

## DEPARTMENT OF HISTORY AND PHILOSOPHY OF SCIENCE

### Management and Policy

The activities in Department of History and Philosophy of Science are overseen by the Board of History and Philosophy of Science under the supervision of the General Board. The purpose of the HPS Board is to supervise the activities of the Department. It is concerned with matters such as governance, implementation of policies and procedures, operational risk management, strategic planning, undergraduate teaching, appointment to established posts and research strategy.

#### **Board of History and Philosophy of Science**

The Board of History and Philosophy of Science consists of:

- (a) Head of Department of History and Philosophy of Science;
- (b) Professors and Readers in the Department of History and Philosophy of Science;
- (c) Administrative Officer and Librarian of the Department of History and Philosophy of Science;
- (d) Curator and Director of the Whipple Museum of the History of Science;
- (e) Four persons elected from among their own number by the University Officers in the Department of History and Philosophy of Science and those persons whose contribution to the teaching programme of the Department is such that they have been recognised for this purpose by the Board of History and Philosophy of Science subject to the concurrence of the General Board;
- (f) Two persons appointed by the General Board;
- (g) Not more than 5 persons co-opted by the Board provided that in the case of a casual vacancy or vacancies in class (b) or (e) an additional person or persons may be co-opted to serve until the end of the calendar year in which the vacancy or vacancies occurred;
- (h) Three persons elected in accordance with the provisions for the election of junior members of Faculty Boards (Regulation 3).

#### *Bodies appointed by and responsible to the HPS Board*

The Board performs its function of supervising the activities of the Department with the help of a number of other committees, each of which will report directly and as a matter of course to the Board. These are:

1. *Executive Committee* The Executive Committee advises the Head of Department and deals with strategic planning and day-to-day matters, including room allocation (subject to whatever guidelines are laid down by the Board), approval of Visiting Scholars, decisions over routine allocation of resources that have been specified in the annual departmental budget, HR issues, research and funding matters, library business, museum business, IT planning and strategy, and Seminar hosts. It will normally meet twice a term, alternating with the Board.

The November meeting of this committee is primarily concerned with Research Matters. The February meeting of this committee is primarily concerned with the organisation of the teaching programme for the coming year.

There are standing items on each agenda to consider matters such as resources, risk assessments, strategic planning, HR, research, teaching and museum and library business.

Membership: Head of Department (Chair), Departmental Administrator (Secretary), the Curator and Director of the Whipple Museum, and Teaching Officers, other staff may be invited to attend as appropriate.

2. *Safety and Security Committee*

The Safety Committee reports via the Board and Executive Committee to the University Safety Office. It meets once a year. At this meeting the Department's safety and fire policies are reviewed and updated; emergency key holders are appointed; a first aider is appointed; emergency actions plans, disaster recovery and continuity plans are reviewed; risk assessments are reviewed; a review of the department's physical space is conducted to ensure it is safe and in good order; routine safety is discussed; and the annual fire evacuation exercise is organised, including the nomination of a fire manager and fire wardens.

Membership: Head of Department (Chair), Departmental Administrator (Secretary), Curator and Director of Museum, Computer Officer, Librarian, and all relevant members of support staff. The Committee will have the power to co-opt additional members, including representatives from the Safety Office and Fire Officer.

3. *Directors of Studies Committee*

Reports to the HPS Board. Exists to foster good relations with the colleges and provide information on courses. It also considers the question of existing and future arrangements for Directors of Studies in HPS.

Membership: College Liaison Officer, normally a UTO, as Chair, Departmental Administrator (Secretary), Directors of Studies and Senior Tutors, Teaching Officers of the Department.

4. *Monitoring Committee*

The Monitoring Committee discusses Departmental teaching, notably coordination of supervisions with lectures, and the organization and taking of action on questionnaires. It functions as the Staff/Student Liaison Committee, making available a forum for discussion of matters directly affecting students. The Committee normally meets once a term.

Membership: Part II Manager (Chair), Departmental Administrator (Secretary), Head of Department, Director of Graduate Studies, MPhil/Part III Manager, Part II Manager, Part IB Manager, Librarian, student representatives from each of the Department's courses NST IB, NST II, BBS II, NST III, MPhil, and PhD plus any other interested parties.

5. *Annual General Meeting*

The AGM is held in the second part of Michaelmas term each year. At this meeting the Chairman of the HPS Board gives an account of the year's activities. When necessary, there is an election of four members in class (e) of the HPS Board and examiners reports from the previous year are circulated and discussed.

Membership: All resident members of the Department (those involved teaching and research) are invited to attend, stand for election to the Board and put forward items to the agenda.

6. *Library Committee*

The Library Committee considers matters arising concerning library policy and acquisitions, in particular collections development and allocation of resources. The Committee advises the Librarian on the general management of the Library.

Membership: Head of Department (Chair), Librarian (Secretary), Chair of the Board, Curator and Director of Museum, UTOs, Departmental Administrator, Student Reps.

7. *Museum Committee*

The Museum Committee normally meets once a term. It considers matters to do with museum policy and advises the Curator and Director on the general management of the Museum. There is also a standing item on Executive Committee to consider and record museum business and on some occasions business is reported directly to the Board.

Membership: Head of Department or Chair of the Board (Chair), Curator and Director of the Museum, Assistant Curator (Secretary), Chief Museum Assistant, Departmental Administrator, Librarian, other members, including persons from outside the University, may be invited to attend.

8. *Trust Fund Managers Meeting*

This Committee usually meets at least once a year in late June/early July to consider allocation of funding for the coming year. Sometimes it is necessary to have a second meeting in March or September. The managers allocate funds for studentships, to support seminars and reading groups, and tiny travel grants for PhD students to help with the cost of travel to conferences where they are presenting a paper.

Membership: Head of Department (Chair), Departmental Administrator (Secretary), Chair of the Board, Curator and Director of the Museum, three of the UTOs (normally Director of Graduate Studies, MPhil and Part III Manager).

### **Degree Committee**

The Degree Committee of the History and Philosophy of Science meets directly after each Board meeting and has the same membership, excluding junior members in class (h).

The HPS Degree Committee normally considers matters concerned with admission, supervision and examination of candidates admitted to study for the MPhil in History and Philosophy of Science and Medicine, the MPhil in Health, Medicine and Society and for candidates for PhD degrees in History and Philosophy of Science and Medicine. A resolution that a person be recommended or approved for the award of a degree or that a person not be so recommended or approved shall not be valid unless passed with the concurrence of the votes, cast at a meeting, of one-half of the whole number of members of the Committee. The May meeting of the committee also takes into account the numbers of students each UTO is supervising or advising.

The Degree Committee performs its function with the help of a number of committees, each of which will report directly and as a matter of course to the Degree Committee. These are:

1. *PhD Progress Meeting*

A PhD progress meeting is held at the start of each academic year. It considers the progress of all the Department's PhD students, overseeing the appointment of advisors, reviewing annual reports, and advising supervisors in order to highlight at an early stage any cases where students may be falling behind and put measures in place to prevent them from failing to submit on time.

2. *Graduate Admissions Committee*

The Graduate Admissions Committee is empowered by the Degree Committee to make rolling admissions. This helps the Department to manage the early application deadlines set by certain funding bodies. The membership is: Head of Department, Director of Graduate Studies, MPhil Manager, Secretary of Degree Committee, and any other members who are necessary to ensure coverage of the subject areas in question. Where necessary, a formal admissions meeting is held shortly after the end of Lent full term.

3. *MPhil/Part III Examiners Meetings*

The MPhil examiners meet at the end of the Michaelmas term in order to give early feedback on the first essay. They then meet at the start of the Easter term to agree a mark for all three essays and finally at the end of Easter term to agree a mark for the Dissertation and to recommend an overall mark for the course for each student. Since October 2009 the MPhil Examiners have been joined by the Part III examiners at these meetings and Part III examining is considered at the same time as MPhil examining.

### **Other Committee Meetings**

In addition to the groups listed above meetings are also held of the

*Annual Retreat:* Chaired by the Head of Department and attended by all members of teaching staff. This meeting takes place once a year at the end of the summer. Its aim is to review and adjust teaching, examining, and departmental policy relevant for the coming academic year. Reports to: Teaching Committee, Executive Committee, HPS Board

*Senior Academic Promotions Committee:* In 2012 this work was devolved to the Faculty of HSPS.

*HPS Appointments Committee:* Chaired by the Vice Chancellor's deputy, with the Departmental Administrator as Secretary. Members are appointed by the HPS Board, including suggestions for two General Board representatives. The Committee reports directly to the HR Division.

*Examiners Meetings:* Part IB, Part II and Part III Examiners are appointed by the HPS Board. The Senior Examiner for each course is responsible for convening the examiners meeting for their course. Business is recorded via the Senior Examiner's report and updating, where necessary, of the Examiner's Guidelines. The Examiners report directly to the Chairman of NST Examiners and their reports are received and reviewed annually by the HPS Board.

*Student ranking meetings* (AHRC, Gates, ORS, Cambridge Trusts as required)

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**Committee Structure**

