

**Nomination to serve as a member of the University Senate**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Details of Nominee** | | | | |
| **Full name:** |  | | | |
| **Job title:** |  | | | |
| **Department:** |  | | | |
| **Category:** (select one only) | **Academic, Teaching and Research Staff** (with vacancies in 2024-25) | | | |
| * Arts & Humanities (inc. Law) | ~~Engineering~~ | | |
| * Health | * Science | | |
| ~~Social Sciences (inc. DLL)~~ | ~~Extra-Faculty~~[[1]](#footnote-1) | | |
| **Professional Staff** | | | |
| * Professional (including within Faculties) | | | |
| **Email:** |  | | | |
| **I confirm that I am a staff member of Grade 7 or above:** | | | | Yes |
| * No |
| **I confirm that I understand and will comply with the Election Rules:** | | | | Yes |
| * No |
| **I confirm that I have read and understand the Senate Code of Conduct:** | | | | Yes |
| * No |
| **Signature:** |  | | **Date:** |  |
| **Brief statement (maximum of 150 words)** Please provide information about yourself, the reasons you wish to become a member of the Senate and the contribution you think you could make. This is the information which will be made available during the election and upon which colleagues will base their vote. You may be asked to remove words in excess of the 150 word limit, or they will be deleted, in fairness to all candidates. | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of Certifying Colleague (another member of staff eligible for election from any constituency)** | | | |
| **Full name:** |  | | |
| **Department:** |  | | |
| **Certification** | | | |
| **The certifying colleague confirms to the best of their knowledge that the information provided by the nominee is accurate[[2]](#footnote-2).** | | | Yes |
| * No |
| **Date of certification:** | |  | |
| ***For office use only***  Date nomination form received: Signed:  Date confirmed eligible to stand: Signed: | | | |

**Submission Process**

Completed nomination forms should be submitted via email to [governance-admin@sheffield.ac.uk](mailto:governance-admin@sheffield.ac.uk) and the certifying colleague should be copied into the email. Please use the following email text, with the applicable name of the certifying colleague inserted where indicated:

‘Please find my nomination form attached/linked [delete as appropriate]. As stated on the form [INSERT NAME OF CERTIFYING COLLEAGUE] has agreed to be my certifying colleague and I have copied them into this email for their information only.’

If your completed nomination form is a Google doc, please make sure that you include the link to the Google doc in your email and that you have given [governance-admin@sheffield.ac.uk](mailto:governance-admin@sheffield.ac.uk) access to the document on Google Drive.

Please note that if the above procedure is not adhered to, the Governance Team will follow up with the certifying colleague to verify your nomination.

**The following documents are available to download from the** [**Senate homepage**](https://www.sheffield.ac.uk/govern/senate)**:**

* A copy of the **Election Rules**, including important information for candidates.
* A copy of the **Senate Code of Conduct** for members.

1. The Extra-Faculty category in 2024-25 includes AMRC, AMRC-TC, ELTC and NAMRC, plus the small number of other academic staff who are not otherwise assigned to a Faculty on their staff record. [↑](#footnote-ref-1)
2. Applications need to be supported by a certifying colleague (Grade 7 or above) from any constituency. To verify that the nomination is supported by a certifying colleague; please complete with the details of the certifying colleague and the date they agreed to certify your nomination. [↑](#footnote-ref-2)