WAM Steering Committee

Terms of Reference

The WAM Steering Committee reports to the Executive Committee through the Provost and Deputy President and provides reports, recommendation and advice to the Executive Committee on issues related to the WAM.
The Committee will oversee planning, development and implementation of the WAM project across the University of Limerick.

The Remit

1. To be accountable for the success of the WAM development and implementation across UL within the constraints defined in a project mandate.

2. To agree and communicate a cohesive overall direction for the WAM project.

3. To delegate effectively day to day management of the WAM project on stage-by-stage basis.

4. To facilitate cross-functional integration within the WAM project.

5. To commit resources necessary for the successful completion of the WAM project.

6. To ensure effective decision making concerning the key decisions in the WAM project, including progress control, risks, changes, exceptions and quality control.

7. To ensure effective communication within the project and with external stakeholders.

Governance

1. Authorised by the Executive Committee, the Steering Committee will take strategic decisions to deliver the WAM project, establishing a coherent and effective governance of the WAM project.

2. In taking forward its remit, the Steering Committee will support the values of transparency, fairness, equality, collaboration, effectiveness and adaptability.

3. The Steering Committee will liaise closely with the WAM Tariff Working Group and WAM User Working Group and Department Management Committees as appropriate.

Operations

4. The WAM Steering Committee will meet at least four times per annum and when necessary. If required it can consider issues and proposals by electronic means.

5. The WAM Steering Committee will operate at a strategic and operational level.

6. The WAM Steering Committee will take forward as relevant the detailed examination of, and consultation on the operational issues pertaining to academc workload allocation model.

7. The WAM Steering Committee will monitor progress and achievements by setting clear outcomes, actions, performance indicators and timelines. It will adapt and flex the focus of activities, as required.

8. The WAM Steering Committee will be made available electronically to ensure that members of the University Community are kept informed and can contribute to specific developments.

Composition and Membership

9. A quorum for the meeting shall be half of the total number of members, rounded to the nearest whole number, plus one.

10. The WAM Working Groups will take forward as relevant the detailed examination of, and consultation on, the issues which make up the majority of the Steering Committee's work.

11. The WAM Tariff Working Group and the WAM User Working Group will be given a clear brief and will consult as appropriate during their work in order to ensure the confidence of the Steering Committee.

12. At the start of each meeting, the Secretary to the Committee will ask members to declare any conflict of interest, perceived or otherwise, in relation to any matters on the agenda. Where such a conflict is declared, the member will absent themselves from the meeting during consideration of the agenda item. Any additional documentation will not be made available to the member following the declaration of interest. These matters will be recorded in the minutes.

13. Questions arising at any Committee meeting shall be decided by a majority of the votes of the members present, either in person or by teleconferencing and/or video conferencing. Where there is an equality of votes, the Chair shall have an extra casting vote.

Position	Method of appointment
Provost and Deputy President (Chair)	Ex officio
Director, Office of the President (Project Manager)	Ex officio
Executive Deans (4)	Ex officio

Director, Human Resources	Ex officio
Deputy Director, Human Resources	Ex officio
Director, ITD	Ex officio
Employee Relations Manager	Ex officio
UNITE representative (1)	Per invitation

Responsibilities and Expectations of Committee Members

14. Members of the WAM Steering Committee are expected to be collegial and constructive in approach.

15. Members of the WAM Steering Committee should attend regularly and participate fully in the work of the WAM Steering Committee.