

Ordinance VI

Appointment of Academic and certain Academic Related Staff

(This version was effective from 19 July 2005 to 27 November 2007)

1. This Ordinance applies to the appointment of all Academic and certain Academic Related Staff to open-ended positions. It also applies to appointments to temporary posts other than those of a very limited duration as determined by the Deputy Vice-Chancellor.

2. (i) Each appointment of a professor shall be made by a Joint Committee of the Council and the Senate appointed for that purpose in accordance with Statute XIII.8(i), or a quorum thereof.

(ii) The Joint Committee shall consist of the following members:

The Chair of Council or the Vice-Chair thereof in his/her place.

The Vice-Chancellor (or the Deputy Vice-Chancellor in his/her absence), who shall be the Committee's Chair.

One member of the Council not being a member of the academic staff appointed by Council.

Four members of the academic staff, of whom at least three shall be Pro-Vice-Chancellors, or Deans or professorial members of Senate, appointed by Senate.

(iii) The Joint Committee shall be assisted by at least two but not more than three assessors who shall be appointed by Senate. Only one of any such assessors may be a member of the University. The assessors shall advise the Joint Committee in the selection of candidates for interview, and may be invited by the Chair of the Joint Committee to take part in the interviewing of candidates. At any meeting of a Joint Committee at which the assessors are present, the assessors may advise the Joint Committee but may not take part in its decisions.

(iv) A quorum of the Joint Committee shall be formed by the Vice-Chancellor or the Deputy Vice-Chancellor in his/her place, together with four other members of the Joint Committee.

(v) The decision of the Joint Committee shall be reported to the Council and to the Senate.

3. (i) Each appointment of a Reader, Senior Lecturer, Lecturer, Senior Research Fellow or Research Fellow shall be made by a Joint Committee of the Council and of the Senate appointed for that purpose in accordance with Statute XIII.8(i).

(ii) The Joint Committee for the appointment of a Reader, Senior Lecturer or Senior Research Fellow shall consist of the following persons, namely:

The relevant Dean or a Pro-Vice-Chancellor who shall be its Chair.

The Head of Department, Institute or Section in which the appointment is to be made.

Two members of the Academic Staff at least of the degree of Senior Lecturer, at least one of whom must be a member of Senate and no more than one of whom may be a member of the department in which the appointment is to be made.

(iii) For the appointment of a Reader the Joint Committee shall be assisted by at least one external assessor who may advise in the selection of candidates for interview and shall be invited to take part in the interviewing of candidates.

(iv) The Joint Committee for the appointment of a Lecturer or a Research Fellow shall consist of the following persons, namely:

The relevant Dean or a Pro-Vice-Chancellor who shall be its Chair.

The Head of the Department, Institute or Section in which the appointment is to be made or a professor in such a Department, Institute or Section nominated by the Head thereof.

Two members of the Academic Staff of whom one, but not more than one, shall be a member of the Department, Institute or Section in which the appointment is to be made.

(v) Where the candidate for appointment as a Research Fellow is a member of the research staff of at least two years standing the Joint Committee shall be:

The relevant Dean or a Pro-Vice-Chancellor who shall be its Chair.

The Head of the Department, Institute or Section in which the appointment is to be made or a professor in such a Department, Institute or Section nominated by the Head thereof.

The relevant Associate Dean (Research).

(vi) In any case where such a Joint Committee may not represent expertise in all the academic disciplines relevant to the appointment to be made, the Committee

may co-opt not more than two members of the Academic Staff to assist it in the performance of its duties. Any members of the Academic Staff co-opted in this manner may take part in the interviewing of candidates and shall give their opinions upon the merits of the candidates whom they have interviewed.

4. (i) Each appointment to the Administrative, Library or Computing Staff or Other Related Staff grades of Experimental Officer or Technical Tutor shall be made by a Joint Committee of the Council and the Senate appointed for that purpose in accordance with Statute XIII.8(i). The Joint Committee shall consist of the following persons, namely:

The Senior Executive Manager with responsibility for the section/department in which the appointment is based, or their nominee, who shall be its Chair

The Head of the Department, Institute or Section in which the appointment is to be made or a nominee thereof.

One member of the Academic Staff

One member of the Administrative, Library or Computing Staff or Other Related Staff of at least the same grade as the post being filled.

- (ii) For the appointment of the Head of an Administrative Section, the Joint Committee shall consist of five persons, three of whom shall be:

The Senior Executive Manager with responsibility for the section/department in which the appointment is based, who shall be its Chair

One member of the Academic Staff

One member of the Administrative, Library or Computing Staff or Other Related Staff of at least the same grade as the post being filled.

5. (i) Other persons holding appointments in the University may be appointed to membership of the Academic Staff by the following procedure:

A Committee shall be established by Senate which shall consist of the following persons, namely, a Dean or a Pro-Vice-Chancellor who shall be Chairman and three other members of Senate of whom at least one shall be a Head of Department.

- (ii) The Committee shall consider any recommendations made to it that other members of the staff shall be appointed to the Academic Staff, and if it be agreed that the persons so recommended contribute to the academic work of the University through teaching, research or otherwise to such an extent that membership of the Academic Staff appears to be justified, the Committee shall

make recommendations to the Council that they be appointed to membership of the Academic Staff for such period and on such conditions as may be stipulated.

- (iii) The Vice-Chancellor, the Deans, the Heads of Departments, the Registrar and Secretary and the Librarian may make recommendations to the Committee.
- (iv) The Committee which considers recommendations shall not include any person who has made a recommendation that falls to be considered by the Committee.
- (v) The Committee may call for interview any person who is the subject of a recommendation submitted to the Committee.

(remade July 2005)