

Pro Vice-Chancellors' Group

1. Constitution

1.1 The Vice-Chancellor has established a Committee known as the Pro Vice-Chancellors' Group (PVCG) to advise the Deputy Vice-Chancellors.

1.2 PVCG will normally meet monthly within the following meeting pattern for VCG, the Strategy Programme Board, PSG and the Pro Vice-Chancellors' Group :

- Week 1: two-hour VCG meeting;
- Week 2: half-hour VCG meeting followed by a meeting of the Professional Services Group (chaired by the Chief Operating Officer) and a meeting of the Pro Vice-Chancellors' Group (chaired by the DVC and Provost, with the DVC (Research and Knowledge Exchange) in attendance). The Vice-Chancellor will alternate attendance between the two groups;
- Week 3: two-hour VCG meeting;
- Week 4: half-hour VCG meeting followed by the Strategy Programme Board.

2. Scope

2.1 PVCG co-ordinates the University's Faculties ensuring that they work together effectively to implement the University Strategy and deliver good experiences and outcomes for our students.

2.2. PVCG provides a forum for sharing information such as sector issues, trends and good practice, discussing matters of common interest and addressing common issues across the Faculties.

3. Membership

3.1 The membership shall be as follows:

Ex Officio

- Deputy Vice-Chancellor and Provost (*Chair*)
- Deputy Vice-Chancellor (Research & Knowledge Exchange)
- 4x Faculty Pro Vice-Chancellors
- Pro Vice-Chancellor Education

4. Attendance at meetings

4.1 The Vice-Chancellor will attend every other meeting.

4.2 The Deputy Vice-Chancellor's Executive Assistant will attend meetings as secretary to the Committee.

- 4.3 At the discretion of the Chair, other staff who are not members of the Committee may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Committee.

5. Delegated Authority

The Committee has no delegated powers as it advises the Deputy Vice-Chancellors.

6. Other Duties

The other duties of the Committee shall be to advise the Deputy Vice-Chancellors on:

- 6.1 Progress and any issues or risks in the delivery by the Faculties of their elements of the University Strategy and any appropriate actions to be taken;
- 6.2 The requirements of students and academic staff service users in the Faculties. Ensuring these are delivered economically, efficiently and effectively. Consider where improvements can be made organisationally or to delivery and monitor progress in delivering agreed objectives;
- 6.3 Good communication within the academic community and between Professional Services and the Faculties;
- 6.4 The development of regulations, policies procedures and good practice for subsequent approval by the Vice-Chancellor or another appropriate committee. Ensure adherence to legal and regulatory requirements and best practice; and
- 6.5 PVCG will ensure active consideration of equality, diversity, inclusion and sustainability in the conduct of the Committee's business.

7. Standing Orders

- 7.1 The Committee must adhere to the [Standing Orders](#) for Academic and Executive Committees.

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