

THE UNIVERSITY OF SHEFFIELD



ELECTION OF MEMBERS OF THE SENATE TO SERVE ON THE SENATE ACADEMIC ASSURANCE COMMITTEE

CALL FOR NOMINATIONS, AUGUST 2020

Nominations are invited from the 2020-21 membership of the Senate for the election of two members to serve on the Senate Academic Assurance Committee. The purpose of the Senate Academic Assurance Committee (SAAC) is to assure Senate regarding the maintenance of academic quality and standards in learning and teaching and in research, and the enhancement of the quality of the student experience in order to support the Senate in discharging its responsibility to ensure effective academic assurance and to provide assurance to Council.

The Committee's current membership can be found at:

<http://www.sheffield.ac.uk/govern/committees>

The vacancies 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 a current member of the Senate. Certifiers 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 will be conducted.
- (f) Guidance on the conduct of elections is included as part of the nomination form.

Any queries should be addressed in the first instance to Edward Smith or Matthew Borland in the University Secretary's Office (e.p.m.smith@sheffield.ac.uk; ext: 21206 / m.borland@sheffield.ac.uk; ext 21201).