

## **ORDINANCE 13**

### **THE VICE-CHANCELLOR**

1. The Statutes provide that:

#### Statute 7

7. Vice-Chancellor

- 7.1 There shall be a Vice-Chancellor of the University who shall assume the role of principal officer of the University.

- 7.2 The Vice-Chancellor shall be responsible to the Board of Trustees for the organisation and conduct of the business of the University.

- 7.3 The Vice-Chancellor's duties may be delegated, with the concurrence of the Board of Trustees.

### **APPOINTMENT OF THE VICE-CHANCELLOR**

2. The Vice-Chancellor shall be appointed by the Board of Trustees for a period of office of up to five years and on such terms and conditions as shall be determined by the Board of Trustees. The Board of Trustees may reappoint the Vice-Chancellor.

3. Upon the occurrence of a vacancy or expected vacancy in the office of Vice-Chancellor, or on the Vice-Chancellor giving notice of resignation, the Board of Trustees will establish a joint committee of the Board of Trustees and the Collegiate Council, to be called the Joint Appointments Committee, to consider and make a recommendation to the Board of Trustees on the appointment and period of office of the Vice-Chancellor. The Joint Appointments Committee, subject to any preconditions set by the Board of Trustees, will determine, on behalf of the Board of Trustees, the terms and conditions of the appointment. The Joint Appointments Committee will, also on behalf of the Board of Trustees, following consultation with the Remuneration Committee through its chair, determine, the salary, emoluments, allowances and other financial benefits payable to the Vice-Chancellor. The salary, emoluments, allowances and other financial benefits payable to the Vice-Chancellor will, thereafter, be subject to annual review by the Remuneration Committee.

4. The Joint Appointments Committee will determine the appropriate process to be followed in order that it may make a recommendation to the Board of Trustees on the appointment of the Vice-Chancellor but, if the Vice-Chancellor has indicated willingness to serve for a further period, it may decide, without considering other candidates, to recommend to the Board the reappointment of the Vice-Chancellor for a defined period. If the Vice-Chancellor does not wish to serve for a further term, or if the Joint Appointments Committee at that stage does not wish to recommend the reappointment of the Vice-Chancellor, the post shall be advertised.

5. Upon the occurrence of a vacancy and prior to any appointment being made the Board of Trustees will make such temporary arrangements as it judges appropriate.

### **JOINT APPOINTMENTS COMMITTEE FOR THE VICE-CHANCELLOR**

6. The Terms of Reference and Constitution of the Joint Appointments Committee for the Vice-Chancellor will be as follows:

**Terms of Reference** *(The Joint Appointments Committee shall undertake all aspects of its work in accordance with the University's Strategy for Diversity and Inclusion.)*

- 6.1. To determine and carry out, subject to paragraph 4, a process to bring forward a recommendation to the Board of Trustees on the appointment of the Vice-Chancellor.
- 6.2. To make a recommendation to the Board of Trustees on the appointment and period of office of the Vice-Chancellor.
- 6.3. To determine, on behalf of the Board of Trustees and subject to any pre-conditions set by the Board of Trustees, the terms and conditions of the appointment.
- 6.4. To determine, on behalf of the Board of Trustees, following consultation with the Remuneration Committee, the salary, emoluments, allowances and other financial benefits payable to the Vice-Chancellor.

### **Constitution**

- 6.5. The members of the Joint Appointments Committee shall be:
  - The Chair of the Board of Trustees (Chair)
  - Two independent members of the Board of Trustees appointed by the Board of Trustees
  - Two members of the Collegiate Council appointed by the Collegiate Council
- 6.6. Neither the Vice-Chancellor nor any candidate for the office of Vice-Chancellor shall be a member of the Joint Appointments Committee or shall act as Secretary to the Joint Appointments Committee.

### **Mode of Operation**

- 6.7. The quorum for meetings of the Joint Appointments Committee will be three members of whom at least one shall be a member of the Collegiate Council.
- 6.8. All decisions shall be presented as decisions of the Joint Appointments Committee without reference to any division of opinion.
- 6.9. The Secretary of the Board of Trustees shall normally be Secretary of the Joint Appointments Committee. If the Secretary is unable to act, another member of staff of the University shall be nominated to act as Secretary.

## **ROLE OF THE VICE-CHANCELLOR**

7. The role of Vice-Chancellor is set out below.
  - 7.1. To be the principal officer of the University and to be responsible to the Board of Trustees for the organisation and conduct of the business of the University.
  - 7.2. To be the designated officer in respect of funding provided to the University by the Office for Students.

- 7.3 To be a member of and chair the Collegiate Council and lead discussions to determine the strategic direction of the University.
- 7.4 To promote and advance the objects of the University.
- 7.5 To take, whilst respecting the independence of individual Member Institutions, a proactive role in facilitating and encouraging co-operation and collaboration between Member Institutions, the Central Academic Bodies and Central Activities and with groupings outside the University.

#### **DUTIES OF THE VICE-CHANCELLOR**

- 8. Without prejudice to the requirements of the Statutes and to the terms and conditions of the appointment of the Vice-Chancellor, the Vice-Chancellor will be responsible to the Board of Trustees and where appropriate to the Collegiate Council for:
  - 8.1 the appointment, appraisal, grading, assignment, discipline, suspension and dismissal and other terms and conditions of staff employed by the University who are not the responsibility of the Remuneration Committee;
  - 8.2 ensuring that the activities of the Central Academic Bodies and Central Activities support the strategic plan of the University;
  - 8.3 the preparation of annual estimates of income and expenditure, in line with the strategic plans of the University;
  - 8.4 the management of resources within approved estimates; and
  - 8.5 in accordance with Ordinances and Regulations, student academic affairs, student discipline and student issues generally.

#### **DEPUTY VICE-CHANCELLOR**

- 9. The Board of Trustees, after consultation with the Vice-Chancellor, shall appoint a Deputy Vice-Chancellor who, in the absence of the Vice-Chancellor by reason of illness or otherwise, shall carry out the responsibilities and exercise all the powers delegated to the Vice-Chancellor.
- 10. The Deputy Vice-Chancellor will hold office upon such terms and conditions and for such period as the Board shall determine. The Remuneration Committee shall determine the honorarium to be paid to the Deputy Vice-Chancellor in respect of his/her duties.
- 11. In the absence of the Vice-Chancellor for any significant period the Remuneration Committee will determine any additional remuneration to be paid to the Deputy Vice-Chancellor.
- 12. The Deputy Vice-Chancellor shall normally be a current or recent Head of Member Institution.

15 February 2019