

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

UPDATED 04.02.2020

1. A joint committee of the Council and the Senate makes a Pro-Vice-Chancellor appointment on behalf of the Council and the Senate.
2. The committee shall have the following membership (the Joint Appointment Committee):
 - i) the Vice-Chancellor, Chair *ex officio*;
 - ii) three members of the Council not being members of the Senate appointed by the Council;
 - iii) three members of the Senate appointed by the Senate;
 - iv) one student member appointed by the OU Students Association;
 - v) one external member, with experience of operating at a similar level within Higher Education

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

The Senate members of the Committee shall normally be appointed by election.

3. The terms of reference of the 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. All deliberations of the Committee shall be confidential.
5. The appointment period for a Pro-Vice-Chancellor shall be for a maximum of five years, with reappointment up to a further period of two years 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.
6. 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.
7. 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-Chancellorship.

Recommended by the Senate on: 22 January 2020
Approved by the Council on: 4 February 2020