

Department of English

Department Board – will also discuss examination matters of the programme/courses the department offers.

Terms of reference

- a) To be responsible for the delivery of the programme(s) and courses it offers, including course planning, teaching, assessment and evaluation, admissions policy, and achievement of the intended student learning outcomes.
- b) To be responsible for the quality of teaching and research work of the department.
- c) To formulate departmental policies within University guidelines.
- d) To consider staff matters of the department.
- e) To set up committees as it thinks necessary to discharge its duties.
- f) To exercise such additional responsibilities and powers as may be assigned to it by the President from time to time.

Membership

Chairperson: Head of the Department

Members: All full-time academic staff of the Department

Four student representatives, one from each year of study

Secretary: To be appointed by the Chairperson

Observer: The Chairperson may invite any person to attend any meeting as observers.

[Note: The Dean concerned should receive minutes of the Department Board.]