This document sets out the governance structure for the School of Pharmacy for the 2021/22 academic year and details the various committees, fora and groups within the school and their meeting schedules (where confirmed).

1. **School Executive Committee**
   School Education Management Team

2. **School Committee**

3. **Programme Management Committee**
   Year Management Groups

4. **School Postgraduate Committee**

5. **Student Fora**
   Postgraduate Research Student Forum
   Pharmacy (Integrated) Programme Student Forum

6. **Education Forum**

7. **Athena SWAN Self-Assessment Team**

8. **School Research Committee**

**1. School Executive Committee (SEC)**

The membership of the School Executive Committee will be as follows:

- **Head of School**: John Gilmer
- **Director of Teaching and Learning (UG)**: Astrid Sasse
- **Director of Teaching and Learning (PG)**: Carlos Medina/Máire O’Dwyer (Assoc Director)
- **Director of Research**: Lidia Tajber
- **Director of Global Relations**: Fabio Boylan
- **Year 5 MPharm Coordinator, as required**: Cathal Cadogan
- **Chief Technical Officer**: Carolina Garcíaarena
- **PG Student Representative**: Maria Ferreira Monteiro
- **UG Student Representative**: Lucas Maughan
- **Postdoctoral representative**: Shubhrima Ghosh
- **School Administrative Manager**: Helen Thornbury
- **Athena Swan Representative**: Elizabeth O’Shaughnessy

The terms of reference for the School Executive are set out here: [https://www.tcd.ie/Secretary/academic-governance/school-executive.php](https://www.tcd.ie/Secretary/academic-governance/school-executive.php)

**Meetings**: The SoPPS School Executive will meet approximately every six weeks on Monday mornings at 11 am as per the 2021-22 meetings schedule. The Year 5 MPharm Coordinator will attend as required.

**School Management Team**

The Head of School, DUTL, DTLPG, DOR and School Administrative Manager form the School Management Team and will ensure that action items are progressed and to discuss any issues that require immediate attention. Other members of the School Executive may be required to attend these meetings depending on the items being progressed and implemented.

**Meetings**: The SoPPS School Management Team will meet each Monday morning at 11 am between SEC meetings.

Helen Thornbury, School Administrative Manager
2. School Committee

Membership: The membership of the School Committee will be as follows:
- All staff in the School of Pharmacy
- A representative from each School or Department that provides service teaching to the School.
- Student representatives (UG, PG)

Role: To provide a forum for discussion in a collegial environment on all matters of the School.

The terms of reference for School Committee are available here: [https://www.tcd.ie/Secretary/academic-governance/school-committee.php](https://www.tcd.ie/Secretary/academic-governance/school-committee.php)

Meetings: The School Committee will meet at least once per term.

3. Five-Year Pharmacy (Integrated) Programme Management Committee

Membership: Membership of the Programme Management Committee (PMC) will include:
- DTLPG/Programme Director for the Integrated Programme, DUTL, HoS, 5 x Year coordinators, the MPharm student convenor and the Integration Coordinator (Dr Deirdre D’Arcy).
- Secretary to the committee will be Helen Byrne Jacob. Minutes to be circulated within two weeks of meeting.

Chair: The PMC will be chaired on an alternating basis by the HoS, DUTL, DTLPG/Programme Director.

Directive: The PMC will direct and review the MPharm programme under the strategic direction of the SEC. The PMC is involved in the quality assurance of the MPharm programme.

Meetings: The PMC will meet four to five times per academic year, before and during the first semester, before and at the end of the second semester, plus one overall review at the end of the academic year.

Year Management Groups

There will be five Year Management Groups (YMG), one for each year of the programme.

Membership: Year Coordinator (Chair), Module Coordinators and Class Representatives.

Each of the five year coordinators are members of the Programme Management Committee (PMC).

Y1: Carsten Ehrhardt
Y2: Niamh O’Boyle
Y3: Fabio Boylan
Y4: Andrew Harkin
Y5: Cathal Cadogan

The Practice Educator (Eimear Ni Sheachnasaigh) will be a member of the Year Management Group for years 2, 4 and 5, as required.

Meetings: Year Management Groups will meet on a regular basis, especially before and after PMC meetings to allow for effective communication in both directions.

Items that module contributors and coordinators would like to have discussed at the PMC should be raised with the relevant year coordinator. Following PMC meetings, year coordinators will meet with module coordinators as appropriate, who will in turn meet with module contributors to discuss and action issues arising from PMC meetings.

Year Management Group Meetings should be minuted (decisions made and items to be actioned only) and made available to all module contributors within one week of the meeting taking place.
Year Coordinators – roles and responsibilities:

- Provide academic coordination for student learning at year level, year level objectives and appropriate teaching, learning and assessment, are members of the PMC
- Oversee Student Handbook entries for the modules in their year before handing it over to the DUTL
- In the first week of Michaelmas Term, welcome/introductory session for their year with DUTL/HoS
- Oversight of time-tabling within their year
- Oversight of continuous assessment burden and deadlines within their year
- SF YC to oversee Scholarship exam, incl. paper 3 topic, contributors, markers and questions
- MCs to report to YCs as a first point of call when facing problems which they can’t solve themselves (e.g., on foot of student feedback, issues raised by academics, service teaching, external contributors, etc)
- Prepare end-of-year report for modules in their year and present at June PMC

**Reporting structure M. Pharm Programme**

4. School Postgraduate Committee

**Membership:** The membership of the School Postgraduate Committee will be as follows:

- Director of Teaching and Learning (PG) (DTLP) Carlos Medina
- Director of Research (DoR) Maire O’Dwyer (Assoc. Dir. of PGTL) Lidia Tajber
- Course coordinators of PGT programmes in the School:
  - Eduardo Ruiz-Hernandez, Maria Santos Martinez: MSc in Pharmaceutical Sciences
  - Niamh McMahon: MSc in Hospital Pharmacy
- One PGT student representative
- Secretary to the Committee: Ms Catherine Muldowney

**Role:** Oversight and coordination of School activity in PG space, school alignment and response to external policy/regulation in PG space. MPharm business to be addressed in the PMC.

**Meetings:** The PG committee will meet once per term and in time for calendar changes to be reviewed by the SEC in Semester 2.

5. Student Fora

**Postgraduate Research Student Forum**

The PGR forum is an informal meeting or series of meetings between the Director of Teaching and Learning (PG) and the Director of Research and all Postgraduate Research Students in the School. The forum should be viewed as an opportunity for PGR candidates to raise ideas and any broad concerns or issues that arise. This meeting will happen at least once per academic year to complement work of school supervision panels for individual research students.

Helen Thornbury, School Administrative Manager
Pharmacy (Integrated) Programme Student Forum

The student-led forum meets once per year in the second semester. The membership of this informal gathering is all class representatives from the BSc (Pharm), tutors and the student Forum convenor. No minutes are taken but notes for action points are taken in order to facilitate feedback to each class group. The Student Forum convenor is Dr Fabio Boylan.

6. Education Forum

This is a new forum arising from the School Education Townhall in strategic planning phase 2020-25. It is planned that it will meet once per semester. Two speakers at each meeting from inside/outside the School will present/discuss their experience of teaching practices and innovation. All academic staff in the School will be invited to these meetings.

7. Athena SWAN Self-Assessment Team

The Self-Assessment Team (SAT) will be responsible for assisting the Athena SWAN project officer and the two Athena SWAN Champions in carrying out a thorough self-assessment of the School. The main areas we will be reporting on for our Athena SWAN application for Pharmacy are:

- The culture within the School
- Recruitment, induction and promotion
- Career development
- Staff and student data
- Flexible working practices

The membership of the Athena SWAN Self-Assessment Team is as follows;

Anne Marie Healy (Co-Champion)
Lorraine O’Driscoll (Co-Champion)
Niamh O’Boyle
Máire O’Dwyer
Juliette O’Connell
Tamasine Grimes
Oliviero Gobbo
Carolina Garciarena
Elizabeth O’Shaughnessy
Carsten Erhardt
David Kelly
Johannes Sake

Information on the format, membership and meetings schedule of the following group will be updated once available.

8. School Research Committee

Composition of the School Research Committee going forward will be determined through the strategic planning process.

Helen Thornbury, School Administrative Manager