

THE UNIVERSITY OF SHEFFIELD



ELECTION OF A MEMBER OF THE SENATE TO SERVE ON THE COUNCIL

CALL FOR NOMINATIONS, AUGUST 2020

Nominations are invited from the 2020-21 membership of the Senate for the election of a member of the Senate to serve on the Council.

A person specification for this role is attached.

The vacancy will be filled in accordance with the following procedures:

- (a) Nominations should be from the 2020-21 membership of the Senate. The Senate membership list for 2020-21 can be found at: <http://www.sheffield.ac.uk/govern/senate>
- (b) Each nomination should be certified by another member of the Senate. Certifying colleagues are entitled to put their names to more than one nomination.
- (c) Each nomination should be submitted in writing and signed by the nominee and the certifying colleague (electronic signatures and/or email confirmation is acceptable). A nomination form is available to download at: <https://www.sheffield.ac.uk/govern/senate>
- (d) Nominations should be received by the Returning Officer, c/o University Secretary's Office, via email to 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. 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.

- (e) If the number of candidates exceeds the number of vacancies, an online ballot of Senate members will be conducted.
- (f) Guidance on the conduct of elections is included as part of the nomination form.

Dr Tony Strike
University Secretary
Returning Officer

ELECTED MEMBER OF THE SENATE SERVING ON THE COUNCIL

Person specification

Background

The Council is the governing body of the University and, as defined in the University Charter, has responsibility for the *“management of the University and the conduct of all the University’s affairs”*.

The Statutes and Regulations prescribe the powers of the Council, which can be summarised as responsibility for the financial affairs of the University, the University estate and premises, the employment of all staff and all other aspects of the work of the University. Council has responsibility for approving the mission and strategic vision of the University, long-term academic and business plans and for monitoring performance against strategic objectives.

There are currently 20 members of the Council. Lay (external) members form a majority and comprise the Chair of Council, the Pro-Chancellor(s), the Treasurer and seven or eight other lay members. University staff members comprise the President & Vice-Chancellor, two or three Senior Academic Officers (currently the Provost & Deputy Vice-Chancellor, Vice-President for Education and Vice-President for Innovation), three elected members of the Senate (of which one must be non-Professorial) and one elected member of the non-academic/academic-related staff. There is also one student member. The Secretary to Council is the University Secretary.

The Council usually meets on six occasions each year. The dates of Council meetings for the 2020-21 session are as follows:

- Monday 19 October from 3pm (including dinner)
- Monday 23 November from 3pm
- Monday 14 December from 2pm (TBC)
- Monday 8 February from 3pm (including dinner)
- Monday 26 April from 3pm
- Tuesday 15 June Away Day, 10.30am-6pm
- Monday 12 July from 3pm (including dinner)

Responsibilities, skills and experience of members

Members of the Council have an individual and collective responsibility to use their best endeavours to ensure that the objects of the University are being met and that the Council properly and diligently exercises its functions and responsibilities in accordance with the highest standards of corporate governance.

Members are expected to have experience or qualifications such that they are able, through their independent judgement, to make a significant contribution to the decision-making processes of the University. For staff members of Council, experience gained in a senior management role or through membership of one of the main sub-committees of Council (Finance Committee, Estates Committee, Equality, Diversity & Inclusion Committee) is likely to be particularly relevant.

Members are expected to conduct themselves in accordance with accepted standards of behaviour in public life, which embrace selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Members have collective responsibility for decisions taken by the Council, and those elected by particular constituencies should not act as if delegated by the group they represent.

Members are expected to attend regularly and to participate actively.

Further information

Membership of the Council and Who's Who of Council members
Role and responsibilities of Council members

Council minutes and papers

All the above can be found at the following web page: <http://www.shef.ac.uk/govern/council>