

THE BRITISH SCHOOL AT ROME

FACULTY OF ARCHAEOLOGY, HISTORY AND LETTERS

TERMS OF REFERENCE

Introduction

1. The British School at Rome (the 'BSR') was constituted by a Royal Charter date 22 June 1912 which was replaced by a Supplemental Charter dated 18 October 1995. The Supplemental Charter was further amended on 30 May 2021. The objects of the BSR are set out in the Royal Charter as replaced and amended.
2. Under the Bye-Laws of the BSR, the Council of the BSR is entitled to appoint such faculties and/or advisory committees as it believes to be desirable to assist in the discharge of its tasks.
3. The Council has established the Faculty of Archaeology, History and Letters (the 'FAHL') to assist it in its commitment to the study of the art, history and culture of the western Mediterranean from prehistory to contemporary Italian studies.

Duties

4. The FAHL shall:
 - a. select the recipients of BSR awards within the remit of the FAHL;
 - b. provide a forum for advice to, and a possible consulting source for, both the Council in the formulation of policy and the Director of the BSR in carrying it out;
 - c. provide an academic forum to help validate and promote the work of the BSR;
 - d. advise the Council and the Director on publication policy, the publications programme and the validation of the academic publications of the BSR;
 - e. recommend to the Council for consideration the FAHL's nominations for the posts of the Editor of the *PBSR*, the Chair of Publications and the Chair of Archaeology;
 - f. consider the Director's proposals for BSR Research Fellows; and
 - g. undertake such other advisory functions as may be specified by the Council from time to time.

5. Members of the FAHL shall be expected to:
 - a. participate in the annual selection process at the March meeting of the award-holders, which involved during the period from December to February providing expert assessments of those applications most closely related to each FAHL member's expertise, as well as the overall scoring of all the applications in the light of the entire set of expert assessments (which also includes a second expert assessment provided by the Director and relevant members of the BSR staff);
 - b. engage in discussions to develop the work of the FAHL and the BSR through committees and projects;
 - c. mentor award-holders as set out in the Faculties Mentorship Scheme (as amended from time to time);
 - d. make a FAHL visit to the BSR in Rome at least once during their term of office. This will be for two–three nights in order to talk to award-holders about their work, give a talk and/or organise a visit to a site in Rome or its environs. The costs of travel, board and lodging at the BSR will be covered by the BSR; and
 - e. promote the work and activities of the FAHL and the BSR both within their own institutions or organisations and to the wider public.

Governance

6. The members of the FAHL shall aim to ensure that:
 - a. the FAHL has a governance framework that is appropriate and that this is regularly reviewed with appropriate recommendations being made to the Council;
 - b. the FAHL has the mix of skills, diversity and experience it requires to perform its duties and that this is regularly reviewed;
 - c. decisions are recorded in writing by means of minutes; and
 - d. there is a systematic, open and fair procedure for recruitment of FAHL members.

Membership

7. The FAHL shall consist of up to fifteen members which shall comprise:
 - a. the Chair;
 - b. the Editor of *PBSR*;

- c. the Chair of Publications;
 - d. the Chair of Archaeology; and
 - e. such other members as shall be appointed from time to time.
8. Each member of the FAHL (including the Chair) shall normally serve for a period of five years. Extensions may be considered in exceptional circumstances.
 9. Members shall be expected to have a strong scholarly reputation in their own fields, and significant experience in academic assessment and an interest in promoting the work of early career researchers, above all in the multi-disciplinary context provided by the BSR and its community comprising artists and architects as well as scholars. In addition, members shall be expected to have some experience in advisory and administrative roles, and a familiarity with the contemporary challenges their disciplines are experiencing in the UK and Europe.
 10. Members will be expected to have sufficient time to perform their duties described above.
 11. Members will be elected in accordance with the electoral process agreed by the Faculties of the BSR from time to time.

Meetings

12. The FAHL shall meet at least twice a year (normally in March and November) on a date and place to be appointed by the Chair, in person, by video/teleconference or both, and may meet on such other occasions as the Chair may determine. The meeting in November will be jointly held between the Faculty of the Fine Arts and the FAHL.
13. At least 50% of the members of the FAHL at that time present shall be a quorum at any meeting of the FAHL.
14. The Director of the BSR (or his/her nominated deputy) together with the Head of Research Collections, relevant Assistant Directors and Archivist shall normally attend meetings of the FAHL.
15. The Registrar (or his/her nominated deputy) shall provide the secretariat for such meetings.
16. The Chair shall be entitled to invite other individuals to attend any meeting or any particular matter at any such meeting of the FAHL as he or she considers appropriate, including any Council members to attend as observers.

Approved by the BSR Council November 2021

Next review expected November 2022