|  |  |
| --- | --- |
|  |  |

Senate

Subject: Appointment and Terms of Office of Deans of Schools

**Origin:** Human Resources Implementation Working Group, Structure Implementation Project Management Board

**Executive Summary:** This paper sets out proposed procedures for the appointment of Deans of Schools under the new University Structure. It is based on the current Ordinance and procedures approved by Senate and Council for the appointment of Deans of Faculties. The proposals have been considered by the Human Resources Implementation Working Group and the Structure Implementation Project Management Board. The wording concerning possible external appointments is a slightly modified version of the equivalent paragraph in the current PVC appointment procedures.

**Senate Action Required:** Senate is asked to recommend the proposals to Council for final approval.

**Ordinance XXI: Appointment of Deans of Schools & Tenure of Office**

**1. Appointment of Deans of Schools**

Deans of Schools shall be appointed on the recommendation of a Joint Committee of Senate and Council chaired by the Vice-Chancellor. Deans shall hold office for such periods and on such terms and conditions and shall have such functions as the Council may from time to time determine, after receiving the advice of the Vice-Chancellor.

**2. Tenure of Office**

(i) The Deans shall normally be appointed for three years in the first instance. Appointments may be extended by further periods of office. Each period of office shall be up to three years. He/she shall not normally be eligible for re-appointment to the office of Dean for a period of three years after his/her retirement.

(ii) Deans of Schools shall normally be appointed from among the professors of the University but in exceptional circumstances external candidates may be considered.

(iii) The same procedures will be applied for extension of appointments as pertain for initial appointments.

**Proposed Procedure for Appointment of Deans of Schools**

1. The Deans are appointed by Council on the recommendation of a joint committee appointed by the Senate and Council. Appointments are made for an initial three-year period with possible re-appointment for periods of three years. Any reappointments would be subject to the normal recruitment procedure set out below.

2.. Where the Chair of Council, on the recommendation of the Vice-Chancellor, concludes that the specific skill requirements and responsibilities of a post of Dean of School cannot be met via the normal route of appointment, it may determine that circumstances warrant the appointment of a Dean by advertisement. In such circumstances, the Joint Committee shall be instructed at the time of its establishment to proceed via external advertisement. The Joint Committee shall follow the University’s normal procedures for external appointments and not those noted in 4. and 5. below.

#### Committee for Appointment of Deans of Schools

3. For the appointment of Deans the joint committee appointed by the Senate and Council will be as follows:  
  
Vice-Chancellor (Chair)  
Provost and Deputy Vice-Chancellor  
1 lay member of Council nominated by the Chair of Council  
1 Dean from another School nominated by the Vice-Chancellor

#### Call for Applicants

4.. The post shall be advertised within the University and a job description and person specification made available. The advertisement shall specify that candidates should normally be R & T staff holding a professorial appointment although other candidates may be considered in exceptional circumstances at the discretion of the Joint Committee. Candidates should provide a letter of application indicating what they hope to bring to the post and an up to date curriculum vitae. Applications should be submitted to the Secretary to Senate and Council or his/her nominee.

#### Consultation

5. Once applications have been received, the Secretary to Senate and Council or his/her nominee should undertake formal consultation with all staff members of the School and with members of the Academic Leadership Team. The consultation should take the form of the Secretary writing to the persons noted above inviting them to make comments on the suitability of nominees, such suggestions to be made in writing. These comments will generally be treated as strictly confidential to the Committee. However, if a candidate requests to see the comments received regarding his/her candidature, they will be released to a candidate in anonymised form (as far as possible).

#### Interview and Recommendation to Council

6. Members of the appointment committee will then consider the applications and comments received and the committee will decide on a short list for interview. After interviewing those shortlisted, the committee shall make its recommendation to Council.

Jennifer Nutkins

1 March 2011