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 2022-25

Nominations are invited from the 2022-23 membership of the Senate for a non-Professorial 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 2022-23 membership of the Senate. The Senate membership list for 2022-23 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 24 June 2022.

(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

Dr Tony Strike
University Secretary
Returning Officer
ELECTED MEMBER OF THE SENATE SERVING ON THE COUNCIL

Person specification
(Important Note: This year, members of the Senate are ONLY eligible to stand for election to this vacancy if they are a non-Professorial member of staff, to ensure that the membership of Council complies with the University’s Statutes.)

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 18 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 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 2022-23 session are as follows:
- Monday 24 October 2022 from 3pm (including dinner)
- Monday 21 November 2022 from 3pm
- Monday 27 February 2023 from 3pm (including dinner)
- Monday 24 April 2023 from 3pm
- Tuesday 20 June 2023 Away Day, 10.30am-6pm (with dinner the previous evening)
- Monday 10 July 2023 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
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