APPENDIX 1

Research School of Humanities & the Arts Restructure Working Party and Sub-Committee Guidelines

Purpose & Role

The Research School of Humanities & the Arts (RSHA) restructure working parties and sub-committees have been established to make recommendations about implementation of the new arrangements in each School following the decision to restructure the Research School of Humanities & the Arts.

Each working party or sub-committee should consider and make recommendations on the following:

- The most appropriate governance and management structure for the new/restructured School/Centre;
- The administrative arrangements proposed for each new/restructured School/Centre, made in consultation with the CASS General Manager.

In considering these issues and developing recommendations, the working parties and sub-committees are asked to have particular regard to a number of University and College rules, policies and agreed principles which govern the restructure of RSHA, including the RSHA Restructure Change Management Proposal. They are asked to take into account any issues that arise with regard to interdisciplinary matters. As a priority where relevant, Chairs should meet with graduate students to reassure them as to the continuity of their program.

In determining the name of a School/Centre the working parties are asked to ensure that the name is concise. The working parties will advise on a name and report back to the Steering Committee which will make the final decision.

Working Parties

The working parties will be the:

- Art History and Art Theory Working Party - Chair- Head, School of Art;
- Schools of Language Studies and Cultural Inquiry Working Party- Co-Chairs, Head, School of Language Studies and Head, School of Cultural Inquiry;
- Centre for Heritage and Museum Studies Working Party- Chair, Head, School of Archaeology and Anthropology;
- Space Management Working Party- Chair, Director, Facilities and Services Division.

The sub-committees will be the:

- Humanities Research Centre Sub-Committee- Chair, Professor Paul Pickering, RSHA;
- Digital Humanities Hub Sub-Committee- Chair, Professor Matthew Gray, Director of Research, CASS.
The following principles will apply for specific working parties or sub-committees:

- Art History and Art Theory Working Party will make a recommendation:
  o on the creation of a Centre for Art History and Theory;

- School of Language Studies and Cultural Inquiry Working Party will be making a recommendation on the:
  o name of the new School;
  o development of a coordinated administrative structure, made in consultation with the CASS General Manager and including support for the HRC.

- Humanities Research Centre Sub-Committee will make a recommendation on:
  o the governance and internal budget models for creating an autonomous Centre within the larger School;

- Space Management Working Party will:
  o consider and resolve space recommendations arising from the implementation of the agreed recommendations from the RSHA change proposal.

**Governance & Structure**

The working parties and sub-committees formally report to the Change Management Steering Committee. The working parties and sub-committees are asked to liaise with relevant stakeholders (including students) to obtain feedback.

Working party and sub-committee progress should be communicated to staff through email and web updates, staff meetings and discussions with specific stakeholders (including students).

Support for the working parties and sub-committees will be provided by the relevant School/s, except in the case of the Space Management Working Party which will be supported by the Executive Officer to the Dean of CASS.

**Working Party and Sub-Committee Membership**

The membership of the working parties (other than the Space Management Working Party) will consist of the relevant Head of School as Chair and members of the academic and professional staff affected by the changes. Details at Attachment (i). Ideally the working parties and sub-committees will have no more than 5 members of staff including the Chair and 1 senior member of the professional staff, with ex-officio members providing advice as required. The Space Management Working Party will consist of the Director, Facilities and Services as Chair, the CASS GM and the Director of RSHA together with senior representatives from each of the affected Schools.

The working parties and sub-committees should aim to have fulfilled their purpose by the end of October 2013 (other than the Space Management Working Party). It should be noted that some matters will need to be resolved at specific times between now and that date. Working parties and sub-committees will reconvene post-October to resolve any residual matters to enable full implementation of the changes for 1st January 2014.

Authorised by the RSHA Change Management Steering Committee.

September 2013