

## SCHOOL OF ORIENTAL AND AFRICAN STUDIES

### Faculty of Law and Social Sciences FACULTY BOARD

#### MINUTES

30<sup>th</sup> October, 2014

Professor Chris Bramall  
Professor Matthew Craven (Chair)  
Dr Laura Hammond  
Dr Laurence Harris  
Dr Stephen Hopgood  
Prof Salwa Ismail  
Prof Martin Lau  
Dr Scott Newton

Dr Emilia Onyema  
\*Professor Christine Oughton  
Ms Anna Seecharan  
Dr Subir Sinha  
Ms Hiba Sha-ath  
Ms Lara Shomuyiwa  
Dr Kristin Surak  
\*Prof Jan Toporowski

In attendance:

Ms Beth Clark  
\*Dr Gina Heathcote  
Ms Elisabeth Harris  
Ms Cate Knowles (Secretary)  
Dr Dan Plesch  
\*Dr Colin Poulton  
Ms Caroline Strickson

Those members whose names are marked with an asterisk were unable to be present.

<b>52</b>	<b>Dean's Welcome and Apologies</b>
52.1	Apologies were received from Christine Oughton, Jan Toporowski, Gina Heathcote, Colin Poulton
<b>53</b>	<b>Terms of Reference and Membership</b>
53.1	The terms of reference and membership of the following faculty committees were NOTED: <ul style="list-style-type: none"><li>• Faculty Board</li><li>• Faculty Learning and Teaching Committee</li><li>• Faculty Management Group</li></ul>
<b>54</b>	<b>Minutes of Last Meeting</b>
54.1	The minutes of the meeting held on 29 <sup>th</sup> May 2014 were APPROVED
<b>55</b>	<b>Action Points</b>
55.1	<u>33.5 Report on e-learning assistants</u> This has not been completed by the HoD Law. The Dean NOTED that it should be carried forward to the next FB in February 2015.

55.2	37.1 <u>Circulation of information from Faculty Plan and KPIs</u> This information was circulated as requested.
55.3	44.2 <u>Conversion rationale for UG recruitment statistics</u> The Chair REPORTED that there were two different conversion rates for the statistics (department/faculty) which meant the rates were unreliable and difficult to predict.
55.4	47.1 <u>Marking turn-around times.</u> The Chair NOTED that marking turn-around times had been revisited before the Faculty Board report was sent to Academic Board, but in general that better data was needed.
55.5	48.1 <u>Library membership policy</u> Discussed under the Dean's Progress Report
<b>56</b>	<b>Dean's Progress Report</b>
56.1	<u>Admissions/Recruitment</u> The Dean REPORTED: <ul style="list-style-type: none"> <li>• The faculty collectively has not recruited as well as hoped, though Politics and International Studies had done well. Numbers are down at every level, which puts the faculty in a precarious financial situation.</li> <li>• Changing external environments will radically increase staff costs-pensions etc. The School needs to raise further funding as costs are increasing. Departments need to recognise this and keep spending in check.</li> </ul>
56.2	<u>Temporary Staff</u> <ul style="list-style-type: none"> <li>• The Dean REPORTED that, although the negotiations in the summer were able to come to an agreement, a new framework was put in place which meant that temporary staff are in a better position than before.</li> <li>• The School could make further improvements to the contracts however this would restrict the number of GTAs hired due to budget constraints.</li> <li>• The Dean NOTED that the faculty needed to review how courses are being taught.</li> </ul>
56.3	<u>Library Membership Consultation</u> It was agreed that the group would submit the following feedback to the consultation: <ul style="list-style-type: none"> <li>• Confirmation was required regarding the £1k compensation to the library</li> <li>• Clarification on the level of fees – is £3k realistic?</li> <li>• Are departments restricted to only sponsoring 2 members?</li> <li>• Are Research Associates and Professorial Research Associates classified as honorary members under the new scheme?</li> </ul> Action: FA to submit feedback on behalf of Faculty Board
56.4	<u>Research Leave</u> The Dean REPORTED a suggested institutional shift from 12 to 9 consecutive terms of service. Initially the plans had been held back by the potential cost of increased replacement teaching; however the Dean suggested that departments could encourage the conversation by exploring whether they could cover this within existing resources.

	Action point – Dean to explore further with appropriate colleagues
<b>57</b>	<b>Careers' Service</b>
57.1	<p>The Careers' Service representative REPORTED:</p> <ul style="list-style-type: none"> <li>• The service is focused on raising its profile within the School, specifically aiming at first year undergraduates and postgraduates.</li> <li>• The School is looking in to introducing credit bearing placements. ADC considered initial report on the 21<sup>st</sup> October 2014.</li> <li>• The representative reported the next stage of the process would be to discuss with those interested departments, then report back to the ADC in February. It was confirmed that due to limited resources these placements wouldn't be able to be centrally supported by the Careers' Service.</li> </ul>
<b>58</b>	<b>Report from the Associate Dean (Learning and Teaching)</b>
58.1	Faculty Board RECEIVED a written report from the ADLT about the activities of the FLTC over the past year.
<b>59</b>	<b>Report from the Associate Dean (Research)</b>
59.1	<p>The ADR REPORTED:</p> <ul style="list-style-type: none"> <li>• REF results would be published on the 18<sup>th</sup> December 2014</li> <li>• Preparation for the next REF would begin after that and department plans would feed in to it. All departments but Law had submitted their plans.</li> <li>• Reported to RE committee that all departments had completed department research plans (excluding Law).</li> <li>• RE committee suggested that each department should have a Research Co-ordinator. A job description for this role would be circulated.</li> <li>• Personal research plans should be looked at when staff meet with mentors</li> <li>• Faculty research funding is available: £2k (rolling), £5k (monthly)</li> <li>• The PGR ethics process is to be reviewed. The ADR had reviewed the ethics forms.</li> </ul>
<b>60</b>	<b>Report from the Faculty Administrator</b>
60.1	The FA reported that a PGR representative for Faculty Board was still to be selected. All other matters for report are covered by the report of the Administrative Representative.
<b>61</b>	<b>Report from the Administrative Representative</b> To receive: oral report from the Administrative Representative
61.1	<p><u>The representative REPORTED:</u></p> <ul style="list-style-type: none"> <li>• Tutorial allocation and timetabling had generally taken place earlier than in previous years, though a more formal process for the introduction of new programmes was needed. Additionally it was felt the tutorials should be added to the timetable earlier in the process.</li> <li>• A temporary staff member had been working with the DAOs to scan and upload readings on to Moodle, following the change from hardcopy study packs.</li> <li>• The fractional contract process had gone well, even though the process</li> </ul>

	<p>was started much later than normal. The new HR/Finance Faculty Officer played a big part in this process and was highly effective at supporting the department teams.</p> <ul style="list-style-type: none"> <li>• It was felt that the introduction of the faculty team had alleviated some pressure from the department teams, especially in regards to student communication and faculty systems.</li> <li>• The administrative staff would like to see improvements in the intercollegiate/transfer student's process and the faculties' relationship with Marketing.</li> <li>• The administrative staff would like an update on the progress of phase two of the restructuring process.</li> </ul>
<b>62</b>	<b>Faculty Plan</b>
62.1	<p>The LSS Faculty Plan for 2014/15- 2016/17 and the LSS Faculty Plan for 2015/16-2017/18 were RECEIVED by the group.</p> <p>The Dean asked the group to read the current faculty plan, specifically the section on the financial condition of the faculty going forward. It featured information on the absence of new posts, the phase two of the admin review being on hold and identifies other factors to focus on. The Dean AGREED to suggest particular faculty targets to monitor through Faculty Board this year.</p> <p>Action: Dean to suggest faculty targets for this year.</p>
<b>63</b>	<b>Faculty Risk Register</b>
63.1	<p>The Faculty Risk Register was RECEIVED by the group.</p> <p>The Dean NOTED that item 5 should be reviewed in the next scheduled update. There were no other comments.</p> <p>Action: FA to review item 5 in the next scheduled update</p>
<b>64</b>	<b>Reports from L&amp;SS Centres</b>
64.1	<p>The following reports from the faculty centres were RECEIVED:</p> <ul style="list-style-type: none"> <li>• Centre for Ottoman Studies</li> <li>• Centre on the Politics of Energy Security (Cepes)</li> <li>• Centre for Taiwan Studies</li> <li>• Centre of East Asian Law</li> <li>• Centre of Law, Environment and Development (LEDC)</li> <li>• Centre for Development Policy and Research (CDPR)</li> <li>• Centre of Islamic and Middle Eastern Law</li> <li>• Centre for the International Politics of Conflicts, Rights and Justice</li> </ul> <p>Faculty Board considered that the reports of most centres indicated appropriate activity however three centres in particular need to be reminded of the need for centres to apply for external research funds as their reports do not indicate any activity in this area over the year:</p> <ul style="list-style-type: none"> <li>• Centre of East Asian Law</li> <li>• Centre of Islamic and Middle Eastern Law</li> <li>• Centre for the International Politics of Conflicts, Rights and Justice</li> </ul>

	Action: FA to contact centres and remind them of the Academic Board criteria for centres.
<b>65</b>	<b>Library Matters</b>
65.1	<p>The representative REPORTED:</p> <ul style="list-style-type: none"> <li>• LIS is going through a re-organisation and many senior staff have left or are leaving this term.</li> <li>• There are no longer 'short term' loans, all loans are 1 week</li> <li>• A review of most popular books taken out of the library was undertaken and more copies of these books were acquired as a result.</li> <li>• DVDs are now in lockable containers</li> </ul>
<b>66</b>	<b>Date of Next Meeting</b>
	The next meeting is scheduled for February 5 <sup>th</sup> , 2015 at 1:15pm

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**Faculty of Law and Social Sciences  
FACULTY BOARD**

**ACTION POINTS**

**30th October 2014**

Minute	Action Required	By whom
56.3	Submit feedback to Library Membership Consultation on behalf of Faculty Board	FA
56.4	Explore possible change to research leave with appropriate colleagues	Dean
62.1	Suggest particular faculty targets to monitor through Faculty Board this year	Dean
63.1	Review Item 5 of the LSS Risk Register in next scheduled update	FA
64.1	Contact centres which did not show evidence of applying for funded research and remind them of the Academic Board criteria for centres.	FA