



University of
Sheffield

University
Secretary's
Office

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

CALL FOR NOMINATIONS FOR THE ELECTION AND NOMINATION OF A CLASS (4) MEMBER OF THE COUNCIL FOR THE PERIOD 2023-26

Nominations are invited from the 2023-24 membership of the Senate for a member of the Senate to serve on the Council, appointed by the Council on the recommendation of its Nominations Committee from those elected by and from the Senate.

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 2023-24 membership of the Senate. The Senate membership list for 2023-24 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) The deadline for receipt of nominations is **12noon on Friday 30 June 2023**.
- (f) If the number of candidates exceeds the number of vacancies, an online ballot of Senate members will be conducted.

- (g) Following the election, the results will be reported to the Council Nominations Committee, which will consider making a recommendation that Council formally approves their appointment as a Class (4) member.
- (h) Guidance on the conduct of elections can be found at:
<https://www.sheffield.ac.uk/govern/senate>

Jeannette Strachan
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. External members form a majority and comprise the Chair of Council, the Pro-Chancellor(s), the Treasurer and seven or eight other external members. University staff members comprise the President & Vice-Chancellor, two or three Senior Academic Officers (currently the Provost & Deputy Vice-Chancellor, the Vice-President for Education and the Vice-President for Research), three elected members of the Senate (of which one must be non-Professorial) and one elected member of the non-academic/academic-related staff. The President of the Students’ Union is also a 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 2023-24 session are as follows:

- Thursday 5 October 2023 Away Day, 9am-5pm (with dinner the previous evening)
- Monday 27 November 2023 from 12.45pm
- Thursday 22 February 2024 from 12.45pm
- Monday 29 April 2024 from 12.45pm
- Monday 17 June 2024 Away Day, 10.30am-6pm (followed by dinner)
- Monday 8 July 2024 from 12.45pm

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 (e.g. Finance Committee or 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

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>