
In the Chair: Professor Richard A Williams, Principal and Vice-Chancellor

Present Also: Professor Julian Jones, Vice-Principal
Professor Ammar Kaka, Vice-Principal (Dubai)*
Professor Robert Craik, Vice-Principal (Malaysia)*
Professor Gill Hogg, Deputy Principal (Engagement and Staff Development)
Dr Gillian Murray, Deputy Principal (Enterprise and Business)
Professor Gareth Pender, Deputy Principal (Research and Innovation)*
Professor John Sawkins, Deputy Principal (Learning and Teaching)
Professor Malcolm Chrisp, Head (Energy, Geoscience, Infrastructure, and Society)
Professor Robert MacIntosh, Head (Social Sciences)
Professor Heather McGregor, Executive Dean (Edinburgh Business School)
Professor Stephen McLaughlin, Head (Engineering and Physical Sciences)
Professor Beatrice Pelloni, Head (Mathematical and Computer Science)
Professor Fiona Waldron, Head (Textiles and Design)
Professor Mushtak Al-Atabi, Senior Deputy Vice-Principal (Malaysia)*
Ms Ann Marie Dalton-Pillay, Secretary of the University
Mr Andrew Menzies, Director of Finance
Mr Richard McGookin, Director of Planning
Mr Mark Adderley, Director of Human Resource Development

In Attendance: Mr Brett Dodgson, Clerk

* Indicates member participating remotely

MINUTE REF
M17/015

WELCOME AND ANNOUNCEMENTS

The Chair welcomed to the meeting the members of the UE and those colleagues who were in attendance.

M17/016

REPORT FROM THE PRINCIPAL AND VICE-CHANCELLOR

In a verbal report the Principal and Vice-Chancellor noted the success of the University Marketing and Student Recruitment conference held in January 2017. It was noted that there had been significant value in bringing together for this event the University's global marketing and student recruitment teams. The conference had coincided with the induction of new senior staff and it was agreed that any future conferences should be planned so as to avoid this. Those attending the conference had reaffirmed the central role of the Schools in student recruitment activities; it was agreed that each School should nominate a member of academic staff, familiar with student recruitment practices at all programme levels, who could work with professional services colleagues to monitor and respond to leading indicators for student recruitment.

Finally, it was noted that papers UE/17/009 and UE/17/010 had been circulated for approval by correspondence; members were invited to submit to the Clerk any comments or questions relating to these papers.

PRIVATE AND CONFIDENTIAL

M17/017 MEDIA INSIGHT REPORT: OCTOBER - DECEMBER 2016 [Paper: UE/17/011]

The UE considered a report on media coverage performance for the period October to December 2016.

It was noted that, over this period, the University had received significant media coverage enhancing its reach and reputation. The UE welcomed the report and agreed that:

1. where possible, future reports should indicate performance by School;
2. advice should be circulated to members to aid the interpretation of future reports – in particular, as to how coverage was categorised by tone;
3. there could in the future be a need to expand the reports to include coverage in international media outlets; and
4. all members should ensure that they had registered to receive the regular media briefings from Kantar and Universities UK.

It was noted that Marketing and Communication would continue to support colleagues who wanted to build their media profile and would work closely with senior managers, academic leaders, and the Chief Scientist. It was agreed that a broader range of academic and professional services leaders should be encouraged to proactively engage with Marketing and Communication and contribute to the building of a significant stream of stories aligned with the University's strategic priorities. It was noted that the Performance and Development Review process could be used to facilitate this.

M17/018 DEANS OF THE UNIVERSITY

The UE received a report on the planned elections for the office of Deans of the University.

M17/019 METRICS TO INFORM PERFORMANCE AND DEVELOPMENT REVIEWS FOR ACADEMIC STAFF [Paper: UE/17/012]

The UE considered proposals to define quantifiable benchmarks to inform Performance and Development Reviews for academic staff.

[Reserved Section – Ref. FOI(S)A, s.30 and s.33]

It was agreed that a final version of the proposed metrics should be prepared in a format suitable for communication to academic staff and that this should include a clear explanation as to how the metrics had been generated. It was agreed that the recognised trades unions should be notified of the pilot scheme.

With respect to learning and teaching it was agreed that work should continue to develop appropriate metrics that could be piloted in the 2017-18 round of Performance and Development Reviews. It was noted that these would be programme- and course-level benchmarks and would initially cover undergraduate programmes only. It was agreed that efforts to improve response rates to course-level student survey would be needed in order to ensure the proposed metrics were robust.

M17/020 ACADEMIC STAFF ROLE PROFILES [Paper: UE/17/013]

The UE considered an initial report from the working group on academic staff role profiles.

It was noted that the working group had defined general principles that could underpin the develop of role profiles and it was proposed that the role profiles should recognise three

PRIVATE AND CONFIDENTIAL

workload components: teaching; administration – including activities relating to institutional citizenship; and research and/or scholarship. It was noted that in any individual case the proportional weighting for each component would vary according to contractual status, School/discipline, and campus location.

[Reserved Section – Ref. FOI(S)A, s.30 and s.33]

M17/021 ACADEMIC CURRICULUM VITAE TEMPLATE [Paper: UE/17/014]

The UE considered and endorsed a revised curriculum vitae template for use by academic staff submitting a case for promotion.

It was agreed that the template should bring together the sections relating to research and include additional guidance on how much information users were expected to provide for each section. It was agreed that a final version of the template should be prepared and circulated for approval by correspondence.

M17/022 INSTITUTIONAL CITIZENSHIP AND VALUES [Paper: UE/17/015]

The UE considered and endorsed a proposed statement on institutional citizenship and values which could be used to inform Performance and Development Reviews.

It was agreed that the statement should make reference to expectations in respect of part-time staff and those returning from a period of long-term leave. It was agreed that the Senate should be invited to consider the proposed statement in advance of a final version being prepared and presented to the UE for approval.

M17/023 SCHOLARSHIP AND BURSARY FUND: DISBURSAL PROPOSAL [Paper: UE/17/016]

The UE received and approved a proposal to disburse funds from the Scholarship and Bursary fund to support the costs of full-fee scholarships in accordance with the approved Scholarships Framework.

It was noted that the Fees Working Group would at its next meeting consider policy with respect to fee discounts.

M17/024 RISK AND STRATEGIC PROJECTS MANAGEMENT GROUP

The UE noted that the next meeting of the Risk and Strategic Projects Management Group would be held 7 February 2017.

M17/025 DATE OF NEXT MEETING

The UE noted that its next meeting would be a performance meeting and would be held 7 February 2017.

Signed by Chair

Date