

## **SELECTION PROCEDURES FOR DEANS AND VICE PRESIDENTS**

### **1. PROCEDURES**

- 1.1 The selection process for Deans and Vice Presidents shall be initiated by advertisement within the University.
- 1.2 Adequate notice shall be provided.
- 1.3 A Selection Board shall be composed of:
  - 1 Chairman, Governing Body, or nominee
  - 2 President, or nominee
  - 3 Nominee of the Chairman, Governing Body
  - 4 Nominee of the President
  - 5 Nominee agreed between Chairman and President who shall be a person of standing from relevant academia, business, the public sector or professions, taking into account gender balance.
- 1.4 The Selection Board in undertaking its work shall order its affairs in accordance with best practice and in particular shall comply with all relevant Governmental and statutory requirements including equal opportunity matters.
- 1.5 The President (or nominee) shall consult with all relevant bodies, including senior faculty and management as the President considers appropriate. Individual members of the relevant faculty may, if they wish, make submissions to the President as part of the consultative process. The outcome of these consultations shall be conveyed to the Selection Board by way of a written report from the President.
- 1.6 The Selection Board, having reviewed the applicants and the President's written report in formal session, shall endeavour to identify a unanimously agreed candidate. The Board may decide to short list candidates and hold interviews unless otherwise found unnecessary.
- 1.7 Failure of the Selection Board to identify an appropriate candidate unanimously may lead the Board to decide to re-advertise and repeat the selection process.

- 1.8 Should an occasion arise when the Board is unable to decide on an appropriate candidate the matter shall be one for consultation between the President and the Governing Body.
- 1.9 When a suitable candidate has been chosen the report of the Selection Board will be brought before the next meeting of Governing Body by the President for approval.

## **2. ASSIGNMENT OF DUTIES**

After the selected candidate is approved by Governing Body the President shall assign duties in accordance with legislation.

## **3. DURATION OF TERM**

- 3.1 The Dean/Vice President shall normally serve for a term of three years, renewable by the President for a further term of three years subject to prior approval by the Governing Body.
- 3.2 Subject to prior approval by Governing Body, the President may invite a Dean/Vice President to serve for a third term of up to three years.

## **4. SUSPENSION AND REMOVAL**

- 4.1 Existing disciplinary procedures will apply to Deans/Vice Presidents
- 4.2 The prior approval of the Governing Body is required should the President decide that it is necessary to remove a Dean/Vice President prior to the completion of the Dean's/Vice President's term of office.

20 December 1995