

## Terms of reference – Teaching Committee (undergraduate)

### Teaching Committee

1. To monitor the planning (including assignment of specific teaching tasks to individuals), administration (including budgeting) and continuity of all undergraduate courses (including Part III) with which the Department is formally involved (including receiving data on the admissions into those courses), to ensure the appropriate development of those courses in line with overall learning and teaching objectives, and to facilitate the dissemination of good practice.
2. To receive comments and recommendations from the Teaching Executive Committee, and to delegate implementation of decisions to the TEC as appropriate.
3. Where appropriate, to set up working groups to consider the longer term needs of individual courses, as well as the Department's undergraduate Learning and Teaching provision overall.
4. To receive and act on as necessary the results of student feedback on courses, by receipt of course questionnaires and/or questionnaire summaries, by receipt of minutes of course consultative and management committees, and by comment from course organisers and others.
5. To agree, subject to the concurrence of the TEC and HoD, the appointment of examiners, with external examiners being invited through the HoD's office.
6. To receive, discuss and act on as necessary reports from Examiners, and to assist the HoD and Director of Teaching in drawing up responses to External Examiners.
7. To monitor developments in Learning and Teaching provision across the University including, but not limited to, the proceedings of the Biological Sciences and NST Management Committees.
8. To submit Minutes to the Staff Meeting, Academic and Management Committees of the Department.
9. **The Committee comprises (with other members co-opted as required):**
  - Head of Department
  - Director of Teaching (Chair)
  - Director of Digital Learning
  - Assistant Director of Teaching (Secretary)
  - Part III Course Organiser
  - Part III Systems Biology representative
  - Part II Course Organiser
  - Part II Project Organiser
  - Part IB BMB Course Organiser
  - Part IB CDB representative
  - Part IA MIMS Course Organiser
  - Part IA Biology of Cells representative
  - Mathematical Biology teaching representative
  - Part 1A Practical Co-ordinator
  - PGC Chair or other representative
  - Senior Examiner, Part III Biochemistry
  - Senior Examiner, Part II Biochemistry
  - Senior Examiner, Part IB Biochemistry and Molecular Biology
  - Senior Examiner, Part IA Molecules in Medical Science
  - *(Senior Examiner, Part IA Biology of Cells – when relevant)*
  - Postdoctoral Teaching Associate representative
  - Departmental Administrator in attendance
  - Senior Undergraduate Teaching Administrator in attendance