The Board of the Faculty of Asian and Middle Eastern Studies

Standing Orders

2023-24

1. **The Board**
	1. **Purpose**
		1. The Board of the Faculty of Asian and Middle Eastern Studies (‘the Board’) is the body responsible for setting the strategic direction of the Faculty and the use of its resources.
	2. **Membership of the Board**
		1. The Board shall comprise
			1. the Chair of the Board
			2. the Vice-Chair of the Board
			3. the Director of Research
			4. the Director of Graduate Studies
			5. the Director of Undergraduate Studies
			6. the Director of Graduate Admissions
			7. the Director of Undergraduate Admissions
			8. the member of the Planning and Resources Committee co-opted on to that Committee
			9. five elected members
			10. up to three co-opted members
		2. In respect of the elected members, the electors shall be all the Members of the Faculty.
		3. Co-options (up to three) may be made by the Board at any time, with the aim of ensuring as far as possible that a range of relevant perspectives and areas of study and experience are represented.
		4. A representative of early career researchers shall be a member of the Board, and if not appointed under categories 1.2.1 i-ix the Board shall co-opt such a person under 1.2.3.
	3. **Officers of the Board**
		1. The following officers shall be elected or nominated by the Board for a period of two years, unless stated otherwise:
			1. Chair (3 years) (nomination to the Humanities Division)
			2. Vice-Chair
			3. Director of Graduate Studies
			4. Director of Graduate Admissions
			5. Director of Undergraduate Studies
			6. Director of Undergraduate Admissions
			7. Chair of the Committee on Special Appointments
			8. Director of Research
			9. Chair of FHS examinations (nomination to University)
			10. Chair of FPE examinations (nomination to University)
			11. Chair of Graduate examinations (nomination to University)
			12. Director of the Khalili Research Centre
			13. Director of the Griffith Institute
			14. Director of Outreach
			15. Equality and Diversity Officer
			16. Director of the Nizami Ganjavi Centre
		2. Chair and Vice-Chair of the Board
			1. *Election* - The Chair shall hold office for three years from the first day of Michaelmas Full Term. The Board shall make a recommendation for the Chair at the second meeting of the preceding Michaelmas Term which shall be sent to the Humanities Division for approval. The incumbent Chair shall be eligible for immediate re-election for up to one further year, in exceptional circumstances, subject to re-election in Michaelmas Term. Nominations for the Chair shall be submitted to the secretary by the first Saturday of the term in which the election is to be made. The Chair in office shall be responsible for ensuring that at least one nomination is received, after appropriate informal consultation.
			2. *Chair’s duties and powers* - The Chair shall have power to approve grants up to £1,000, provided that they fall within the board’s guidelines. There is an overall limit of £5,000 on the amount which may be approved by Chair’s action in any one year (excluding trust funds).
			3. The Chair may make decisions on behalf of the Board according to the Scheme of Delegation existing at the time. Such decisions will be reported to the next meeting of the Board. In particular, when examiners’ reports for the MLitt or DPhil are received during a vacation, the chair may accept the reports on the board’s behalf provided the examiners are in agreement, the report is unambiguous and the recommendation does not preclude the award of the degree for which the candidate has submitted the thesis. In cases where further consultation is required, the chair may consult the Graduate Studies Committee. All such reports shall be circulated to the board for its information at its next meeting.
			4. *Chair elect’s duties and powers* - The Chair elect shall assist the chair in handling board matters and shall be *ex officio* a member of the standing committees of the board of which the chair is an *ex officio* member. They may act for the Chair if the latter cannot attend a meeting or is absent from Oxford. The Chair elect will attend relevant training provided by People and Organisational Development during the term preceding their first term of office or before.
			5. *Vice-chair - duties and powers* - the Vice-chair shall hold office for a period of not more than two years from the first day of Michaelmas Term, having been elected at the second meeting of the preceding Trinity Term. The vice-chair may represent the chair at any meeting of any committee of which the chair is an *ex officio* member. The Vice-chair shall act on behalf of the Chair when the latter is unavailable, or is prevented from acting by a conflict of interest. The Chair elect shall have precedence over the Vice-chair at times when both offices are filled. The Vice-chair elect will attend relevant training provided by People and Organisational Development during the term preceding their first term of office.
			6. *Chair’s Advisory Group* - The Chair may consult an Advisory Group comprising the Vice-Chair; Directors of Graduate and Undergraduate Studies, Director of Research and the Head of Administration and Finance on matters of business that fall between meetings or outside the remit of the Faculty Board, including the nomination of new officers, the budget and the co-ordination of responses to Divisional projects, audits and reviews
		3. Director of Graduate Studies
			1. The Director of Graduate Studies (DGS) shall chair meetings of the Graduate Studies Committee, and is responsible for preparing the agenda and ensuring that a record is kept of all its meetings. They may invite other persons to attend specific meetings.
			2. The DGS shall advise the Faculty on all matters concerning graduate studies;
			3. The DGS shall sign on behalf of the Faculty such reports, on the appointment of examiners and the award of degrees, as have been approved by the Board.
			4. The DGS shall approve on behalf of the Faculty all other reports on changes to graduate student circumstances or status (GSO forms) except those referred to in iii. above;
			5. The DGS shall review student numbers and future targets as part of the annual student number planning exercise, and report to the Board;
			6. The DGS may be asked to represent the Faculty on relevant Divisional Committees.
		4. Director of Graduate Admissions

The Director for Graduate Admissions (DGA) shall ensure that systems are in place for effectively managing the admissions process for graduate students, and especially:

* + - 1. Providing information on graduate courses, and dealing with enquiries from prospective students;
			2. Assessing and where necessary interviewing applicants, and liaising with the University and colleges over places;
			3. Considering awards for studentships and scholarships for graduate study;
			4. Reporting annually to the Board on graduate admissions.
		1. Director of Undergraduate Studies
			1. The Director of Undergraduate Studies (DUS) shall chair meetings of the Undergraduate Studies Committee, and is responsible for preparing the agenda and ensuring that a record is kept of all its meetings. They may invite other persons to attend specific meetings.
			2. The DUS shall also chair the meetings of the Faculty and College Liaison Committee;
			3. The DUS shall advise the Faculty on all matters concerning undergraduate studies;
			4. The DUS shall ensure that examination conventions are effectively communicated to students.
			5. The DUS shall review student numbers and future targets as part of the annual student number planning exercise, and report to the Board.
			6. The DUS may be asked to represent the Faculty on relevant Divisional Committees
		2. Director of Undergraduate Admissions

The Director for Undergraduate Admissions (DUA) is the ‘Admissions Co-ordinator’ for the Faculty, as described in the University’s policy documents. They shall ensure that systems are in place for effectively managing the admissions process for undergraduate students, and especially:

* + - 1. Providing information on undergraduate courses, organising Open Days and similar events in co-operation with the Director of Outreach, and dealing with enquiries from prospective students;
			2. Assessing and interviewing applicants, advising colleges of the results of these, and liaising with colleges over places;
			3. Considering awards for studentships and scholarships for graduate study;
			4. Reporting annually to the Board on undergraduate admissions.
		1. Chair of the Committee on Special Appointments
			1. The Chair of the Committee on Special Appointments shall chair meetings of that committee, and is responsible for preparing the agenda and ensuring that a record is kept of all its meetings.
		2. Director of Research
			1. The Director of Research shall chair meetings of the Research Committee, and is responsible for preparing the agenda and ensuring that a record is kept of all its meetings;
			2. The Director of Research shall advise the Faculty on all matters concerning its research strategy and related processes and policies;
			3. They shall review and approve grant applications on behalf of the faculty, consulting the Head of Administration and Finance on the resource implications, and for larger grants consulting the Committee; they shall draft and sign Head of Department statements where these are required
		3. Chairs of Examiners
			1. The Board shall nominate a Chair of Examiners for each of the following: First Public Examinations (FPE, ‘Prelims’); Final Honour School Examinations (FHS); Graduate Examinations.
			2. The Chairs of Examiners shall exercise responsibilities over degrees administered jointly with other departments or faculties in those years when Asian and Middle Eastern Studies is responsible for providing the Chair.
			3. The responsibilities of the Chairs of Examiners are set out in regulations and guidance issued by the University from time to time.
		4. Director of the Khalili Research Centre
			1. The Director of the Khalili Research Centre (KRC) shall be responsible for the operational management of the KRC, including developing a programme of work, and communicating and promoting the activities of the Centre.
		5. Director of the Griffith Institute
			1. The Director of the Griffith Institute shall be responsible for the operational management of the Institute, including developing a programme of work, and communicating and promoting the activities of the Institute.
		6. Director of Outreach
			1. The Director of Outreach shall advise the Faculty on means of broadening knowledge of its activities and of opportunities for study, particularly within the secondary school system of the UK;
			2. The Director of Outreach shall co-operate with the DUA in the organisation of Open Days and similar events.
		7. Equality and Diversity Officer
			1. The Equality and Diversity Officer has specific responsibility for promoting and maintaining equality and respect for diversity within the Faculty for both staff and students.
			2. They will seek to identify how the Faculty can improve its processes, activities, behaviours and so on in order to provide an environment which truly and fully reflects people’s diversity, and to promote awareness of issues among staff and students. This will include advising on appropriate training, policies and procedures, and how these are communicated and embedded. The Equality and Diversity Officer will be able to report and make recommendations directly to the Faculty Board.
			3. They will provide a point of contact and assistance to anyone, student or staff member, who is concerned about an action, situation, process or structure which they feel may have a negative effect on equality.
			4. The Equality and Diversity Officer may be asked to take the lead on work to gain relevant accreditation in equality for the Faculty.
		8. Director of the Nizami Ganjavi Centre
			1. The Director of the Oxford Nizami Ganjavi Centre for the Study of Azerbaijan, the Caucasus and Central Asia shall be appointed for a period of three years. The position may be renewed for a further three years.
			2. The Director shall normally chair the Management Board of the Centre. They will be responsible for the day-to-day running of the Centre, and for proposing a programme of activities to the Management Board.
	1. **Board Procedure - Meetings**
		1. *Timing* - Unless the chair for urgent reasons shall order otherwise, the meetings of the board shall be held at 2.15 p.m. on Thursday in the second week and 2.15 p.m. on Thursday in the seventh week of Full Term.
		2. *Quorum* - Ten members of the board (including the chair) shall constitute a quorum.
		3. *Suspension of Standing Orders -* No motion for the suspension of Standing Orders shall be carried unless three-quarters of the members present vote in favour of it.
		4. *Secretary -* The Faculty’s Head of Administration and Finance will act as secretary to the Board.
		5. *Motions -* Members of the board must give notice in writing to the Secretary before a meeting of matters which they wish to raise and no motion or amendment to a motion shall be put to the vote unless it has been proposed and seconded.
		6. *Any other business -* Matters not on the agenda may be taken under *Any Other Business* at the Chair’s discretion, or if two-thirds of the members present vote in favour of doing so.
		7. *Confidentiality -* Official papers concerned with the business of the board are confidential. Members of the board should exercise the utmost care in discussing them with those who are not members. Papers which are marked ‘strictly confidential’ should not be discussed with anyone who is not a member of the board.
	2. **Appointment to posts**
		1. The procedure for appointments or reappointments to academic and academic-related posts held within the faculty shall be as set out in Appendix A.
	3. **Recommendation for awards of degrees**
		1. *Research degrees (D.Phil., M.Litt.)* - The Board shall consider and, as appropriate, approve the recommendations of examiners for the award of DPhil and MLitt
		2. *D.Litt.* - The board shall deal with applications for permission to supplicate for the Degree of D.Litt in accordance with the procedure set out in Appendix B.
	4. **Examinations**
		1. The Board shall consider and approve the recommendations of supervisors for the appointment of examiners for the degrees of DPhil and MLitt.
		2. The Board shall approve examining and marking conventions for examinations on the recommendation of the Graduate or Undergraduate Studies Committee, as appropriate.
		3. The Board shall receive reports from the Graduate and Undergraduate Studies Committees on the conduct of the examinations under its supervision at the second meeting after the examinations have taken place. Chairs may be invited to the meetings at which their reports are discussed.
		4. The following procedure shall be adopted in connection with the reports of examiners on First and Second Public Examinations and graduate taught course examinations:

Chairs of Examiners shall be requested to submit to faculty boards as soon as possible after the completion of each First and Second Public Examination and graduate taught course examinations a written report in two parts. The first part will contain, as a minimum, certain basic statistical information. The second part will contain any additional observations or recommendations which the examiners wish to make concerning, for example, the way in which papers have been answered, standards, difficulties encountered, and recommendations for change.

* + 1. In Michaelmas Term, the Board will forward to the Humanities Division Board the following:
			1. a record of any significant changes in examining procedures and methods (in *both* undergraduate *and* graduate examinations) which have been made in the preceding year, together with any observations on experience of their operation;
			2. an indication of any such changes currently under discussion or contemplated for the future.
	1. **Administration of funds**
		1. The Board shall be responsible for the proper use of the budget approved for it by the Humanities Divisional Board, normally through the Planning and Resources Committee. In exceptional circumstances the Board may allocate funds directly.
		2. The Board shall act as the management committee for those trust funds the regulations for which specify the Faculty Board in this role.
	2. **Membership of the Faculty**
		1. Holders of academic or academic-related teaching and/or research posts in the Faculty will automatically become full members of the Faculty and of Congregation.
		2. The Board may elect to associate membership of the Faculty those who teach or are otherwise closely associated with the activities of the collegiate university, for a fixed period of time, but are not appropriate to become full members of the Faculty or Congregation. Applications should be put forward by a member of the Faculty, with a letter of support and a brief *curriculum vitae.*
		3. The Board shall approve applications for the status of Academic Visitor, made on the proposed visitor’s behalf by a member of the Faculty. The status of Academic Visitor may be conferred for a period of up to one year, and not less than one term.
		4. Applications for Associate Membership and Academic Visitor may be provisionally approved by the Chair, subject to confirmation at the next meeting of the Board.
1. **Committees of the Board**
	* 1. Members of committees need not be members of the Board. The Chair of the Board shall be a member (but not necessarily chair) of all committees other than trust fund management boards unless it is specifically decided otherwise. In all such cases, the vice-chair may represent the chair.
		2. The decisions of all committees are ratified by the Board, following its receipt of the minutes of committee meetings.
	1. **Planning and Resources Committee**
		1. Purpose

to consider and advise the board on all matters of planning and resources, including finance, personnel, information/communications technology, and premises.

* + 1. Membership

The committee shall consist of the chair of the board (who shall be chair of the committee), the vice-chair, the Director of Research, the Directors of Graduate and Undergraduate Studies and of Graduate and Undergraduate Admissions, and one co-opted member. The chair shall have power to invite other persons to attend specific meetings.

* + 1. Co-option

One member of the Faculty shall be co-opted on to the Committee, chosen to ensure as far as possible that a range of relevant perspectives and areas of study and experience are represented.

* + 1. Meetings

The committee shall meet on the Monday of Weeks 1 and 5 or 6 each term. An additional meeting to consider the draft budget may be held on a date during or after Hilary Term, to coincide with the appropriate point in the Division’s budget preparation timetable.

* + 1. Responsibilities

The duties of the committee shall be to:

* + - 1. consider and advise the board on all matters of planning and resources;
			2. consider and advise the board on all matters relating to finance and financial accountability and risk;
			3. develop the Faculty’s budget, and other strategic, operational and business plans;
			4. make recommendations to the Board on matters of posts and appointments;
			5. make recommendations to the Board on matters relating to buildings, equipment and information technology, including major improvements and maintenance works and security;
			6. actively consider all matters relating to the health, safety, access and welfare of students, staff and visitors in the Faculty, and develop policy and plans in these fields;
			7. have oversight of all trust funds within the Board’s responsibility;
			8. develop and oversee plans relating to fundraising, donations and the establishment of new trust funds;
			9. allocate budget for academic allowances and student funding;
			10. advise the Board on the resource implications of recommendations from the Research Committee regarding sabbatical and other leave and research projects;
			11. consider applications for the funding of casual teaching.
	1. **Graduate Studies Committee**
		1. Purpose

To consider and advise the Board on all matters concerning graduate studies and admissions, and to oversee the effective administration and development of systems relating to these.

* + 1. Membership

The committee shall consist of the Chair of the Board, the Director of Graduate Studies, the Director of Graduate Admissions, the Chair of Graduate Examinations, four members chosen in such a way as to ensure at least one representative on the committee from each of the six Subject Groups, and the chair of the management committee for the MPhil in Modern Middle Eastern Studies. A representative of the graduate student body will also be invited to attend. Vacancies among the non-*ex officio* members shall be elected each year at the second meeting of the board in Trinity Term to hold office for two years. The Chair shall have power to invite other persons to attend specific meetings. If any of the four ordinary members is unable to attend a meeting, they shall depute a teacher from their Subject Group to attend in their stead.

* + 1. Chair

The Director of Graduate Studies, appointed by the Board, shall chair the committee.

* + 1. Meetings

The Committee shall normally meet on the Thursday of weeks 1 and 5 each term. Each meeting will be in two parts, the second part containing any restricted business; student representatives will not be present for the latter part.

* + 1. Responsibilities

The duties of the committee shall be to:

* + - 1. advise the Board on graduate matters generally
			2. Oversee the processes for application to the Faculty’s graduate degrees (MSc, MSt, MLitt, MPhil, and DPhil), making recommendations to the Board on which applications should be accepted.
			3. Consider applications for Graduate Studentships for graduate study in the faculty, recommend awards to the Board and monitor the progress of those awarded a studentship
			4. recommend the appointment of supervisors.
			5. Ensure that courses are effectively organised for MSc, MSt and MPhil students, including as appropriate instigating reviews of courses, and consideration of teaching norms and workload.
			6. co-ordinate induction arrangements for new students at the start of each academic year.
			7. undertake an annual student number planning exercise and a review of admissions statistics under the direction of the Director of Graduate Admissions.
			8. Oversee Special Tuition and to receive a report on the quantity and cost of such teaching by course each term.
			9. Ensure effective presentation of appropriate information on graduate matters on the website and other media.
			10. Respond to student feedback and reports from the Joint Consultative Committee.
			11. Approve thesis subjects to be submitted for the MSc, MSt and MPhil on behalf of the Board.
			12. Oversee the conduct and formulation of policy regarding all graduate examinations under the aegis of the Board.
			13. Make recommendations to the Board, on the recommendation of the supervisor, on eligibility for exemption from qualifying examinations
			14. review proposals from the Subject Groups for amendments to the *Examination Regulations*, and make recommendations to the Board accordingly.
			15. review and approve on behalf of the Board revisions to the setting conventions for graduate examinations, including qualifying examinations. This approval will be granted by action of the Director of Graduate Studies, in consultation with the Chair of the relevant Examination Board.
			16. address comments in external examiners’ reports and the corresponding responses from subject groups relating to syllabus, course structure and teaching, and any proposed changes in Examination Regulations arising from those comments. The previous year’s Chairs of Examiners for the MSt, MSc and MPhil shall be invited to the second meeting of the Committee in Michaelmas Term to discuss the external examiners’ reports, the internal responses and a proposed faculty response.
			17. monitor and recommend transfers of status for the degrees of MLitt and DPhil.
			18. recommend the examiners to be appointed for the MLitt and DPhil
			19. report to the Board any excessive delay in the examination of a student for the degree of MLitt or DPhil.
			20. ensure that all relevant responsibilities and appropriate measures under any quality assurance framework prevailing at the time are carried out as required.
	1. **Undergraduate Studies Committee**
		1. Purpose

To consider and advise the Board on all matters concerning undergraduate studies and admissions, and to oversee the effective administration and development of systems relating to these.

* + 1. Membership

The committee shall consist of the Chair of the Board, all Undergraduate Course Co-ordinators, the Director of Undergraduate Studies, the Director of Undergraduate Admissions, the Chair of the Language Teachers’ Committee, Chairs of FPE and FHS Examinations and representatives of the Joint Committees with the Modern Languages Board for the joint degree in Middle Eastern and European languages, the Classics Board for the joint degree in Classics and Asian and Middle Eastern Studies and the Theology and Religion board for the joint degree in Religion and Asian and Middle Eastern Studies. A representative of the undergraduate student body will also be invited to attend. The chair of the committee shall have power to invite other persons to attend specific meetings.

* + 1. Chair

The Director of Undergraduate Studies, appointed by the Board, shall chair the committee.

* + 1. Meetings

The Committee shall normally meet on the Tuesday of weeks 1 and 6 each term. Each meeting will be in two parts, the second part containing any restricted business; student representatives will not be present for the latter part.

* + 1. Responsibilities

The duties of the Undergraduate Studies Committee shall be to:

* + - 1. advise the board on undergraduate matters generally.
			2. ensure that tutorial teaching arrangements on behalf of individual colleges are approved, and colleges notified of the approved teaching;
			3. consider proposals from Subject Groups for significant syllabus changes or changes to set texts and make recommendations to the Board;
			4. give preliminary consideration to applications from candidates who desire to offer Special Subjects not listed in the regulations, and make recommendations to the Board concerning these Special Subjects.
			5. co-ordinate induction arrangements for new students at the start of each academic year, including liaising with colleges over arrangements for initial meetings between tutors and first year students;
			6. be responsible for the conduct and formulation of policy regarding all undergraduate examinations under the aegis of the Board, and in particular to review and recommend to the Board revisions to the setting conventions for undergraduate examinations; and to address comments in examination reports relating to syllabus, course structure and teaching, and any changes in Examination Regulations arising from those comments. The previous year’s Chairs of the FHS and FPE Examiners shall be invited to the second meeting of the Committee in Michaelmas Term to discuss the external examiners’ reports, the internal responses and a proposed faculty response.
			7. ensure that all relevant responsibilities and appropriate measures under any quality assurance framework prevailing at the time are carried out as required;
			8. undertake an annual student number planning exercise and a review of admissions statistics under the direction of the Director of Undergraduate Admissions
			9. respond to national student surveys, feedback from students and the outcome of Joint Consultative meetings.
	1. **Research Committee**
		1. Purpose

To develop and review the policies, strategies and procedures of the Faculty in relation to research, including communication of research activity and findings, and to consider and advise on applications for research grants.

* + 1. Membership

The committee shall comprise the Director of Research, the Chair of the Faculty Board*;* the Vice-Chair of the Faculty Board; three statutory professors or senior colleagues with significant project experience, drawn from different subject areas; up to three other members, selected by the Board for their experience and expertise in research matters (such as Research Excellent exercises, research project management and evaluating research funding applications); a representative of early career researchers on fixed-term contracts; and the Divisional Research Facilitator.

* + 1. Chair

The Director of Research, appointed by the Board, shall chair the committee.

* + 1. Meetings

The Committee shall meet once per term, normally at least 10 days before the second Planning and Resources Committee meeting. It may be convened at other times to consider specific issues.

* + 1. Responsibilities

The duties of the committee shall be to:

* + - 1. develop the research strategy of the faculty for approval by faculty board, and keep that strategy under review;
			2. advise on and oversee the preparations for the REF and subsequent research assessment exercises;
			3. consider the research proposals of all applications for research leave or sabbatical leave in advance of entitlement (but not for standard sabbatical entitlement);
			4. consider all applications for research grants applications;
			5. where possible, scrutinise, strengthen and approve all applications for major research awards made by the staff of the faculty, including applications to the AHRC, ERC, BA (including BA PDFs), Leverhulme and the John Fell Fund;
			6. oversee the organisation of and recommend a budget for faculty-wide research seminars, lectures, conferences etc.;
			7. receive termly report on use of research allowances
			8. oversee a regular review of the research undertaken by all staff of the faculty;
			9. oversee the development and maintenance of a database of the research undertaken by all staff of the faculty;
			10. oversee the publication of an annual report or annual reports of the research undertaken by all staff of the faculty;
			11. oversee the application in the Faculty of the Concordat to Support the Career Development of Researchers;
			12. allocate general research activity funding, including for graduate training, graduate research support, language study and proposals from non-postholders for research activity;
	1. **Committee for Special Appointments**
		1. Purpose

To advise the Board on applications for the degree of DLitt.

* + 1. Membership

The committee shall consist of the Chair of the Board, and the professors (both statutory and titular) on the Board’s establishment.

* + 1. Chair

The Faculty Board shall elect a Chair for the Committee, for a period of two years, which term is renewable.

* + 1. Meetings

A meeting shall be convened when an application for the degree of DLitt is received.

* + 1. Responsibilities

The duty of the committee shall be to advise the Board on the handling of applications for the DLitt; the committee may recommend that judges be appointed or, if it deems the evidence presented insufficient to merit this, it may recommend that the candidate be so advised. In the latter case, if the board and the candidate accept this advice, the candidate’s fee shall be refunded. If the candidate nevertheless wishes judges to be appointed, the committee shall advise the board on the remaining stages in the procedure.

* 1. **Language Teaching Committee**
		1. Purpose

To help the spread of techniques geared to good practice of language teaching throughout all of the different languages taught by the Faculty, and to act as a means by which language lecturers can make requests to the Board.

* + 1. Membership

The committee shall consist of all language lecturers for languages on courses offered by the Faculty; the DUS and DGS; and three other members of the Faculty elected by the Board.

* + 1. Chair

The Committee shall elect a Chair from among its members, who shall serve for a term of two years. An outgoing Chair may be re-elected.

* + 1. Meetings

The Committee shall meet once in each term, normally on the Thursday of First Week.

* + 1. Responsibilities

The duties of the committee shall be to:

* + - 1. Discuss, share, identify and promote good practice in language teaching;
			2. Identify issues and concerns affecting the teaching of languages in the Faculty;
			3. consider faculty-wide norms for language teaching across the various courses;
			4. make recommendations to the Faculty Board on any of the above.
	1. **Monograph Committee**
		1. Purpose

To act as editorial board for Oxford Oriental Institute Monographs, published under the Ithaca Press imprint by Garnet Publishing Limited, and Oxford Oriental Monographs, published by Oxford University Press.

* + 1. Membership

The committee shall consist of a minimum of four and a maximum of six members, appointed by the Board, chosen to represent as far as possible the different interests within the Faculty.

* + 1. Chair

The Committee shall elect a Chair from among its members, who shall serve for a term of two years. An outgoing Chair may be re-elected.

* + 1. Meetings

Meetings will be convened by the Chair as required.

* + 1. Responsibilities

The duties of the committee shall be to:

* + - 1. through the two monograph series, assist in making available the results of recent research by scholars connected with the Faculty;
			2. arrange the assessment of works submitted for publication;
			3. arrange for the formal submission of suitable titles to the publishers, and for the negotiation of contracts with publishers and, where appropriate, authors;
			4. oversee the business arising out of such contracts for publication.
	1. **Faculty and College Liaison Committee**
		1. Purpose

to discuss matters of common concern between the colleges and the Faculty.

* + 1. Membership

The committee shall comprise the Director of Undergraduate Studies, the Undergraduate Course Co-ordinators in Asian and Middle Eastern Studies, the Chair of the Board, and three representatives of the Senior Tutors Committee. All other college tutors responsible for tuition in Asian and Middle Eastern Studies and European and Middle Eastern Languages shall be invited to attend as observers.

* + 1. Chair

The committee shall be chaired by the Director of Undergraduate Studies.

* + 1. Meetings

The committee shall meet once in each term, normally in Seventh Week.

* + 1. Responsibilities

The duties of the committee shall be to:

* + - 1. provide a forum for faculty and college representatives to consider subject-specific issues of joint interest;
			2. consider issues identified by the Joint Humanities/Conference Working group for review by the subject group and to make proposals for appropriate courses of action;
			3. identify additional subject-specific issues for joint review and to make proposals for appropriate courses of action;
			4. oversee the subsequent work.
	1. **Management Committee for the Centre for Hebrew and Jewish Studies**
		1. Purpose

To develop and oversee a research programme in Hebrew and Jewish Studies, delivered by the Centre for Hebrew and Jewish Studies (CHJS).

The Committee reports to the Faculty Board of Asian and Middle Eastern Studies (the Board).

* + 1. Membership

All holders of University (CM&S) research and/or teaching contracts in Hebrew and Jewish Studies within the Faculty of Asian and Middle Eastern Studies shall be members of the Committee.

Two members of the Faculty of Asian and Middle Eastern Studies, being those members elected by the Board of the Faculty of Asian and Middle Eastern Studies to the Board of Governors of the Oxford Centre for Hebrew and Jewish Studies (OCHJS), shall be members of the Committee.

The Librarian of the Leopold Muller Memorial Library shall also be a member.

The Committee may co-opt up to two further members who are members of Congregation engaged in research and/or teaching within the University of Oxford, whose work is closely connected with the CHJS. Co-options will be for two years, and are renewable.

* + 1. Chair

The Chair of the Committee shall be appointed by the Board, for a period of five years. The position is renewable.

The Board shall normally appoint the holder of the RSIV post in Hebrew and Jewish Studies to this position. If the RSIV post-holder ceases to be President of the OCHJS, then they will also cease to be Chair of the Committee. If the Board deems that the RSIV post-holder is not discharging the role of Chair appropriately, it will consult the Board of Governors of the OCHJS before taking action which may include replacing them as Chair of the Committee.

* + 1. Meetings

The Committee shall meet twice in each term.

An extraordinary meeting may be called by the Chair, or by at least three other members in writing, to discuss particular matters of urgency.

* + 1. Responsibilities

The responsibilities of the Committee are to:

* + - 1. Develop a programme of academic activities, such as seminars, lectures, workshops, conferences and colloquia, to advance academic research in Hebrew and Jewish Studies. This may include language teaching that is supernumerary to the core teaching requirements of the University’s degree programmes.
			2. Oversee and review the delivery of that programme by the CHJS.
			3. Propose Visiting Fellows and Scholars to the Board, and make appropriate arrangements for hosting them.
			4. Award grants of up to £500, subject to the availability of funds within the budget approved for this purpose. Any sum above £500 must be approved by the Board.

The Committee is not responsible for activities which form part of the core provision for the University’s undergraduate and graduate degree programmes.

* 1. **Joint Committee of Asian and Middle Eastern Studies and Mediaeval and Modern Languages**
		1. Purpose

To oversee the management and delivery of the BA in European and Middle Eastern Languages

* + 1. Membership

The committee shall consist of four members elected by the Board of Asian and Middle Eastern Studies and four members selected by the Board of Mediaeval and Modern Languages. Members shall serve for three years and shall be re-eligible. The committee shall have power to co-opt additional members

* + 1. Chair

The committee shall be chaired by one of these representatives and the period of office shall be two years, alternating between the two faculties.

* + 1. Meetings

The committee shall meet once in each term.

* + 1. Responsibilities

The duties of the committee shall be to:

* + - 1. have immediate oversight of the Honour School of European and Middle Eastern Languages, including review of the handbook and the programme specification;
			2. make recommendations to the faculty boards for regulations in the Honour School of European and Middle Eastern languages. The boards have agreed that all proposed changes should come forward to it by the end of Michaelmas Term;
			3. receive and comment upon examiners’ reports, and to forward comments to both faculty boards;
			4. report to the Undergraduate Studies Committees and thence to the two boards of the joint school.
	1. **Joint Committee of Classics and Asian and Middle Eastern Studies**
		1. Purpose

To oversee the management and delivery of the BA in Classics and Asian and Middle Eastern Studies

* + 1. Membership

The committee shall consist of four members elected by the Board of Asian and Middle Eastern Studies and four members selected by the Board of Classics. Members shall serve for three years and shall be re-eligible. The committee shall have power to co-opt additional members.

* + 1. Chair

The committee shall be chaired by one of these representatives and the period of office shall be two years, alternating between the two faculties.

* + 1. Meetings

The committee shall meet once in each term.

* + 1. Responsibilities

The duties of the committee shall be to:

* + - 1. have immediate oversight of the Honour School of Classics and Asian and Middle Eastern Studies including review of the handbook and the programme specification;
			2. make recommendations to the faculty boards for regulations in the Honour School of Classics and Asian and Middle Eastern Studies. The boards have agreed that all proposed changes should come forward to it by the end of Michaelmas Term.
			3. receive and comment upon examiners’ reports, and to forward comments to both faculty boards;
			4. report to the Undergraduate Studies Committees and thence to the two boards of the joint school.
	1. **Joint Committee of Asian and Middle Eastern Studies and Theology and Religion**
		1. Purpose

To oversee the management and delivery of the BA in Religion and Asian and Middle Eastern Studies

* + 1. Membership

The committee shall consist of five members elected by the Board of Asian and Middle Eastern Studies, four members selected by the Board of Theology and Religion, and the Chair of the Board of Theology and Religion *ex officio*. Members shall serve for three years and shall be re-eligible. The committee shall have power to co-opt additional members.

* + 1. Chair

The committee shall be chaired by one of these representatives and the period of office shall be two years, alternating between the two faculties.

* + 1. Meetings

The Committee shall meet once in each term.

* + 1. Responsibilities

The duties of the committee shall be to:

* + - 1. have immediate oversight of the Honour School of Religion and Asian and Middle Eastern Studies including review of the handbook and the programme specification;
			2. make recommendations to the faculty boards for regulations in the Honour School of Religion and Asian and Middle Eastern Studies. The boards have agreed that all proposed changes should come forward to it by the end of Michaelmas Term.
			3. receive and comment upon examiners’ reports, and to forward comments to both faculty boards;
			4. report to the Undergraduate Studies Committees and thence to the two boards of the joint school.
	1. **Student-Staff Consultative Committees**
		1. Open Meeting

There shall be an open student meeting for both undergraduate and graduate students in week 3 of each term. All students enrolled on an Asian and Middle Eastern Studies courses (Undergraduate (including joint schools), Post-graduate taught and Post-graduate research) are eligible to attend. The meeting will have no senior members in attendance but may, by invitation from the student body, have one or more administrators in attendance. The meeting shall be chaired by the student body. Matters arising from the open meeting shall be taken to the Joint Consultative Committee meeting the following week.

* + 1. **Joint Consultative Committee**
		2. Membership
			1. The Joint Consultative Committee shall consist of senior and junior membership. Senior Membership shall comprise the Chair of the Board, the Director of Graduate Studies, the Director of Undergraduate Studies, and one additional Faculty member, as appointed by the Board, who shall serve for a period of two years and will be renewable. The Head of Administration and Finance, Senior Academic Administrator, Academic Administrators for Graduate Studies, Undergraduate Studies, and Exams and two Graduate Training Assistants shall be invited to attend.
			2. Junior membership shall comprise five graduate student representatives, three on taught degree courses and two on research degree courses, and five undergraduate student representatives. All representatives must be registered as Asian and Middle Eastern Studies students. Elections for the student representatives shall take place in Michaelmas Term and in Hilary Term and the term of office in each shall be one year from either Michaelmas or Hilary Term.
			3. Two of the five graduate student representatives, and two of the five undergraduate student representatives, will also attend the relevant Graduate or Undergraduate Studies Committee meetings, and one graduate and one undergraduate representative will attend the Faculty Board meeting. The representatives will decide among themselves who will attend each meeting.
		3. Meetings
			1. The Joint Consultative Committee will meet once a term.
			2. The secretary to the committee will be the Senior Academic Administrator.
		4. Responsibilities

The duties of the Committee shall be to:

* + - 1. consider and make recommendations as necessary upon such student matters as the syllabus, teaching arrangements, admissions, building facilities, and general aspects of examinations, but not appointments, long term financial questions, or matters having an individual reference to a senior or junior member or the University's administrative and technical officers;
			2. play a role in the organisation of social events for students;
			3. report to the Board.
		1. Elections of student representatives:
			1. The term is for one year, starting in either Michaelmas or Hilary Term. .
			2. All students enrolled on a course at the Faculty of Asian and Middle Eastern Studies (including joint courses) are eligible for one vote each.
			3. There shall be up to two elections each year. The Michaelmas election shall elect members to fill vacancies from Michaelmas term. The Hilary election shall elect members to fill any remaining vacancies from Hilary term. In early Michaelmas Term and again (if necessary) in early Hilary Term, the Academic Administrators will send an email to all students asking for expressions of interest to become student representatives. If no more than five graduate and five undergraduate students express an interest by the Michaelmas Term deadline, the students who have expressed an interest will become the student representatives, starting when a vacancy arises, either in Michaelmas or Hilary Term. After the given Hilary Term deadline, the committee shall have the power to co-opt further students to fill any unfilled seats such that the total shall not exceed five graduate and five undergraduate students. If more than five students in either category express an interest by the given deadline, an election will be called, ensuring for graduate students that the ratio of three students on taught degrees and two students on research degrees is met.
			4. In the event of an election, students are given one week to email their manifesto to the student body and an election will then be held shortly after.
			5. Subject to vi. below, the students in each category with the highest number of votes will become the student representatives. In the event of a tie, another round of elections between the tied candidates will be held until one student has the most votes.
			6. In the event that the application of v. above would result in all representatives in a category being from the same course, the student from another course with the next highest vote count will be appointed in place of the candidate from the first course with the fewest votes who would otherwise have been elected.
	1. **Subject Groups**
		1. Purpose

The Board shall establish and maintain Subject Groups for the following areas of study:

* Chinese Studies
* Egyptology and the Ancient Near East
* Hebrew, Jewish and Eastern Christian Studies
* Inner and South Asian Studies
* Arabic, Persian and Turkish Studies
* Japanese and Korean Studies

Each Subject Group shall be responsible for defined degree courses, as assigned by the Board from time to time. Every degree course managed by the Faculty shall be assigned to one Subject Group.

* + 1. Membership
			1. The members of each Subject Group shall be all postholders in the Faculty, whether full- or part-time and on permanent or fixed-term contracts, who are engaged in teaching and/or research in the respective area of study. A person may be a member of more than one Subject Group if their teaching and/or research covers more than one area of study.
			2. Every postholder in the Faculty who is employed on a teaching and/or research contract will be a member of at least one Subject Group. In cases of doubt, the Chair of the Board shall decide which Subject Group is appropriate.
		2. Chair
			1. Each Subject Group shall elect a Chair at a meeting in Trinity Term, to serve for the following academic year. An existing Chair may be re-elected.
			2. The Chair shall be responsible for the agenda of meetings of the Subject Group, chairing those meetings, and ensuring that the Subject Group fulfils its responsibilities. They, or another member of the Subject Group, may be asked to present proposals from the Subject Group at meetings of the Faculty Board.
		3. Meetings
			1. Each Subject Group shall meet at least once each term for a formal meeting at which minutes will be taken; the minutes will be presented to the following meeting of the Board. Other meetings may be held to discuss particular matters from time to time; at the Chair’s discretion these may not be formally minuted.
			2. The Faculty shall designate a member of its staff to act as Secretary to each Subject Group. The Secretary shall take minutes of meetings, communicate as necessary with members of the Subject Group, and assist the Chair in managing the business of the Subject Group.
			3. The Chair of the Board, the Director of Undergraduate Studies, and the Director of Graduate Studies may attend any meeting of a Subject Group.
			4. Other members or associate members of the Faculty who provide teaching in the area of study may attend meetings at the discretion of the Chair.
		4. Responsibilities

Each subject group is responsible for:

* + - 1. Teaching, for the courses assigned to it. The Subject Group will nominate a co-ordinator for each course. The course co-ordinators will work with the Subject Group to organize all teaching for the course(s), and to monitor and discuss the progress of undergraduate students, reporting to colleges as necessary; this includes reporting results of collections to the colleges.
			2. considering, discussing and making recommendations to the Board on any matters which may be devolved or referred to it, including the following specific matters:
	+ applications for sabbatical or other leave;
	+ nomination of examiners, assessors and examination co-ordinators;
	+ in Hilary Term each year: replacement and additional teaching and teaching needs in general; proposed piece rate teaching for the following academic year;
	+ proposals for the amendment of the Examination Regulations;
	+ the lecture list for each ensuing term;
	+ arrangements for study periods abroad;
	+ teaching and timetabling arrangements for subsidiary subjects;
	+ drafts of the further particulars for vacant posts, and membership of selection committees;
		- 1. considering and making proposals arising from formal and informal feedback, suggestions or complaints from students, including through the Joint Consultative Committee;
			2. reviewing strategic plans for the area of study, including fund-raising efforts and priorities for development, and initiating proposals which shall be put to the Board.

Appendix A

Faculty of Asian and Middle Eastern Studies

**Recruitment to Academic Posts – Decision-making Procedure**

In order to recruit to an academic position, a number of decisions and approvals need to be made and obtained. This brief paper describes the process that will normally be followed. If the particular circumstances require an alternative process, this should be noted and reported as soon as possible to the relevant decision-making bodies.

There are three, inter-connected, strands of decision-making involved. These are:

1. The decision to recruit to the position

2. The definition of the role, through a job description

3. The appointment of a selection panel

The procedure applies to the recruitment of Associate Professors, Language Lecturers, and Departmental Lecturers. It does not apply to the recruitment of Statutory Professors, which is handled by the Senior Appointments team in Personnel Services. Nor does it cover research positions on specific projects, which are administered between the PI and the Head of Administration and Finance.

1. Decision to recruit

The possibility of recruitment may arise because a vacancy has arisen due to resignation or retirement, or because a new post may be necessary to cover workload or to fulfil commitments linked to a benefaction. The Faculty Board will appoint a suitable person to act as co-ordinator for the potential recruitment; normally the Faculty Board Chair or the HAF will ask the Chair of the Subject Group to propose someone. If apparently uncontentious, that person may then begin to act, and the appointment is confirmed at the next meeting of the Board.

The Chair of the Subject Group will also be asked to ascertain the Group’s views about the position – whether it should be filled, and if so, whether there is at this stage a particular focus which should be stressed. This discussion should take place at a meeting of the Group and be minuted, if possible; in urgent cases outside term it may be necessary to have these discussions by correspondence. Where it is proposed to appoint a Departmental Lecturer to cover a period of Sabbatical Leave, this will have been considered when the leave was requested, and the Subject Group’s views recorded on the Faculty’s SL1 form.

The Subject Group’s views will then be reported to the Planning and Resources Committee (PRC), which in turn recommends to the Faculty Board whether the post should be recruited to, and what the academic profile of the post should be. The Board should then approve that a request for release be made to the Division. It will do this taking account of the recommendation from the relevant Subject Group and the PRC. The Board is not bound to agree with that recommendation.

Where the proposed post has a college association, the co-ordinator must contact the Senior Tutor of that college to discuss the release of the post and secure the college’s agreement.

The next task is for the co-ordinator, working with the HAF, to prepare a request for release of the post. For all academic roles, other than those entirely funded by external grant money, the Humanities Divisional Board’s approval to release the post must be obtained. There is a fixed timetable for this, and standard forms are used. This applies whether there is an existing post to be refilled, or a new post to be created.

Note that the Division’s form asks the Faculty to be clear about exactly what the teaching requirement is, for how many students, and who else we have in the subject area. They will expect the Faculty to show that it has considered other ways of delivering the required work before deciding to ask for release of a post.

2. Job description

Other than for Statutory Professors, a job description is not required at the request for release stage. However it is a good idea for the co-ordinator to begin working on this at the same time, consulting colleagues within the Faculty and, in many cases, in other Departments which have a legitimate interest in the subject area. Where the post has a college association, the co-ordinator should also contact the senior tutor for suggestions about the role. Responses to these enquiries should be recorded.

There is a template for job descriptions which needs to be used. The important areas to concentrate on are the responsibilities, and the person specification. The University’s personnel website has guidance, and this is an area in which unconscious bias can have an influence, which should be kept in mind when filling in the template. The Oxford Learning Institute offers an online training on ‘implicit bias’ which may be helpful in this context. The HAF can also provide advice, and assist with the ‘boilerplate’ standard sections and formatting.

The draft job description should follow the same path of approval from Subject Group to PRC to Faculty Board. This can be done at the same time as the request for release, or later.

3. Selection panel

The role of the selection panel is to shortlist applicants, decide on a format for interviews and other forms of selection, carry these out, and recommend a ranked list of candidates for appointment, indicating clearly who the preferred candidate is. The panel is not involved in decisions about the job description.

For Associate Professor posts the composition of the panel is prescribed (see the University guidelines for details); for other posts it is at the Faculty’s discretion. As a rule, panels should have at least three members, and should show balance between the sexes. The Subject Group will be asked to propose members of the panel, and a Chair (who may be the co-ordinator). Faculty Board will give the final approval, or approval of those members on a panel for an Associate Professor that are within its gift.

The Chair of a selection panel must, and other members are advised to, complete the online courses on recruitment and selection, and on unconscious bias in the workplace.

*approved by Faculty Board 13.6.19*

Appendix B

*Applications to supplicate for the D.Litt*.

 When the board receives applications for permission to supplicate for the Degree of D.Litt., they shall be dealt with in accordance with the following procedure, having first been notified to the Higher Degrees Office in the Examination Schools:

 Consideration of applications shall be a matter for the Committee for Special Appointments in the first instance, which shall recommend to the board whether the application should proceed to the next stage. For such cases, the following shall apply:

 (a) The names of all persons making application to be admitted as candidates shall be placed on the agenda paper.

 (b) All publications submitted by any candidate shall be referred to a body of not fewer than two judges specially appointed by the board, of whom one shall normally be external to the faculty.

 (c) The judges shall draw up and present to the board a report upon the nature and quality of the published work submitted. In making their report the judges shall state whether the evidence submitted constitutes an original contribution to the advancement of knowledge of such substance and distinction as to give the candidate an authoritative status in some branch or branches of learning.

 (d) Each of the judges shall append to the report a statement of his or her opinion as to the sufficiency of the evidence by the candidate.

 (e) The names of judges and their reports shall be treated as strictly confidential, but with their consent the substance of their report may, if the board considers it advisable, be communicated to the candidate.

 (f) The reports of the judges shall be circulated with the agenda papers of the meeting at which they are to be considered.

 (g) Applications from members of staff in the faculty may be given preliminary consideration by the Special Appointments Committee, and judges nominated, without the identity of the candidate being made known to the Board, provided the committee reports to the Board that such an application is under consideration.