



THE UNIVERSITY *of* EDINBURGH

Senate Business Committee

Terms of Reference and Membership

The remit of the Senate Business Committee is to provide an effective and transparent agenda setting process for meetings of the University Senate; and to scrutinise papers prior to consideration by Senate.

The Senate Business Committee is a standing committee of the University Senate.

Terms of Reference:

The Senate Business Committee will:

1. Propose Senate and e-Senate agendas for endorsement by the Senate Convener.
2. Identify items that require substantive discussion and recommend meeting timings.
3. Consider whether items proposed for inclusion at meetings of Senate and e-Senate are within the remit of the Senate or e-Senate.
4. Scrutinise papers prior to consideration by Senate to ensure that all papers contain an appropriate level of detail, provide clarity on the action requested of Senate, and clearly address any action points requested by Senate.
5. Support the development of papers that can effectively serve Senate's governance remit, including inviting contributions from relevant university committees or individuals where applicable. The Committee may suggest that aspects of papers be pursued outwith Senate or further developed for a future meeting.
6. Oversee the development of an annual schedule of business for Senate.
7. Support effective communications and reporting from, and to, Senate. Advise the Senate Convener on items of interest to Senate and recommend items for inclusion in the Convener's Update.

Composition:

1. Provost (Convener): in their role as Chief Academic Officer of the institution.
2. Students' Association Vice-President Education (Vice-Convener): to represent the views of students.
3. Associate Principal & Deputy Secretary, Students: to provide input on teaching and learning matters.
4. Vice-Principal, Research: to provide input on research matters.
5. 1 x elected academic staff member elected from the College of Arts, Humanities and Social Sciences.
6. 1 x elected academic staff member elected from the College of Medicine and Veterinary Medicine.
7. 1 x elected academic staff member elected from the College of Science and Engineering.

8. 1 x elected Professional Services Staff member: may be drawn from the Professional Services staff member on Court and the three College-elected Professional Services staff.
9. 1 x elected student member: may be drawn from any of the student member positions listed in Appendix 2 of the Senate Election Regulations.

Elected members are expected to represent the views of their Senate constituency.

Elected members are elected for a two-year term. Elected members shall cease to be members of the Senate Business Committee once their term of office as a member of Senate concludes.

Attendees:

Senate Clerk: to provide procedural advice and professional support to the Committee.

The Committee may also invite members of the wider University to attend meetings, where appropriate and where it is deemed necessary for the nature of business under consideration.

Quorum:

Half of the membership plus one. One of whom must be the Convener or Vice-Convener.

In the event quorum is not achieved, the meeting will proceed and Senate will be advised within the published Senate agenda.

Ways of working:

- The Senate Business Committee would meet at least 3 weeks prior to Senate meetings.
- The Senate paper deadline would be at least 5 weeks prior to Senate meetings, to allow Committee members sufficient time to read papers and seek input from staff with relevant expertise.
- Where a member is a named author for an item of business proposed for inclusion on a Senate agenda, the member will not participate in the Committee's discussion of the item.
- The minutes of the Committee are to be handled in line with those of Senate Standing Committees.
- Rarely, an emergency item, which arises after the Senate Business Committee has met, may be considered by the Senate Convener, the Committee Convener and Vice-Convener, with the wider Committee kept informed where time allows.

As approved by Senate, 11 December 2024.

Updated 10 December 2025.

Membership:

Position	Membership category	Name
Provost (Convener)	Ex Officio	Professor Kim Graham
EUSA Vice-President Education (Vice-Convener)	Ex Officio	Katya Amott
Associate Principal & Deputy Secretary, Students	Ex Officio	Lucy Evans
Vice-Principal Research and Enterprise	Ex Officio	Professor Liz Baggs
Academic staff member (CAHSS)	Elected	Dr Seongsook Choi
Academic staff member (CMVM)	Elected	Dr Enrique Sanchez Molano
Academic staff member (CSE)	Elected	Professor Nick Polydorides
Professional Services staff member	Elected	Ben Morse
Student member	Elected	Tamanna Bostani