incremental scale for university lecturers, and the keeping under review of the general terms and conditions of employment of academic staff in the broad subject area;
  - (f) the settling of college associations for new and vacant academic posts, on the recommendation of the sub-units following liaison with colleges;
  - (g) the maintenance of educational quality and standards in the broad subject area;
  - (h) the consideration of reports of examiners, including external examiners, on the advice of the relevant sub-unit or sub-units;
  - (i) the oversight of relationships between the sub-units, and the consideration (for detailed and balanced recommendation to Council) of any proposals to reorganise the sub-units;

- (j) the division's relations with the colleges at the strategic and the broad subject level, and in cases in which individual problems cannot be resolved between the colleges and the University at the sub-unit level;
  - (k) the division's relations with the other divisions on matters of common interest;
  - (l) the division's relations with the Committee on Continuing Education on matters of common interest and in all cases in which planned developments relate to part-time provision, outreach, or other continuing education activities;
  - (m) (where relevant) the division's relations with the Committee for Educational Studies on matters of common interest;
  - (n) the division's relations with the academic services sector at the broad subject level;
  - (o) the division's relations with external funding agencies, subject to overall university policies and practice;
  - (p) the oversight of fundraising in the broad subject area, subject to overall university policies and practice;
  - (q) the regular review of the scope for further delegation of authority from the centre to the divisions, and from the divisions to the sub-units.
- 1.3 The Board has delegated day to day responsibility for the conduct of its business to its sub-committees and retains broad oversight through the regular reporting mechanism. Meetings of the Board will focus on strategic issues.
- 1.4 The election of members will be as set out in the University Regulations: (<http://www.admin.ox.ac.uk/statutes/regulations/522-122.shtml>). The membership of the Board in 2017-18 is given at **Annexe A**.
- 1.5 Associate Heads of Division who are not members of the Board in any other capacity, may attend for discussion but are not voting members.
- 1.6 The Divisional Board shall review its standing orders annually, normally at its last meeting in Trinity Term.

## ANNEX A – BOARD MEMBERSHIP

<b>MEMBER</b>	<b>DEPARTMENT</b>	<b>COLLEGE</b>	<b>UNTIL MT</b>
Bradley, Professor D	Head of Division	Jesus	ex officio
Brouard, Professor M	Chemistry	Jesus	ex officio
Faulkner, Professor S	Chemistry	Keble	2021
Schofield, Professor C	Chemistry	Hertford	2019
Wooldridge, Professor MJ	Computer Science	Hertford	ex officio
Simpson, Professor A	Computer Science	Kellogg	2021
Taylor, Sir Martin.	Conference of Colleges	Merton	2018
Ballentine, Professor C	Earth Sciences	St Hugh's	ex officio
Mather, Professor T	Earth Sciences	University	2021
Payne, Professor S	Engineering Science	Keble	2021
Tarassenko, Professor L	Engineering Science	St John's	ex officio
Roy, Professor R	Engineering Science	Harris Manchester	2020
Grant, Professor P	Materials	St Catz	ex officio
Castell, Professor MI	Materials	Linacre	2018
Candelas, Professor P	Mathematical Institute	Wadham	2020
Bridson, Professor M	Mathematical Institute	Magdalen	ex officio
Chapman, Professor J	Mathematical Institute	Mansfield	2020
Ardavan, Professor A	Physics	Magdalen	2020
Wheater, Professor J	Physics	University	ex officio
Herz, Professor L	Physics		2021
Ratcliffe, Professor G	Plant Sciences	New College	ex officio
Jarvis, Professor P	Plant Sciences	Wolfson	2018
Deane, Professor C	Statistics	St Anne's	ex officio
Martin, Professor J	Statistics	St Hugh's	2021
Coulson, Professor T	Zoology	Jesus	2020
Sheldon, Professor B	Zoology	Wolfson	ex officio
Rogers, A Dr	Conference of Colleges	Keble	2018
Reeve, H Dr	OxRSS representative		2020