

**APPOINTMENTS TO UNIVERSITY OFFICES**  
**PROCEDURES FOR THE APPOINTMENT OF A PRO-VICE-CHANCELLOR**

With effect from 1 August 2024

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1. A joint committee of Senate and Faculty members makes a Pro-Vice-Chancellor appointment on behalf of Council and Senate.
2. The committee shall have the following membership (the Joint Appointment Committee):
  - i) the Vice-Chancellor, Chair *ex officio*;
  - ii) one member of the Senate appointed by the Chair from a Panel\* elected by Senate;
  - iii) one member of academic staff with relevant experience, appointed by the Chair;
  - iv) one student member appointed by Open SU;
  - v) one external member\*\* with experience of operating at a similar level within Higher Education, appointed by the Chair;

The University Secretary or Group People Director will be in attendance.

3. The terms of reference of the Joint Committee are to advise the Vice-Chancellor in identifying the most suitable candidate for nomination to the Pro-Vice-Chancellorship, using as guidelines "Effective Recruitment and Selection: A Guide for Selectors" (People Services PSG161).
4. The Joint Committee will have the authority to overrule candidate selection supplied by executive search agencies where relevant.
5. All deliberations of the Committee shall be confidential.
6. The Vice-Chancellor, as Chair of Panel, shall have the authority to appoint a candidate to the role. Council will approve the appointment by correspondence or exceptionally by Chair's Action by the Chair of Remuneration Committee prior to the issue of an offer.
7. The appointment period for a Pro-Vice-Chancellor shall be for a period of five years, and renewable. Reappointment will be subject to the agreement of the Pro-Vice-Chancellor and the Vice-Chancellor. The Vice-Chancellor's decision will be informed by soundings from the Executive team.
8. In the event of a casual vacancy, for whatever reason, the Vice-Chancellor may appoint an Acting Pro-Vice-Chancellor to hold office until a full appointment is made.
9. If an external candidate is appointed they will be appointed to a permanent substantive academic role in a Faculty and seconded to the Pro-Vice-Chancellor role.

\*The Senate members of the Committee shall normally be appointed from a panel of 12 members constituted at the start of every other academic year.

\*\* External Member means member of the panel who is neither staff nor students of the University and are otherwise independent of the University

Recommended by Senate: April 2024  
Approved by Council on: 14 May 2024