Purpose and Function

In accordance with the Universities Act 1997 (section 24 and Schedule 4), the President shall, subject to this Act, manage and direct the university in its academic, administrative, financial, personnel and other activities and for those purposes has such powers as are necessary or expedient. Further, the President may delegate any of his or her functions to an employee of the University (or a committee), but will remain answerable to the Governing Authority in respect of the functions so delegated.[1] Any delegated function can be exercised by the President, irrespective of any such delegation.

The University Management Team (UMT) is responsible for advising and supporting the President in the exercise of their responsibilities, and the President delegates powers and functions specified in these terms of reference to the UMT.

	As the most senior executive committee of the University, the University Management Team shall:
Decisions	1) Make decisions on items listed in the appendix to these terms of reference, within the parameters of authority that has been delegated by the Governing Authority to the President.
Strategy	2) Advise the President on the development of the overall strategic direction of the University, taking account the resources at its disposal and the need to ensure successful delivery in all aspects of University business. The President will be responsible for making proposals on this to the Academic Council and Governing Authority.
	3) Regularly review the overall University strategy and advise the President to ensure that it remains relevant and can be maintained on target for delivery.
	4) Commit the University to major initiatives emerging from within and outside the University, within the parameters of authority that have been delegated by the Governing Authority to the President and where these fit with the overall University strategy and are viable, and resource accordingly.
Teaching and Research	5) Ensure operational supports for teaching and research are optimally configured and appropriately resourced to support the academic affairs of the University, while observing that the Academic Council encourages excellence in research and scholarship and controls the academic affairs of the university, including the curriculum of, and instruction and education provided by, the university.
People	6) Oversee the design and delivery of strategies and initiatives to promote a working environment where people can flourish and achieve their potential.
Finance	7) Set and monitor the financial allocation model and budgetary rules of the University.
Policy	8) Oversee the University's Policy Management Framework
Reputation	9) Initiate actions to enhance and safeguard the reputation of the University.
Risk	10) Oversee the University's Risk Management Framework and initiate measures to mitigate risk.

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[1] In addition to the President, UCD Statute 25 establishes direct responsibilities between two other members of UMT and the UCD Governing Authority: the Registrar and the Bursar. The Registrar is required to carry out the instructions of the Governing Authority "for the maintenance of discipline and good conduct in Students, and for the general business of the University" and "in relation to the election by the Graduates of members of the Governing Authority" (Statute 25, chapter 10, section 4 (f-g)). The Bursar is the "Chief Adviser to the President and to the Governing Authority on the financial management of the University" and is "answerable to the President and the Governing Authority for the management of the financial and physical resources of the University" (Statute 25, chapter 12, sections 2-3).

Composition

The following shall be members of UMT:

1) President (Chair)
2) Registrar and Deputy President (Deputy Chair)
3) Chief Financial Officer/Bursar
4) Vice-President for Research, Innovation and Impact
5) Vice-President for Global Engagement
6) Vice-President for Equality, Diversity and Inclusion
7) Vice-President for Strategy and External Engagement
8) Vice President for Sustainability
9) Chief People Officer and Director of SIRC & Legal Services
10) Principal, UCD College of Arts and Humanities
11) Principal, UCD College of Business
12) Principal, UCD College of Engineering and Architecture
13) Principal, UCD College of Health and Agricultural Sciences
14) Principal, UCD College of Science
15) Principal, UCD College of Social Sciences and Law

Support

UMT shall be supported by University Secretariat.

Conduct of Business

- Normally decisions of UMT will be reached by consensus. Where in the opinion of the Chair consensus is not possible on an issue, the final decision will be made by the President.
- UMT shall agree a schedule of meetings. Additional meetings may be convened by the Chair as required.
- Members of UMT may not nominate others to attend meetings on their behalf.
- UMT may establish, whether from within its own membership or otherwise, such subgroups and advisory groups as it may think fit to advise and report on any of the above matters. It may also delegate decision-making functions to subgroups with the consent of the President.

Reporting Responsibility

- UMT shall report, through the President, to the Governing Authority.

UMT will make decisions on a range of items, including the following (decisions have been grouped by theme, which are listed alphabetically). UMT may delegate the function of making these decisions to subgroups.

Annual Planning Cycle	a) Setting the parameters of the annual, integrated planning cycle.
Audit	b) Agree management responses to Internal Audit reports.
Capital Projects	c) Approving the issuing of tenders for capital projects. d) Consider and approve recommendations from the Capital Projects Group.
Crisis Management	e) Coordinating the University response to emergencies and crises
Equality, Diversity and Inclusion	f) Initiating actions to drive equality, diversity and inclusion initiatives.
Sustainability	g) Incorporating consideration of sustainability into university operations and initiating actions to drive improvements in sustainability
Extended Leadership Group	h) Set the agenda for meetings of the Extended Leadership Group and review the outputs of meetings. i) Extended Leadership Group (ELG) membership and circulation list.
Finance	j) Agreeing the budgetary framework for Schools, Units and other budget holders. k) Reviewing, agreeing, and recommending the University budget to the Finance, Remuneration, and Asset Management Committee (FRAMC) of the Governing Authority. l) Setting financial allocation models and budgetary rules that will promote the financial sustainability of the University and enable delivery of the University strategy. m) Approving significant reallocations in budgets post approval. n) Agreeing University charges, fees, and rates.
Irish Language Scheme	no) Approving the University's Irish Language Scheme.
Partnership	p) Partnership proposals that will result in collaborative programmes. q) Approval of Memorandums of Understanding (MoUs) and Memorandums of Agreement (MoAs) between UCD and partner institutions. r) Recommending proposals for Recognised Colleges to the Governing Authority.
People	s) Agreeing the University's Performance for Growth framework. t) Reviewing organisational structures to support employee performance and development and approving strategic changes to those structures.
Education - Programmes	u) The strategic case for new programmes proposals.

Education – Teaching & Learning	v) Review existing, and agree new, educational activity within the University as it relates to:
	  i. Supporting the education providers through training and development
	  ii. Enhancement through engagement with students
	  iii. Infrastructure and resources for teaching and learning.

Policy	w) Approve the University's Policy Management Framework. x) Approve those policies that fall within UMT's remit, and recommend policies to the Academic Council or the Governing Authority as appropriate
Quality Assurance	y) Agreeing the UMT response to Quality Review Reports. z) Approving Quality Improvement plans.
Relations	aa) Timelines for seeking nominations for, and awarding, Honorary Degrees. bb) The recipients of UCD Alumni Awards.
Research	cc) Review and approve effective resourcing to support, promote, and enhance research, innovation, and impact activities. dd) Review and approve recommendations of the Commercialisation Committee.

Risk	ee) Review the University's High Level Risk Register for submission to the Audit and Risk Management Committee. ff) Initiating actions to mitigate risks highlighted on the University's High Level Risk Register. gg) Review the University's procedures for risk and safety management and mandate adjustments as appropriate. hh) Agree the University's approach and safeguards to secure and manage data.
Strategy	ii) Approval of initiatives to deliver and support the UCD Strategy. jj) Approval of University-wide strategic subplans submitted by units, portfolio areas, and UMT subgroups.
Subgroups	kk) Agreeing the remit and terms of reference for UMT subgroups and advisory groups.