



Guide for Users

Using the Governance Hub

What is the Governance Hub?

The Governance Hub brings together information about how University of Galway is governed, how decisions on key issues are made and the core obligations we have as a publicly-funded Irish university. It includes an organisation chart explaining university structures and a library of key governance processes.

Why is it useful for me?

You can find reliable information in the Hub on governance matters, including details on which colleagues are responsible for key processes. Basically, it is a source of information and guidance on who we are, what we do and how we do it.

What is the best way to find the information I need?

You will find information structured under six headings on the Governance Hub homepage.

1. **Organisation Chart** - roles and responsibilities of key individuals and Committees in the University
2. **Internal Governance Documents** - our founding Charter, Statutes, Regulations. Policies and Procedures
3. **Decision-Making Structures, Roles and Responsibilities** - more detailed information on how decisions are made in the University
4. **Key Governance Processes** - detailed information on key governance processes and policies that we all need to know about
5. **Legislation and Code of Governance** – information on the legislation which governs Universities in Ireland and the Code of Governance for Irish Universities 2019
6. **Annual Reporting** – information on the key areas on which we report on our governance and quality assurance every year.

Who can I contact if I have a question?

If you have a general question you can contact the Office of the Secretary for Governance & Academic Affairs: Email: govandacademicaffairs@universityofgalway.ie

If you have a question relating to a specific process or policy, you can contact the colleague responsible – contact details are included under the Role & Responsibilities heading in the Key Governance Processes area of the Governance Hub.

How can I help to improve the Governance Hub?

The Governance Hub is intended to be a useful resource. We welcome your feedback and ideas for improving it and making it as user-friendly as possible.

Please send your feedback to govandacademicaffairs@universityofgalway.ie.

Important information for 'owners' of content in the Governance Hub

Ensuring information in the governance hub is kept up to date

RESPONSIBILITY FOR CONTENT MANAGEMENT

Who is responsible for ensuring content and links in the Governance Hub is up to date?

- Individual process owners are responsible for ensuring their content, including links, is up to date in the Key University Governance Processes Section.
- The Office of the Secretary for Governance & Academic Affairs is responsible for ensuring the general governance content in the Hub is up to date.

UPDATES TO CONTENT

When is the content updated?

- As necessary when there are updates to processes and policies
- As necessary when there are changes in roles and responsibilities
- As necessary if source content has been changed or moved and a new link is required
- Following the annual review of content by the Office of the Secretary for Governance & Academic Affairs

What should I do when an update is necessary to my content?

- Notify the Office of the Secretary for Governance & Academic Affairs to request an update by completing the [Governance Hub Content Update Form](#)

When do I need to notify the Office of the Secretary for Governance & Academic Affairs to update content?

- As soon as any aspect of processes or policies have been changed
- As soon as any relevant roles or responsibilities change

ANNUAL REVIEW

What is the annual review of content in the Governance Hub?

The Office of the Secretary for Governance & Academic Affairs will conduct an annual general review of the content in the Governance Hub. The first annual review will take place in July 2023 and will include a review to ensure that the content reflects the provisions of the HEA Act 2022. Thereafter annual reviews will provide an opportunity to ensure content is up to date and to implement improvements based on feedback from users.

When does the annual review take place?

The first review will take place in July 2023 and will be undertaken on an annual basis thereafter.

How can I participate in the annual review?

As a content owner, you will be invited by the Office of the Secretary for Governance & Academic Affairs to:

- review the content for which you are responsible and provide updates as necessary
- provide general feedback to support continuous improvement of the Governance Hub

Ensuring out-of-date (legacy) content is removed

The removal of out of date (legacy) content is important to support the Governance Hub as the trusted source of information about governance in the University.

Who is responsible for removing out-of-date (legacy) content?

The removal of out-of-date content is the responsibility of the department or area within the University which owns the relevant webpage.

What should I do if I notice out-of-date content?

If the content is on your own department's webpage:

1. Request the area's web administrator to take it down AND
2. Notify the Office of the Secretary for Governance & Academic Affairs via the MS Teams Form

If the content is on another area's webpage:

1. Notify the Office of the Secretary for Governance & Academic Affairs via the MS Teams Form

USEFUL LINKS

[Governance Hub Content Update Form](#) for Content Update