

An Chomhairle Acadúil

Terms of Reference

- 3.1 The College shall have an academic council established in accordance with this Instrument which shall be known as *An Chomhairle Acadúil*.
- 3.2 *An Chomhairle Acadúil* shall, subject to the financial constraints determined by *An tÚdarás Rialaithe* and/or the Finance and Resource Committee and/or the Executive Team and to review by *An tÚdarás Rialaithe*, control the academic affairs of the College, including the curriculum of, and instruction and education provided by, the College.
- 3.3 Without limiting the generality of 3.2, the functions of *An Chomhairle Acadúil* shall be, within the constraints and consistent with the terms of the Memorandum of Understanding between the College and the University of Limerick -
- (a) to design, develop or modify programmes of study and to accredit them, or where appropriate, to submit them for accreditation to the relevant external accrediting body,
 - (b) to establish structures to implement these programmes,
 - (c) to make recommendations on programmes for the development of research,
 - (d) to make recommendations for the promotion of teaching and learning,
 - (e) to make recommendations relating to the selection, administration, retention and exclusion of students generally,
 - (f) to approve procedures relating to the academic affairs of the College,
 - (g) to make recommendations for the awarding of fellowships, bursaries, prizes or other awards,
 - (h) to make general arrangements for tutorial or other academic counselling,
 - (i) to perform any other functions, not in conflict with this instrument, which may be delegated to it by *An tÚdarás Rialaithe*,
 - (j) to prepare a regular formal report for *An tÚdarás Rialaithe* and Trustees.,
 - (k) to implement any policies approved by *An tÚdarás Rialaithe* relating to any of the matters referred to in this subsection.
- 3.4 *An Chomhairle Acadúil* shall consist of the following members:

- (a) *An tUachtarán* of the College,
- (b) *An Leasuachtarán Gnóthaí Acadúla/Cláraitheoir*,
- (c) *Déan an Oideachais*,
- (d) *Déan na nDán*,
- (e) *An Comh-Leasuachtarán Riaracháin*,
- (f) *An Comh-Leasuachtarán Taighde*,
- (g) *An Cláraitheoir Cúnta*,
- (h) Heads of Departments as per the College structure,
- (i) *Déan Cúnta an Oideachais*,
- (j) Course Leaders of subjects taken to full degree level,
- (k) Directors as per the College academic structure,
- (l) The Librarian of the College,
- (m) Two elected members of the academic staff from each of the two Faculties within the College,
- (n) Two members of *Coiste na Mac Léinn*, nominated by *Coiste na Mac Léinn*,
- (o) A post-graduate degree student representing all post-graduate students of the College, and
- (p) One member of the academic staff co-opted by *An Chomhairle Acadúil*, if *An Chomhairle* so decides.

3.5 The term of office of *An Chomhairle Acadúil* shall be for a period of five years and shall be co-terminous with the term of office of *An tÚdarás Rialaithe*.

3.6 All elected members of *An Chomhairle* shall be eligible for re-election.

3.7 (i) Vacancies occurring on *An Chomhairle Acadúil* shall be filled in accordance with 3.4 above.

(ii) Any person who by virtue of holding an office is a member of *An Chomhairle Acadúil* shall retire from membership on ceasing to hold that office.

(iii) The person chosen to fill a casual vacancy on *An Chomhairle Acadúil* shall be appointed in like manner to his/her predecessor, and shall hold office for the remainder of his/her predecessor's term.

3.8 *An tUachtarán* shall be the Chairperson of *An Chomhairle Acadúil*. On any occasion on which he/she shall be unable to be present at a meeting of *An Chomhairle Acadúil*, the meeting shall be chaired by *An Leasuachtarán Gnóthaí Acadúla/Cláraitheoir*.

3.9 *An Comh-Leasuachtarán Riaracháin* of the College shall be Secretary to *An Chomhairle Acadúil*.

3.10 (i) *An Chomhairle Acadúil* may establish such and so many committees as it thinks necessary to assist it in the performance of its functions.

(ii) A committee may consist either wholly of members of *An Chomhairle Acadúil* or such combination of members and non-members as *An Chomhairle Acadúil* thinks fit.

- 3.11 *An Chomhairle Acadúil* shall normally meet once each month during term, or as often as is deemed necessary by *An tUachtarán*. *An Chomhairle Acadúil* and faculty meetings shall be co-ordinated with Faculty Board meetings held before meeting of *An Chomhairle Acadúil*.
- 3.12 Rules concerning the quorum and voting procedure for *An Chomhairle Acadúil* shall be as for *An tÚdarás Rialaithe* of the College.
- 3.13 Subject to this Instrument and any directions of *An tÚdarás Rialaithe*, *An Chomhairle Acadúil* may regulate its own procedure.
- 3.14 *An Chomhairle Acadúil* shall provide clarity as to the eligibility criteria for course Directors to attend *An Chomhairle Acadúil* meetings.