

**Philosophy Department Board** - will also discuss examination matters of the AD/BA/Master 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***

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|-------------|---|---|
| Chairperson | : | Head of the Department  |
| Members     | : | All full-time members of the teaching staff of the Department<br>and Affiliated Professor employed by Lingnan<br>Four elected student representatives<br>One representative from non-academic staff of the department |
| Secretary   | : | To be elected from among its members  |
| Observer    | : | One research postgraduate student (if any) elected from<br>among themselves<br>Part-time teacher(s) invited by the Chairperson  |

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