

Appendix 10 – Senate Nominations Committee

Terms of reference

General

To propose and endorse to Senate the appointment of nominated members to Senate and Senate academic representatives to Council. To periodically review the constitution of Senate and its subcommittees.

Specific

1. To consider self-nominations received from staff to become academic representatives for Senate and to propose and endorse appointment(s) to Senate ensuring diversity, inclusion and equity by consideration of:
 - Academic position
 - Length of experience
 - Involvement in different levels of education (Levels 3-8)
 - Protected characteristics listed in the Equality Act 2010 (age, sex, gender reassignment, marital status, pregnancy/maternity, disability, race, religion or belief, sex, sexual orientation)
 - Neurodiversity
 - Caring responsibilities
 - Chronic conditions
 - Other characteristics not listed here.
2. To propose and endorse election of non-executive academic members of the Senate to be representatives on Council [in accordance with Ordinances 5.1.1.2, 5.2.3.1 and 6.3.1.9]¹.
3. To advise and make recommendations to Senate in relation to the structure, size and composition of Senate and its subcommittees.
4. To monitor equality and diversity in relation to protected characteristics represented by members of Senate and its subcommittees. The committee shall take reasonable steps to achieve equality and diversity among the prospective new member appointments.

Membership

Chair

Provost & Senior Vice-President, Chair of Senate

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5.1.1.2	Up to 3 elected members, elected from the academic staff by the Senate. Election to be in such fair and democratic manner as the Senate sees fit
5.2.3.1	Elected Senate members on Council to only be chosen from amongst its non-executive members
6.3.1.9	The Senate shall elect members of the Senate to be members of Council, according to the constitution of Council

Ex-officio members

- Pro-Vice-Chancellor, Education, Chair of UEC
- Pro-Vice-Chancellor, Research & Innovation, Chair of URIC
- President of the Students' Union
- A minimum of one academic representative from Senate

In attendance

- Governance Officer, Committee Secretary

Period of appointment

Ex-officio members remain a Member of the Senate Nominations Committee as long as they hold the relevant post.

The term for appointed members is two years or the period the person holds their representative role on Senate, whichever is the shorter. Appointed members can be reappointed for further terms.

Operation

Quoracy

Not less than three members, one of which must be the Chair. In the case of an equal vote, the Chair shall have a casting vote.

Frequency of meetings

Meetings are held at least once per year. Exceptional meetings may be held at the discretion of the Chair. Meetings may be held by means other than face-to-face.

Decision making outside the meeting

Decision making in meetings is generally by consensus unless a formal vote is requested.

Decisions may exceptionally be taken by Chair's action and ratified by Senate Nominations Committee at its next meeting.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange. In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.

Reports to Senate