

**SCHOOL OF MEDICINE – COMMITTEE TERMS OF REFERENCE**  
**TEACHING, LEARNING AND ASSESSMENT COMMITTEE**

1. **Membership.** Membership is role related:

Deputy Head of School (MBChB Programmes) (Chair)  
Director of Teaching  
Head of Education Division  
Assessment Lead  
Director of Inclusion  
Director of PGT  
Learning Technology Team Leader  
MBChB Programme Director  
ScotGEM Programme Director  
ScotGEM Academic Lead GCM  
Teaching Service Manager  
School President (for main agenda and non-reserved assessment matters)

2. **Remit.** Responsible for:

- a. Setting the policy and strategy for Teaching, Learning and Assessment for UG and PG(T) programmes and ensuring alignment to University regulations and policies.
- b. Determining the content and integration of UG and PG(T) programmes. Oversight and approval of all new UG and PGT programmes and modules prior to submission to CAG.
- c. Reviewing module and programme audits, evaluation outcomes and external examiner reports.
- d. Ensuring Quality Assurance of all UG and PG(T) programmes and the application of evidence-based practices and principles.
- e. Oversight of workload allocation, staffing, retirement and succession planning in the context of education delivery.
- f. Considering whole-School issues related to teaching policy, procedures and teaching space.
- g. Prioritising and approving pedagogical research within the School that specifically involves or directly impacts on our taught programme provision (including evaluating the effectiveness of new technologies and the methodologies deployed within them).
- h. Commissioning and supporting faculty-led educational evaluative or research projects on strategically identified aspects of learning, teaching or assessment related to our taught programme provision, to ensure alignment with evidence-based teaching practices.
- i. Contingency planning for delivery of programmes through periods of interruption.

3. **Role of the Chair:**

- a. The Chair will be appointed by the Dean.
- b. The tenure of the Chair is to be fixed at a renewable three-year term, with an option for extension based on performance and impact.

c. The Chair is responsible for ensuring the committee's work and outputs align with the strategic vision of the School and University.

**4. Frequency:**

6-weekly throughout the year.

**5. Procedure:**

a. The date of the next meeting will be set in the minutes of the previous meeting.

b. Calling note and draft agenda will be sent 2 weeks before each meeting, including a reserved agenda for confidential/sensitive items of business for staff only.

c. Papers to be submitted to the Teaching Administrator a minimum of 3 working days before the meeting.

d. Final agenda and papers to be circulated 2 working days before the meeting, including reserved agenda and papers for staff only.

e. Draft minutes to be uploaded to MedInternal after each meeting.

**6. Reporting mechanisms and accountability of the committee:**

a. Formal written minutes from each TLAC meeting should be submitted to the Operations Group.

b. The TLAC Chair to provide a verbal update at each Operations Group meeting, summarising key discussions, decisions, and outstanding issues.

c. The TLAC to produce an annual report outlining key achievements, challenges, and recommendations for future improvements in teaching and learning.

## University of St Andrews - School of Medicine Handbook

<b>Author:</b>	Executive Administrator (DCM)	<b>Approval Committee:</b>	
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### Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
29/06/2017	Published version	
12/05/2021	Updated to School Teaching Committee	
28/05/2025	Updated ToR	Membership, remit, Chair's role and appointment process
24/09/2025	Expanded DHoS title to full title ("DHoS – MBChB Programmes) and changed ScotGEM Deputy Programme Director (Years 1 & 2) to ScotGEM Programme Director	Membership