

Teaching Excellence Framework Oversight Sub-committee Terms of Reference and Membership

Purpose

To oversee and co-ordinate the writing of the institutional level submission.

Term of Reference

1. Develop a deep understanding of the TEF data and process to ensure challenge and support is appropriately channelled.
2. Identify where further data analysis may be required to monitor and ensure effective planning of the student arrival experience for students studying at partnership institutions.
3. Identify and lead the facilitation of information/narratives from faculty and professional services to inform the TEF submission.
4. Review the draft TEF submission at appropriate points.

Frequency of Meetings:

Minimum 4 times a year – up to 8 times a year

Membership

<i>Role</i>	
Deputy Vice Chancellor (Chair)	1
Dean of Learning and Teaching (Co-Chair)	1
Director of Curriculum	1
Assistant Director of Finance - Planning and Business Intelligence	1
Director of Quality and Standards	1
Students' Union	1-2
Deputy Director of Learning and Teaching	1
Strategic Lead: Closing our Gap	1
Director of Student Wellbeing	1
Academic Strategic Lead: Student Retention and Success	1
Director of Library and Learning Resources	1
Assistant Director - Digital Engagement and Innovation	1
Head of UK Partnerships and Apprenticeships Delivery Unit	1
Faculty Heads of School	3
Director of Graduate Futures	1

TEF Core Writing Group Membership

<i>Role</i>	
Deputy Vice Chancellor (Chair)	1

Dean of Learning and Teaching	1
Director of Curriculum	1
Assistant Director of Finance - Planning and Business Intelligence	1
Director of Quality and Standards	1
Students' Union	1-2
Deputy Director of Learning and Teaching	1
Director of Graduate Futures	1
Co-opted - people chosen to be panel members for the TEF exercise	