1. **Committee Title**

SENATE BUSINESS COMMITTEE

2. **Date of Establishment**

October 2006

3. **Convener and Administrative Support Area**

Convener: Senior Vice-Principal  
Clerk: Academic Affairs (Registry)

4. **Purpose**

The Senate Business Committee has a primary role to agree Senate agendas. In order to engage Senate in open debate, the Senate Business Committee also identifies for each meeting of Senate at least one major strategic topic for discussion.

The Committee has delegated responsibility from the Senate to approve the appointment of Senate members or representatives to University Committees and the schedule for Senate elections.

5. **Remit: (To be reviewed annually at first meeting of committee cycle)**

The primary role of the Senate Business Committee is to agree Senate agendas.

In order to engage Senate in open debate and to inform future policy and development by sub-committees for subsequent approval by the Senate, it has been agreed that the Senate Business Committee should identify at least one topic for discussion of a major strategic issue at each Senate meeting. This would not preclude such topics being included on the agenda *ad hoc* in response to, in particular, national consultations and major issues that emerged during the course of an academic year that the University should address.

The Senate Business Committee, in drafting Senate agendas, should also decide, as deemed appropriate whether an external speaker (e.g. from the Scottish Funding Council, the Scottish Executive, Universities Scotland, the Higher Education Academy) should be invited to address the Senate on a topic of current interest or debate within the HE sector.

The Senate Business Committee is also asked to determine the timing of consideration, by the Senate, of annual reports from the Senior Vice-Principal, the Heads of College, the central Vice-Principals and the University Secretary.

6. **Composition and Quorum:**

- The Senior Vice-Principal (Convener)
- University Secretary
- The Senate Assessors on the Operating Board
- Seven elected members of Senate (two per College (one male and one female) and one from the Business School) elected for a two year term of office
• The Conveners of the following Committees:
  University Committee on Teaching & Learning
  Quality Assurance Sub-Committee of UCTL
  Undergraduate Sub-Committee of UCTL
  Postgraduate (Taught) Sub-Committee of UCTL
  Research Policy Committee

• Dean of the Graduate School
• President of the Students’ Association
• AUSA Rep (nominated by Student President)

Quorum: 50%

ACCOUNT TO BE TAKEN OF EQUALITY AND DIVERSITY IN MEMBERSHIP

7. MEMBERSHIP

Professor J Kilburn
Mrs C Inglis
Dr N Oren Vacant – Senate Assessor on Operating Board
Professor N Hutchison Vacant - Senate Assessor on Operating Board
Professor S Heys Vacant - Senate Assessor on Operating Board
Professor P McGeorge
Dr K Shennan
Vacant – Convener of UG Committee Professor H Hutchison
Vacant – Convener of PG Committee Professor C Kee
Professor B MacGregor Professor M Campbell (from 1 October)
Professor J Masthoff
Professor K Friedrich Vacant – Senate
Dr M Mills
Professor M Kashtalayan
DR M Baptista da Silva
Professor D MacCallum
Dr D Lurie
Dr J Lamb
Mr C Anuchka L Ogubie
AUSA Rep - vacant

Clerk: Dr G Mackintosh

8. REPORTING LINE/PARENT COMMITTEE AND INTERFACE WITH OTHER COMMITTEES

Formal reporting line: Senate
Interface with other committees: Undergraduate Committee, Postgraduate Committee,
Quality Assurance Committee, UCTL, Research Policy Committee

9. FREQUENCY AND TIMING OF MEETINGS

The Committee will meet at least five times per year (September, October, January, March/April and May)
Meetings between 10am – 4pm in accordance with University Policy.

10. PUBLICATION OF PAPERS

Cognisance will be taken of the University’s Publication Scheme and Agenda papers will be made available on web pages/StaffNet where possible.

11. DATE ESTABLISHMENT OF COMMITTEE APPROVED/RECORDED BY UMG: tbc ..............................