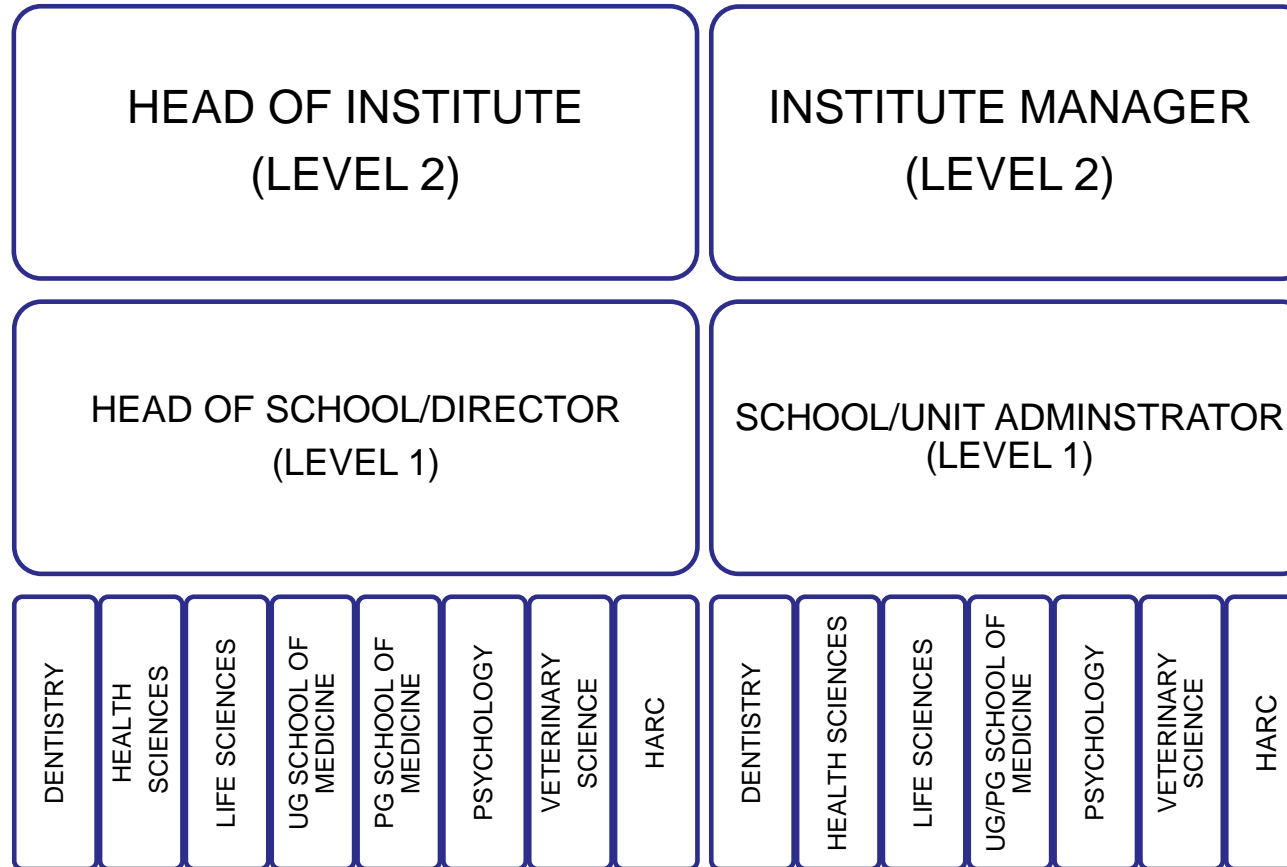
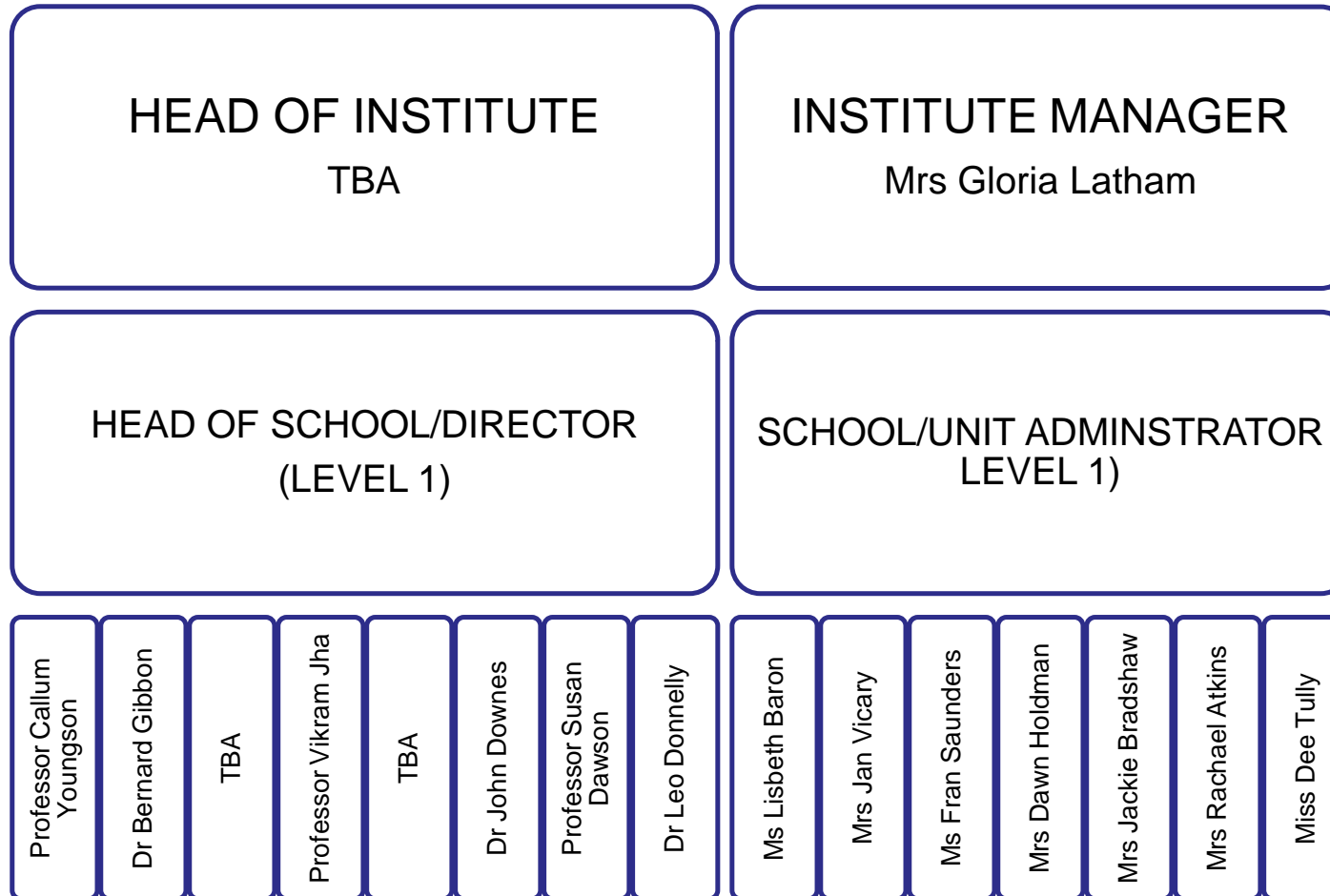


# ORGANISATIONAL STRUCTURE & COMMITTEES





# Main Committees

Institute Management Team

Promotions Sub-Committee

Athena SWAN Group

Institute Regulatory Affairs Committee

- Ethics Committees

# Task Groups

Communications Group

TEL Steering Group

Academic Network for CPD

Faculty London Steering Group

Research and Scholarship Steering Group

International Steering Group

Institute Management Team (IMT)		
Terms of reference	Membership	Frequency
<ol style="list-style-type: none"> <li>1. To advise the Head of Institute on the strategic development, monitoring and reviewing of all activity related to delivery of teaching across the Institute.</li> <li>2. To advise the Head of Institute on issues relating to the management staff across the Institute in accordance with the University HR policies and procedures.</li> <li>3. To assist in the development and effective delivery of the Institute three year planning activity.</li> <li>4. To assist the Head of Institute in ensuring adherence to all University policies relating to regulatory affairs across the Institute.</li> <li>5. To advise the Head of Institute on activity in the external discipline- specific environment that will impact on the activity of the Institute.</li> </ol>	<p>Head of Institute (Chair) Head of each level 1 Unit Institute Manager Student Experience Manager</p> <p>In attendance: PA to Institute Head/Manager</p>	<p>MONTHLY (except August)</p> <p>Report via the HoI to the Faculty Management Team</p>
	<p>TBA (Head ILT) Professor Callum Youngson (D) Dr Leo Donnelly (HARC) Dr Bernard Gibbon (HS) TBA (LS) Professor Vikram Jha (UGMed) TBA (PGMed) Dr John Downes (Psy) Professor Susan Dawson (VS) Mrs Gloria Latham (Institute Manager) Mrs Ann Stone (SE Manager)</p> <p>In attendance: Mrs Ann Porter</p>	

Promotions Sub-Committee		
Terms of reference	Membership	Frequency
1. To assist the Head of Institute to co-ordinate the annual review process for academic staff 2. To promote Athena SWAN principles for staff promotions 3. To support staff in making applications for promotions through the annual review process	Head of Institute Head of each level 1 Unit	Two meetings per year  July/October
	TBA (Head ILT) Professor Callum Youngson (D) Dr Leo Donnelly (HARC) Dr Bernard Gibbon (HS) TBA (LS) Professor Vikram Jha (UGMed) TBA (PGMed) Dr John Downes (Psy) Professor Susan Dawson (VS)	To report to the IMT

Athena SWAN Group		
Terms of reference	Membership	Frequency
<ol style="list-style-type: none"> <li>1. To advise the Head of Institute on the development and implementation of activities underpinned by the Athena SWAN principles in support of gender equality.</li> <li>2. To promote Athena SWAN responsibilities to staff and student across the Institute.</li> <li>3. To review progress against the Institute Athena SWAN Action Plan and other relevant gender equality initiatives.</li> <li>4. To monitor staff and student data related to gender equalities in the Institute.</li> <li>5. To undertake specific projects, as required, in support of relevant gender equality initiatives.</li> <li>6. To oversee the preparation of documentation to renew the Institute's Athena SWAN Award or to apply for the next level of Award.</li> </ol>	<p>Institute Athena SWAN Lead (Chair)  Institute Manager  At least ONE academic or professional services staff representatives from each Level 1 area  <u>Ex officio</u>  Head of Institute</p> <hr/> <p>Dr Jan Bogg  Mrs Gloria Latham  Dr Kathryn Fox  Ms Lisbeth Baron  Dr Sian Alexander-White  Mrs Zainab Hussain  Dr Louise Almond  Dr Alex Forsythe  Dr Sonia Tucci  Dr Elaine Connor  Dr Alex Dugdale  Dr Linda Steadman</p>	<p>At least three meetings per year – October, January and June</p> <p>To report to the IMT</p>

Institute Regulatory Affairs Committee (IRAC)		
Terms of reference	Membership	Frequency
<p>The remit of the Committee: Health and Safety; Human Tissue; Genetically Modified Organisms; Radiation Safety; Biosafety; Research Governance.</p> <ol style="list-style-type: none"> <li>To request and receive reports within its remit on matters relating to the Institute including audits, internal and external inspections and research governance.</li> <li>To provide a summary report on Institute matters within its remit to the ILT Management Team.</li> <li>To advise ILT Management Team on risks, resource requirements and issues for attention and action on matters relating to its remit.</li> <li>To compile and review a risk register for these areas.</li> <li>To encourage the dissemination within the Institute of best practice including keeping current with related legislation, regulations and University requirements.</li> </ol>	<p>Chair who will be a Member of ILT Management Team. Academic Leads from each site for which the ILT has primary responsibility. Safety Coordinator for ILT University Safety Officer Institute Manager <i>Ex officio</i> The Academic Leads from sites where ILT has secondary responsibility. To attend as necessary.</p> <p>In attendance: PA to Institute Head/Manager</p>	<p>To meet not less than twice per year</p> <p>To report to the IMT</p>
	<p>HoI - TBA Professor Callum Youngson (D) Miss Helen Orton (HS) Mr Paul Duvall (UG/PGSoMed) Ms Lyn Jones (Safety Coordinator) Mr Steve Dunkley (University) Mrs Gloria Latham (ILT)</p> <p>In attendance: Mrs Ann Porter</p>	

The arrangements for the operation of the Ethics Committees that report to this committee can be found in appendix 1



Communications Group		
Terms of reference	Membership	Frequency
<ol style="list-style-type: none"> <li>1. To assist the Head of Institute and Institute Manager in the monitoring and updating of the ILT Communications Strategy.</li> <li>2. To promote to staff, students and external stakeholders the vision, purpose and activity of the ILT.</li> </ol>	<p> Institute Manager (Chair)  TEL Support Team Leader  Representatives of TEL Support Team  ILT TEL Lecturer  Academic or professional services staff representatives from each Level 1 area  Faculty Student Voice Co-ordinator  Representatives from Corporate Communication  <u>Ex officio</u>  Head of Institute </p> <hr/> <p> HoI - TBA  Mrs Gloria Latham  Ms Anita Holt (TEL) (note taker)  Ms Ang Rosin (TEL)  Mr Paul Blackburn (TEL)  Ms Elaine Mayers (LS)  Mr Peter Reed (ILT)  Mrs Rachael Atkins (VS)  Mrs Dawn Holdman (M)  Ms Jo Atkinson (HS)  Mrs Jo Sharp (HS)  Mrs Jan Vicary (HS)  Mrs Avril Senior  Mr Gerard Gilligan  Ms Alison Hobden (HS)  Mrs Jill Normie (Den)  Ms Roanne Ephithite (LGoS)  Ms Jo Morfee (Corp Com)  Mrs Jo Brown (Corp Com) / Jo Cherrie </p>	<p>Four times per year</p> <p>(September, December, March, June)</p> <p>To report to the IMT</p>

TEL Steering Group		
Terms of reference	Membership	Frequency
<ol style="list-style-type: none"> <li>1. To support the development and enhancement of TEL across the Institute in line with the University's strategic objective of enhancing the student experience by ensuring that the Institute is making the most effective use of TEL to support students and the staff who teach them.</li> <li>2. To consider the strategic application of TEL and provide advice and guidance on any changes needed to policy arising from changes in the TEL environment.</li> <li>3. To keep under review and advise on the technical infrastructure needed for TEL to successfully support the Institute's strategic objectives.</li> <li>4. To ensure that systems of communication are in place to provide evidence-based information to staff about the opportunities and developments open to them with regard to TEL.</li> <li>5. To evaluate, promote and disseminate information on new TEL technologies and pedagogy, including supporting e-learning and e-learning projects, both in their inception, risk assessment, developmental phases and in their "routine" implementation.</li> <li>6. To ensure that there is appropriate and effective provision to support staff development for TEL.</li> <li>7. To promote evidence-based practice and research and scholarship in e-learning</li> </ol>	<p>Head of Institute (Chair)  Institute Manager  TEL Lecturers in each Unit  TEL Technical Team Leader  Representative from each School  Representatives from:</p> <ul style="list-style-type: none"> <li>• University e-learning unit</li> <li>• Corporate Communications</li> <li>• Computer Services Department</li> </ul>	<p>Four meetings per year   (September, December, March, June)   To report to the IMT</p>
	<p>TBA (Head of Institute) (Chair)  Mrs Gloria Latham (Institute Manager) – note taker  Mr Peter Reed (ILT)  Dr Steve McKinnell (HS)  Mr Pete Alston (LS)  Mr Paul Duvall (M)  Dr Maria Limniou (Psy)  Mrs Avril Senior (VS)  Mr Denis Duret (VS)  Ms Anita Holt (ILT)  Dr Ben Mason (D)  Mr Denis Parkinson (HS)  Dr James Cruickshank (Psy)  Dr Debbie Prescott (e-learning unit)  Ms Jo Morfee (Corp Comms)  Mr Jake Gannon (CSD)</p>	

Academic Network for CPD		
Terms of reference	Membership	Frequency
<ol style="list-style-type: none"> <li>1. To act as the vehicle through which the Annual Planning and Review process will be delivered, resulting in increased provision and improved quality of CPD delivered across the Institute.</li> <li>2. To review the quarterly performance reports to monitor CPD income and expenditure across the Institute to ensure delivery of financial targets set by the Faculty.</li> <li>3. To review and reflect annually on ILT CPD activity in order to enhance the quality of CPD provision.</li> <li>4. To facilitate the sharing of best practice and activity across the Institute and via the Central CPD Team across the wider University.</li> <li>5. To provide the opportunity to identify joint ventures for multi-professional programmes and post registration inter-disciplinary learning.</li> <li>6. To consider and agree plans to establish a centralised Professional Services Support Staff CPD infrastructure.</li> <li>7. To identify and implement plans within their Unit to incentivise academic staff to participate in the development and delivery of ILT CPD activity.</li> <li>8. To manage the interface between ILT, Faculty of HLS Research Institutes and develop strategic links with external partners with regard to CPD activity.</li> </ol>	<p>Head of Institute Institute Manager CPD Lead for ILT (Chair) CPD Leads from appropriate Level 1 units:</p> <ul style="list-style-type: none"> <li>• Dentistry</li> <li>• HARC</li> <li>• Health Sciences</li> <li>• PG Medicine</li> <li>• Psychology</li> <li>• Veterinary Science</li> </ul> <p>Representatives from:</p> <ul style="list-style-type: none"> <li>• Central CPD Team</li> <li>• Liverpool Health Partners</li> </ul> <p><u>Ex officio</u> Assistant ePVC Student Experience &amp; KE</p> <hr/> <p>TBA Mrs Gloria Latham Mrs Denise Prescott Dr Kathryn Fox (D) Dr Leo Donnelly (HARC) Miss Helen Orton (HS) Ms Julie Bridson (PG Med) Dr John Downes (Psy) Professor Cathy McGowan (VS) Mr Chris McLinden (University) Professor Arpan Guha (LHP)</p> <p><u>Ex officio</u> Miss Eileen Thornton</p> <p>In attendance: Mrs Joan Scott</p>	<p>Four meeting per year</p> <p>October, January, April and July</p> <p>To report to the IMT</p>

Faculty London Campus Steering Group		
Terms of reference	Membership	Frequency
1. To oversee the strategic development of PGT/CPD provision at the London campus. 2. To review and monitor the PGT/CPD provision at the London campus.	Hol (Chair) Institute Manger – ILT Research Institutes Manger Representative Faculty SE Manager ILT CPD Lead London CPD Lead University CPD representative Project link VC Office Representatives from relevant Schools School Administrator for SoP School Administrator for PGSoM <u>Ex officio</u> Assistant ePVC Student Experience & KE <hr/> Hol – TBA Mrs Gloria Latham Mr Graham Pollard Mrs Ann Stone Mrs Denise Prescott Dr Andrew Bowhay Mr Chris McLinden Mrs Lynn Evans Professor Callum Youngson (D) Ms Julie Bridson (M) Dr Francine Watkins (M – MPH) Dr John Downes (Psy) Dr Louise Almond (MSc F&IP) Professor Gail Stephenson (HS) Mrs Jackie Bradshaw (Psy) <u>Ex officio</u> Miss Eileen Thornton	Bimonthly during 2014/15  (September, November, February, early May, late July)  To report via the Chair to the University London Steering Group

Research and Scholarship Steering Group		
Terms of reference	Membership	Frequency
<ol style="list-style-type: none"> <li>1. To advise the Head of Institute on the strategic development of R&amp;S activity across the Institute</li> <li>2. To oversee the production and monitoring of the Institute R&amp;S Strategy</li> <li>3. To promote and facilitate R&amp;S activity to inform research-led teaching</li> <li>4. To promote and facilitate R&amp;S activity to support development of the T&amp;S career pathway.</li> <li>5. To coordinate the dissemination of good practice related to pedagogic research.</li> </ol> <p>Definition of scholarly activity:</p> <ul style="list-style-type: none"> <li>• Active research in learning and teaching practice, sometimes (but not always) funded by teaching grants</li> <li>• Scholarly outcomes from teaching innovations such as presentations and publications</li> <li>• A teaching philosophy informed by pedagogical theory and educational research</li> <li>• Pro-active development of research-led teaching</li> </ul>	<p>ILT Director of Research &amp; Scholarship (Chair)</p> <p>ILT Research Fellow</p> <p>R&amp;S academic representatives from Level 1 units:</p> <ul style="list-style-type: none"> <li>• Dentistry</li> <li>• HARC</li> <li>• Health Sciences</li> <li>• Life Sciences</li> <li>• UG Medicine</li> <li>• Psychology</li> <li>• Veterinary Science</li> </ul> <p>School Administrator</p> <p><i>Ex officio</i></p> <p>Head of Institute</p> <hr/> <p>Dr John Downes (Chair)</p> <p>Dr Simon Watmough (ILT)</p> <p>Professor Luke Dawson (D)</p> <p>Dr Andrew Fisher (HARC)</p> <p>Dr David Newsham (HS)</p> <p>Dr Suzanne Voelkel (LS)</p> <p>Professor Vikram Jha (M)</p> <p>Dr Maria Limniou (Psy)</p> <p>Dr Kieron Salmon (VS)</p> <p>School Administrator (tbc)</p>	<p>Bimonthly during 2014/15</p> <p>(October, December, February, April, late June)</p> <p>To report via the Chair to the IMT</p>

International Steering Group		
Terms of reference	Membership	Frequency
<ol style="list-style-type: none"> <li>1. To advise the Head of Institute on the strategic development of International activity across the programme</li> <li>2. To oversee the monitoring and updating of the ILT International Strategy</li> <li>3. To oversee an annual audit of 'student studying abroad' experience as defined by the ILT</li> <li>4. To report to the Faculty International Working group on international activity in learning and teaching</li> </ol>	<p>ILT Lead for International Activity (Chair)  Head or their representative from each School  School Administrator  <u>Ex officio</u>  Head of Institute</p> <hr/> <p>Professor Steve Edwards (Chair)(LS)  Professor Callum Youngson (D)  Professor Gail Stephenson (HS)  Professor Vikram Jha (M)  Dr John Downes (Psy)  Professor Susan Dawson (VS)</p> <p>School Administrator (tbc)</p>	<p>Bimonthly during 2014/15</p> <p>(October, December, February, April, late June)</p> <p>To report via the Chair to the IMT</p>

## RESEARCH GOVERNANCE ARRANGEMENT

The arrangements in the Institute of Learning & Teaching (ILT) for gaining ethical approval for research activity will be determined by the following principles:

1. Research involving human participants or animals, their tissues or databases of personal information must be approved by a recognised Research Ethics Committee before activity can commence.
2. For University research which is not carried out via the NHS, the University Research Ethics Sub-Committees will normally carry out ethical review.
3. Where this research is deemed 'low risk' and involves student projects or animals, an ILT Ethics Review Group (IERG) will carry out the ethical review and report to the Institute Regulatory Affairs Committee and the relevant University Sub-Committees depending on level of risk.
4. The ILT will operate three Ethics Review Groups as shown in the flowchart.
5. Projects involving animals can only be considered by the Veterinary Research Ethics Committee (VREC) if they do not require Home Office licences under the Animals (Scientific Procedures) Act. If there is any doubt, the application should be referred to the Animal Welfare Committee.
6. The three IERG's will meet as a single Committee once per year
7. The separate IERG will meet at least three times a year
8. The Chair of each IERG will be a member of the relevant University Research Ethics Sub-Committee.
9. Exceptionally, on the advice of the Chair of an IERG, a project will be dealt with directly by the University's Research Ethics Sub-Committees.





## The ILT Ethics Review Group

### 1. Membership

- i. There should be at least seven members, to include:
  - Chair
  - Vice-chair
  - Two members who are external to the ILT
  - University Research Governance Officer
- ii. The names and affiliation of the membership of the Committee should be available on the University website.
- iii. The quorum for meetings is at least 25% of the membership or three members (whichever is the greater), and either the Chair or Vice-chair are present.

### 2. Procedures

- i. The standard University research ethics form must be used for all applications.
- ii. Only employees of the University may submit proposals for approval; a student investigator or honorary staff member must be under the supervision of a member of staff.
- iii. Members of the committee involved in an application must withdraw from the Committee while the application is considered.
- iv. Applications not appropriate for expedited review, which will include all projects involving invasive procedures, must be referred to the relevant University Sub-Committee.
- v. A quarterly list of applications received, including full and informative titles, the names of the applicants, the decisions taken, and the conditions required, must be submitted to the relevant University Sub-Committee and submitted to the Institute Regulatory Affairs Committee.
- vi. All approvals are subject to the University's standard mandatory condition, relating to the reporting of serious adverse events.

- vii. The Committee is required to have a point of contact for Principal Investigators / Supervisors / Student Investigators, participants and the University's Research Governance Officer, in order to ensure appropriate handling of adverse events, and complaints.

### 3. Terms of Reference

- i. To receive details and consider the ethical aspects of University research projects involving human participants there is no other acceptable provision for ethical consideration and where the risks to participants and researchers are such that expedited review can take place.
- ii. To seek to ensure that University research projects under 3(i) are carried out safely, with participants' informed and voluntary consent, and with due respect to confidentiality and privacy in accordance with the ethical principles specified in the Declaration of Helsinki and other relevant guidelines.
- iii. For projects under 3(i):
  - a. To approve as proposed, or to approve subject to conditions, or to refuse approval of proposals received;
  - b. To approve or decline amendments to proposals previously approved;
  - c. To ensure that procedures are in place to monitor any serious adverse effects on participants in approved projects;
  - d. To refer to the relevant University Sub-Committee.
- iv. To provide regular reports on decisions reached by the Committee to the relevant University Sub-Committee.
- v. To make recommendations to the relevant University Sub-Committee to revoke an approval already granted if the programme of work does not follow that specified in the proposal, if there are adverse events, or if the conduct of the researchers is unsatisfactory.
- vi. To make recommendations to HR to refer any perceived failure of a Principal Investigator / Supervisor or other researcher to comply fully with their obligations in respect of an approved proposal or any other requirement of or obligation to the Committee for investigation in accordance with the Code of Practice on Misconduct in Research.