

APPOINTMENT PROCEDURES

APPOINTMENTS TO UNIVERSITY OFFICES

APPOINTMENT PROCEDURES FOR HEADS OF DISCIPLINE/DEPARTMENT IN ACADEMIC UNITS, CENTRE DIRECTORS IN THE FACULTY OF EDUCATION AND LANGUAGE STUDIES AND SUCH OTHER OFFICES AS MAY BE APPROVED BY THE VICE-CHANCELLOR

1. The new holder of a Chair will normally, on appointment to the Chair, also be appointed as Head of Discipline/Department/Centre Director (Faculty of Education and Language Studies) for a fixed term, normally five years (subject to the expiry of the period of office of any existing Head of Discipline/Department/Centre Director).
2. Before the end of the period of office as Head of Discipline/Department/Centre Director, the Dean/Director will consult both with the holder of the Chair and with members of the Discipline/Department/Centre to seek a nomination as new Head of Discipline/Department/Centre Director.
3. The nomination will be put to the Faculty/Committee and, if the Committee agrees, a recommendation will be made to the Vice-Chancellor* for ratification on behalf of the Senate and report to the Academic Board.
4. The recommendation will be reported to the Secretary who, on behalf of the Council, will advise on the allowance to be offered and other special conditions, and shall subsequently inform the individual concerned.
5. The appointment will normally be for three years. Reappointment is allowed. After appropriate consultation, the Dean/Director may recommend, for the Vice-Chancellor's approval*, extension(s) for periods which in total shall not exceed two years.
6. Existing holders of Chairs, who were given permanent appointments as Head of Discipline/Department/Centre at the time of appointment to the Chair, may, if they wish, relinquish the Headship of their Discipline/Department/Centre Directorship to enable the procedures in 2, 3, 4 and 5 above to be brought into effect.
7. Appointments to Acting Headships of Disciplines/Departments/Centre Directorships etc may be made by the Vice-Chancellor* on the recommendation of the Dean/Director after consultation with members of the Discipline/Department/Centre concerned, for periods of up to two years in cases where the substantive Head is absent (eg on study leave) or where there is no-one available to undertake the role for the normal three year term.

(Source AcB/56/M Appendix 4)
(Revised 2000)

* via the Governance Team (for process see Note below)

Note: the procedure for gaining formal approval for the appointment of nominees to offices carrying allowances in Central Academic Units is as follows:

Once the Faculty/Committee has agreed a nomination, the Committee secretary should inform the Governance Team of the nominee's name, the post title, and period of office. The Governance Team will seek Vice-Chancellor's approval, and once this has been obtained, notify the Human Resources Division and report the appointment to Academic Board.