

**SEN16D032**

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**Issue**

To review and update the Standing Orders of Senate.

**Recommendation**

Recipients are invited:

- 1) to review the Standing Orders; and
- 2) to consider the following recommendations
  - a) That the membership list be amended to include three members of the Students Union
  - b) That the sections on Conduct of Business, Voting and Suspensions of Standing Orders be merged and simplified.
  - c) That the Honorary Degrees and Appointments Committee be re-named the Honorary Degrees and Awards Committee and the Honorary Chairs and Readers Committee be re-named the Honorary Appointments Committee.
  - d) That in respect of honorary degrees the Registrar and Secretary shall draw the attention of all Heads of School and Directors of Central Divisions to the Standing Order, rather than the Assembly.
  - e) To remove the provision for making Service degrees.
  - f) That in relation to proposals to confer the title of Emeritus Professor or Reader Emeritus they shall be considered by the Honorary Degrees and Awards Committee and the Committee shall submit its recommendations to Senate.
  - g) That the section on appointments to a University Chair or Readership be removed.
  - h) That the three year extendable period of committee membership will not apply to membership that arises by virtue of the role held by an individual.
  - i) That each committee and sub-committee shall have a Chair appointed by the Vice-Chancellor and that the reference to vice-chairs is removed.
  - j) That the reference to the old Statute 29 be removed.
  - k) That the Honorary Appointments Committee is formally recognised by Senate as a sub-committee of the University Promotions Committee
  - l) That the membership of the Honorary Appointments Committee be as follows:

Pro Vice Chancellor (Research) (Chair)

Executive Dean of the Faculty of Science  
Executive Dean of the Faculty of Medicine and Health Sciences  
Head of the John Innes Centre  
Head of the Institute of Food Research  
Head of the School of Biological Sciences  
One member co-opted by the Chair as required  
Secretary: HR Manager

- m) That the Honorary Appointments Committee and processes for recommending honorary appointments be reviewed during 2017/18 with the description of the current process being included in the Standing Orders as detailed in Appendix A.
- n) That the revised Standing Orders as detailed in Appendix A and incorporating the above changes are approved.

### **Resource Implications**

There are no capital or recurrent resource implications arising if the proposals are approved as the recommendations reflect current practice.

### **Risk Implications**

The proposals have no impact on the overall level of risk facing the University.

### **Equality and Diversity**

There are significant changes in the practices around the appointment to Honorary positions (new Standing Order 11, previously Standing Order 14) which may have an impact on equality and diversity but this has been mitigated. The composition of the Honorary Chair and Readers Committee, which will be renamed the Honorary Appointments Committee, may not allow for a gender mix and so it is proposed that provision is made for the Chair to have the right to co-opt an additional member to the Committee, as necessary to ensure a gender mix. It should be noted that all recommendations that are sent forward for consideration by the Honorary Chairs and Readers Committee will have been considered and recommended by School Promotion Committees which are required to have a gender mix.

### **Timing of decisions**

Changes to the Standing Orders will be introduced in 2017/18.

### **Further Information**

The current Standing Orders can be found in Appendix A and on the Portal:

<https://portal.uea.ac.uk/documents/6207125/7489894/senate.pdf/3937fa4e-2da9-4d18-8b1a-212a43a44928>

The University Statutes and Ordinances can also be found on the portal.

<https://portal.uea.ac.uk/documents/6207125/7465906/Section+3+Statutes.pdf>  
<https://portal.uea.ac.uk/documents/6207125/7465906/Section+3+Ordinances.pdf>

For further information on this paper please contact Dr Andrea Blanchflower (a.blanchflower@uea.ac.uk, x2618).

### **Background**

Over the past three years there has been an increasing focus on the performance of Senate in fulfilling its role as defined in the Ordinances and in reporting to University Council and a review of the effectiveness of Senate is about to commence. However, there has not been a focus on the Standing Orders. The Standing Orders were last amended in 2005 and have not been reviewed in the last 5 years.

## Discussion

The Standing Orders are divided into 14 sections and each is reviewed below. In reviewing each section a range of issues has been identified including:

- Grammatical errors in the phrasing
- Discrepancies between the content in the Standing Orders and other UEA information sources
- Areas where practice has changed and the Standing Orders have not been updated to reflect this.

### 1. Membership

This is a section where the information on the Portal differs from the Standing Orders.

The membership list is consistent with current practice apart from the mention of two representatives from the Students Union. In practice three representatives now attend following the recent creation of a second Education Officer sabbatical position. The three Student Union attendees are:

- The Undergraduate Education Officer
- The Postgraduate Education Officer
- The Welfare, Community and Diversity Officer

It is recommended that the Standing Orders are updated to reflect current practice.

### 2. Meetings

There are no changes required in this section which reflects current practice.

### 3. Order of Business

There are no changes of substance required in this section which reflects current practice. The reference to the committee of Senate should refer to committees.

### 4. Notice of Meetings

There are no changes of substance required in this section which reflects current practice.

### 5. Conduct of Business

This section has become outdated and changes are proposed to simplify the description of how business should be conducted and for it to incorporate the section on voting.

### 6. Voting

It is proposed that this can be merged into the Conduct of Business section.

### 7. Suspension of Standing Orders

It is considered that this section is no longer required and should be deleted.

### 8. Honorary Degrees

There is one aspect of this section that does not reflect current practice. Currently rather than drawing the attention of all members of Assembly to the Standing Order the Registrar and Secretary writes to all Heads of School inviting nominations from members of the University. As this practice may only communicate with academic staff it is suggested that the invitation be extended to Directors of Central Divisions, and that the Staff e-bulletin is used, to ensure all staff receive the communication.

It is therefore recommended that we reword this as follows:

- 2) In each academic year the Registrar and Secretary shall draw the attention of all Heads of School and Directors of Central Divisions to this Standing Order and shall ask for nominations to be submitted to him or her.

It is also recommended that the Committee be re-named the Honorary Degrees and Awards Committee to enable the Honorary Chairs and Readers Committee to be re-named the Honorary Appointments Committee.

9. Service Degrees

The provisions of this section do not appear to have been used in recent years and it is considered that there is no longer a need for the ability to award Service degrees. It is recommended that this provision is removed from the Standing Orders as being no longer required.

10. Title of Emeritus Professor and Reader Emeritus

Changes to this section are required to reflect current practice and improve the process. Firstly, proposals come to Senate having been considered and recommended by the Honorary Degrees and Appointments Committee, to be re-named the Honorary Degrees and Awards Committee. Secondly, the reference to University terms (of study) is outdated and it is proposed to remove any time restrictions.

It is recommended that changes be made to reflect current practice and the Standing Order be amended to read as follows:

Any proposal to confer the title of Emeritus Professor or Reader Emeritus upon a Professor or reader who is retiring fully from their post shall be considered by the Honorary Degrees and Awards Committee and the Committee shall submit its recommendations to the Senate.

11. Members of Council

The wording of this section has been simplified.

12. Selection Committees for Chairs and Readerships

This section has become outdated, does not reflect current practice and is in conflict with the revised Ordinance 12 which states that:

“The Vice-Chancellor shall determine from time to time the process for approving the establishment of all posts other than members of the Executive Team, and the process and authority for the making of appointments. The Vice-Chancellor shall approve the process for determining the salary, terms and conditions of appointments and any subsequent variation, subject to any requirement to consult or negotiate with the recognised trade unions, and any necessary budgetary approval. Such terms and conditions will include those relating to study leave and leave of absence and (subject to Statute 7 and to approval by the Registrar and Secretary) the terms relating to any termination of appointment. All arrangements for the appointment of staff shall have due regard to all statutory obligations including the obligation to promote equality of opportunity”.

It is recommended that this Standing Order is removed as no longer necessary given the revised Ordinance 12.

13. Committees

This section requires two minor changes to reflect current practice.

The current Order stipulates that all members of the Senate committees shall hold office for three years and shall be eligible for reappointment for a further three years; but shall not normally be eligible for a third consecutive term of office. This does not reflect the fact that membership is often a virtue of the particular role a person plays and it is the contribution made by the role holder given their area of responsibility that is important to the work of the committee.

The Order also says that each committee and sub-committee shall have a Chair and a Vice-Chair appointed by the Vice-Chancellor. For many Committees the Chair is defined as a particular role holder and membership is reported to Senate on an annual basis. However, the formal role of Vice Chair in practice does not exist and is not recorded for many committees.

The reference to Statute 29 is now outdated following a rewriting of the statutes. The relevant provisions of Statute 29 are now contained in Statutes 1.8, 1.10.1, and 6 (See Appendix B). It is recommended that we amend the Standing Order to reflect current practice, as follows:

- (1) The Senate may establish committees from time to time determine and delegate such of its powers and duties as it thinks fit.
- (2) Every committee of the Senate shall have power to appoint sub-committees and to delegate such of its powers and duties as it thinks fit.
- (3) Each committee and sub-committee shall have a Chair appointed by the Vice-Chancellor.
- (4) In the case of urgent business requiring attention between meetings of the Senate, or a committee or sub-committee and when it is not reasonably practicable to call a special meeting the relevant Chair or the Vice Chancellor shall have power to exercise all the powers and duties of the Senate, or the committee or sub-committee (subject to Ordinance 3, paragraph 6).
- (5) Standing Order 5, "Conduct of Business" will apply to committees and sub-committees.
- (6) Members of committees and sub-committees (other than ex-officio members) will serve for 3 years (renewable) or until they cease to be qualified in the category in which they are appointed or until removed by resolution of the Senate, whichever is the earlier.
- (7) The Senate may choose/exercise the delegated powers and duties in any circumstance it deems necessary or appropriate.

14. Honorary Appointments

Significant changes are required to this section to reflect current practice. Responsibility for approving recommendations now rests with an Honorary Chairs and Readers Committee, which will be renamed the Honorary Appointments Committee. The Committee reports to the University Promotions Committee and its membership is as follows:

Pro Vice Chancellor (Research) (Chair)  
Executive Dean of the Faculty of Science  
Executive Dean of the Faculty of Medicine and Health Sciences  
Head of the John Innes Centre  
Head of the Institute of Food Research  
Head of the School of Biological Sciences  
Secretary: HR Manager

It is recommended that the Chair be given the right to co-opt one additional member as required.

It is recommended that changes be made to reflect current practice and the Standing Order be amended to read as follows:

- (1) A Head of School may recommend persons of academic standing not being members of the University who are academically suitable and have a teaching or research role in the School for appointment to honorary positions or (in the case of Readerships or Professorships) for other appropriate and beneficial links.
- (2) The recommendations for all appointments if supported by the School Promotions Committee shall be submitted under confidential cover accompanied by a curriculum vitae and a statement by the Head of School of the case for wishing to create the association and an outline of the duties they will perform.

- (3) Additionally, in the case of recommendations for the appointment of honorary Professors, Schools shall submit the names of three external assessors to whom the Committee may refer for independent expert advice as to the suitability of the persons proposed for appointment.
- (4) Decisions and recommendations will be determined by the Honorary Appointments Committee, or in the case of honorary appointments below the level of Reader, the Secretary on behalf of the Committee.
  - a) Recommendations in relation to Honorary Professors will be made by the Honorary Appointments Committee to the relevant Faculty Promotions Committee who will consider cases and, where candidates are considered suitable, resolve to make appointments.
  - b) The Honorary Appointments Committee will resolve on appointments to Honorary Readerships.
- (5) The period of appointment for an honorary Chair or Reader shall be a maximum of five years in the first instance. The period of appointment below Reader level shall be for a maximum of three years in the first instance.
- (6) The Honorary Appointments Committee will terminate any appointment if the person appointed ceases the appropriate association with the University.

The processes do appear complex and it is recommended that the processes and practice are reviewed during 2017/18.

#### **Attachments**

Appendix A – Proposed revised Standing Orders

Appendix B - Extract from the 2016/17 UEA Calendar – Standing Orders of Senate

Appendix C - Statute 29

## Appendix A

### RECOMMENDED REVISED STANDING ORDERS OF THE SENATE

These Standing Orders are made under the provision of paragraph 7, Ordinance 3.

#### 1. Membership

- (1) The membership of Senate is:
  - The Vice-Chancellor (Chair);
  - The Deputy Vice-Chancellor;
  - The Pro-Vice-Chancellors (5);
  - Four Heads of Schools (one from each Faculty);
  - 16 academic representatives (4 from each Faculty) with one of the four from the professoriate and one at lecturer grade;
  - Director of Information Services;
  - Director of Student Services;
  - Principal of City College, Norwich
  - Three representatives of the Union of UEA Students
- (2) In the absence of the Vice-Chancellor the Deputy Vice-Chancellor will act as Chair, otherwise the Vice-Chancellor will nominate the Chair.
- (3) The Senate is the appointing body for all members other than ex-officio members. The Senate will receive nominations from Faculty Executives for the academic representatives.
- (4) Members of the Senate (other than ex-officio members) will serve for 3 years (renewable, but normally only for one further term) or until they cease to be qualified in the category in which they are appointed or until removed by resolution of the Senate, whichever is the earlier.

#### 2. Meetings

- (1) There shall be three ordinary meetings of the Senate in each academic year.
- (2) Special meetings shall be held at such time and such place as the Senate may determine.
- (3) Extraordinary meetings may in case of urgency be summoned by the Vice-Chancellor and shall be summoned by him or her on written requisition signed by ten members.
- (4) At extraordinary meetings no business shall be taken which does not appear on the Agenda paper.
- (5) Five days' notice with the Agenda paper shall be given for ordinary and special meetings and seven days for extraordinary meetings.

#### 3. Order of Business

- (1) The Agenda for any meeting of Senate will be determined by the Chair.
- (2) Business shall be arranged such that items for discussion will be presented under Section A, matters for report (not requiring discussion) will be presented under Section B, and confidential and reserved business under Section C. Each item and any accompanying paper will be clearly presented to the Senate with details of its origin, its status in terms of confidentiality, and the action required from the Senate.

#### **4. Motions**

Any member of the Senate may require a motion which is relevant to the terms of reference of the Senate to be placed on the Agenda paper by giving notice in writing so that it reaches the office of the Registrar and Secretary no later than the seventh day preceding the meeting.

#### **5. Conduct of Business**

- (1) The conduct of business shall be as directed by the Chair of the meeting.
- (2) The Chair may express the consensus on any issue and if there is no dissent it will be deemed to be resolved with no objections. Any matter put to the vote shall be determined by a majority of the members present and voting on the question. In the case of equality of votes, the Chair shall give a second or casting vote.
- (3) Voting shall be by a show of hands except:
  - (a) when Standing Orders require a ballot, or
  - (b) when any member of the Senate requests a ballot.

#### **6. Honorary Degrees**

- (1) Honorary Degrees may be awarded to persons who have achieved distinction through their contribution to science, learning or the arts, through public life either nationally or internationally, or through service to the University or to the counties of Norfolk and Suffolk or otherwise.
- (2) In each academic year the Registrar and Secretary shall draw the attention of all Heads of School and Directors of Central Divisions to this Standing Order and shall ask for nominations to be submitted to him or her.
- (3) Each nomination shall be made in writing and separately, and shall be accompanied by a statement of the grounds on which the recommendation is made.
- (4) All nominations shall be considered by the Honorary Degrees and Awards Committee, together with any other names agreed by the Committee, and the Committee shall submit its recommendations to the Senate.
- (5) Any member of the Senate may give notice in writing to the Registrar and Secretary before the meeting that he or she wishes a discussion to be held on the recommendations of the Committee. If no such notice is given the Senate shall proceed to a vote by ballot. No proposal shall be approved by the Senate unless a simple majority of those voting are in favour of it.
- (6) In exceptional circumstances and where time is of the essence the Chair may consult members of Senate by email, and approve the award under Chair's action.
- (7) No honorary degree shall be conferred in absentia.

#### **7. Title of Emeritus Professor and Reader Emeritus**

Any proposals to confer the title of Emeritus Professor or Reader Emeritus upon a Professor or Reader who is retiring fully from their post shall be considered by the Honorary Degrees and Awards Committee and the Committee shall submit its recommendations to the Senate.

**8. Members of the Council**

- (1) Nominations from members of Senate of candidates for vacancies on Council for Senate representatives shall be lodged with the Registrar and Secretary in writing no later than the eighth day before the ordinary meeting of the Senate in the Summer Committee round and shall state that the consent of the nominee has been obtained. If Senate is content to proceed the nominations may be approved with no objection or following a ballot as appropriate.
- (2) In the event of nominations for the full number of vacancies not being received, other nominations shall be asked for at the meeting.

**10. Committees**

- (1) The Senate may establish committees from time to time determine and delegate such of its powers and duties as it thinks fit.
- (2) Every committee of the Senate shall have power to appoint sub-committees and to delegate such of its powers and duties as it thinks fit.
- (3) Each committee and sub-committee shall have a Chair appointed by the Vice-Chancellor.
- (4) In the case of urgent business requiring attention between meetings of the Senate, or a committee or sub-committee and when it is not reasonably practicable to call a special meeting the relevant Chair or the Vice Chancellor shall have power to exercise all the powers and duties of the Senate, or the committee or sub-committee (subject to Ordinance 3, paragraph 6).
- (5) Standing Order 5, "Conduct of Business" will apply to committees and sub-committees.
- (6) Members of committees and sub-committees (other than ex-officio members) will serve for 3 years (renewable) or until they cease to be qualified in the category in which they are appointed or until removed by resolution of the Senate, whichever is the earlier.
- (7) The Senate may choose/exercise the delegated powers and duties in any circumstance it deems necessary or appropriate.

**11. Honorary Appointments**

- (1) The Honorary Appointments Committee, a sub-committee of the University Promotions Committee has responsibility for approving recommendations for Honorary Appointments. The membership is as follows:

Pro Vice Chancellor (Research) (Chair)  
Pro Vice Chancellor for the Faculty of Science  
Pro Vice Chancellor for the Faculty of Medicine and Health Sciences  
Head of the John Innes Centre  
Head of the Institute of Food Research  
Head of the School of Biological Sciences  
One member co-opted by the Chair as required  
Secretary: HR Manager

- (2) A Head of School may recommend persons of academic standing not being members of the University who are academically suitable and have a teaching or research role in the School for appointment to honorary positions or (in the case of Readerships or Professorships) for other appropriate and beneficial links.
- (3) The recommendations for all appointments if supported by the School Promotions Committee shall be submitted under confidential cover accompanied by a curriculum vitae and a statement by the Head of School of the case for wishing to create the association and an outline of the duties they will perform.
- (4) Additionally, in the case of recommendations for the appointment of honorary Professors, Schools shall submit the names of three external assessors to whom the Committee may refer for independent expert advice as to the suitability of the persons proposed for appointment.
- (5) Decisions and recommendations will be determined by the Honorary Appointments Committee, or in the case of honorary appointments below the level of Reader, the Secretary on behalf of the Committee.
  - (a) Recommendations in relation to Honorary Professors will be made by the Honorary Appointments Committee to the relevant Faculty Promotions Committee, who will consider cases and where candidates are considered suitable resolve to make appointments.
  - (b) The Honorary Appointments Committee will resolve on appointments to Honorary Readerships.
- (6) The period of appointment for an honorary Chair or Reader shall be a maximum of five years in the first instance. The period of appointment below Reader level shall be for a maximum of three years in the first instance.
- (7) The Honorary Appointments Committee will terminate any appointment if the person appointed ceases the appropriate association with the University.

Senate 10.3.71: Minute 136  
 Senate 10.2.71: Minute 116(1)  
 Senate 10.5.72: Minute 201  
 Senate 22.5.74: Minute 251  
 Senate 7.3.79: Minute 137  
 Senate 1.12.82: Minute 57(7)  
 Senate 26.2.86: Minute 78

Senate 1.3.89: Minute 52(3)  
 Senate 6.6.89: Minute 66  
 Senate 16.1.91: Minute 23(1)  
 Senate 28.6.00: Minute 44  
 Senate 20.11.02: Minute 8 (d)  
 Senate 2.3.05 : Minute 17  
 Senate 7.6.17: Minute xx

## Appendix B

### CURRENT STANDING ORDERS OF THE SENATE (2016-17 UEA Calendar extract)

#### 1. **Membership**

The Vice-Chancellor;  
The Pro-Vice-Chancellors (2);  
The Executive Deans of Faculty (4);  
Four Heads of Schools (one from each faculty);  
16 academic representatives (4 from each faculty) with one of the Four from the professoriate and one at lecturer grade;  
Director of Information Services;  
Director of Student Services;  
Principal of City College, Norwich  
Two representatives of the Union of UEA Students

#### 2. **Meetings**

- 1) There shall be three ordinary meetings of the Senate in each academic year.
- 2) Special meetings shall be held at such time and such place as the Senate may determine.
- 3) Extraordinary meetings may in case of urgency be summoned by the Vice-Chancellor and shall be summoned by him or her on written requisition signed by ten members.
- 4) At extraordinary meetings no business shall be taken which does not appear on the Agenda paper.
- 5) Five days' notice with the Agenda paper shall be given for ordinary and special meetings and seven days' for extraordinary meetings.

#### 3. **Order of Business**

Unless the Vice-Chancellor shall otherwise direct, the order of business at an ordinary meeting shall normally be:

- (a) Minutes
- (b) Matters arising from the Minutes
- (c) Statements by the Vice-Chancellor
- (d) Matters for discussion by Senate under Section A
- (e) Matters for report to the Senate under Section B
- (f) Confidential and reserved business for Senate under Section C

Matters for discussion or report may come from several sources such as Council, the committee of Senate, the University's Executive Team, the Boards of Schools, the Assembly and members of the Senate including the student representatives.

Business shall be arranged on the Agenda such that items for discussion will be presented under Section A and matters for report (not requiring discussion) will be presented under Section B. Each item and any accompanying paper will be clearly presented to the Senate with details of its origin, its status in terms of confidentiality, and the action required from the Senate.

#### 4. **Notice of Motions**

- 1) Any member of the Senate may require a motion to be placed on the Agenda paper by giving notice in writing so that it reaches the office of the Registrar and Secretary no later than the seventh preceding the meeting.
- 2) No resolution may be rescinded or altered in the term in which it is passed or in the term immediately following; nor may any resolution which has been rejected be moved again in the term in which it was rejected or in the term immediately following, unless notice of the motion proposing to rescind or alter the resolution which has been passed to or re-introduce the rejected motion be signed by ten members of the Senate.

## **5. Conduct of Business**

- 1) The conduct of business shall be directed by the Chair of the meeting. His or her ruling upon a point of order shall be final.
- 2) All motions, except those from the Chair, must be seconded before being put to the meeting.
- 3) Every matter put to the vote shall be determined by a majority of the members present and voting on the question. In the case of equality of votes, the Chair shall give a second or casting vote.
- 4) Reports for discussion from the boards and committees of Senate should be moved by their respective Chair or by their representatives. Any Chair of a committee shall have the right to attend a meeting at which a report is being presented and to speak to the report
- 5) The motion "That the Senate proceed to the next business" shall be put to the vote immediately and without discussion
- 6) The motion that 'The question be now put' shall be put to the vote immediately and without discussion.

## **6. Voting**

Voting shall be by a show of hands except:

- 1) when Standing Orders require a ballot, or
- 2) when any member of the Senate requests a ballot.

## **7. Suspension of Standing Orders**

Standing Orders may be suspended if two-thirds of members present and voting vote in favour.

## **8. Honorary Degrees**

- 1) Honorary Degrees may be awarded to persons who have achieved distinction primarily through their contribution to science, learning or the arts, through public life either nationally or internationally, or through service to the University or to the counties of Norfolk and Suffolk. The Honorary Masters degree shall normally be awarded only to persons in the local community whose public service has been of benefit and value to the University.
- 2) In each academic year the Registrar and Secretary shall draw the attention of all members of the Assembly to this Standing Order and shall ask for nominations to be submitted to him or her.
- 3) Each nomination shall be made in writing and separately, and shall be accompanied by a statement of the grounds on which the recommendation is made.
- 4) All nominations shall be considered by the Honorary Degrees and Appointments Committee, together with any other names suggested by members of the Committee, and the Committee shall submit its recommendations to the Senate.
- 5) Any member of the Senate may give notice in writing to the Registrar and Secretary before the meeting that he or she wishes a discussion to be held on the recommendations of the Committee. If no such notice is given the Senate shall proceed to a vote by ballot. No proposal shall be approved by the Senate unless a simple majority of those voting are in favour of it.
- 6) No honorary degree shall be conferred in absentia.

## **9. Service Degrees**

- 1) Proposals may be made in the Senate for the conferment of a Service Degree on Professors and Readers who hold no other degrees. Any such proposals shall be referred by the Senate to the Honorary Degrees and Appointments Committee for consideration and report.
- 2)
  - a) Without prejudice to the foregoing any member of the academic, Library or senior administrative staff who is of three years standing from appointment but holds no degree of any University shall be eligible to receive a Service Degree on the recommendation of the Honorary Degrees and Appointments Committee.
  - b) A member of the academic staff who is a holder of a foreign degree which does not entitle the holder to wear academic dress shall be entitled to receive a Service Degree on the recommendation of the Honorary Degrees and Appointments Committee.
- 3) When any proposal for the conferment of a Service Degree appears in the Agenda of the Senate, the name of the recipient shall be circulated with the Agenda but under cover as a confidential paper.
- 4) No such proposal shall be approved by the Senate unless two-thirds of those who vote are in favour of it.
- 5) Any degree so conferred shall not itself carry the right to enter for a Higher Degree.

## **10. Title of Emeritus Professor and Reader Emeritus**

A proposal to confer the title of Emeritus Professor or Reader Emeritus shall be put before a meeting of the Senate in the term before the retirement is due to take place.

## **11. Members of the Council**

- 1) The Senate shall ordinarily appoint its representatives to serve on the Council at the ordinary meeting in the Summer Committee round. At the last ordinary meeting in the Spring Committee round the Senate shall be informed whether there are any vacancies or impending vacancies among members of the Council appointed by the Senate.
- 2) The nomination of candidates for vacancies shall be lodged with the Registrar and Secretary in writing no later than the eighth day before the ordinary meeting of the Senate in the Summer Committee round and shall state that the consent of the nominee has been obtained.
- 3) In the event of nominations for the full number of vacancies not being received, the persons nominated shall be declared elected and at the first ordinary meeting of the Senate other nominations shall be asked for and voted upon by ballot by those persons present and entitled to vote.

## **12. Selection Committees for Chairs and Readerships**

- 1) When an appointment is to be made to a Chair (other than to a John Innes Chair) or Readership, a Selection Committee shall be appointed comprising the following membership:

	The Vice-Chancellor
	The Pro-Vice-Chancellors
	Deans of Faculty
	The Head of the School concerned
(Senate 6.11.68)	Two members nominated by the Board of the
Minute 63 (9)	School concerned
	One member appointed by the Senate
(Senate 18.6.69)	Not less than two external Assessors
Minute 240	appointed by the Senate from a panel of
	names proposed by the Board of the School

- 2) The Selection Committee shall report its recommendations in writing to the Senate.

### **13. Committees**

- 1) The Senate shall establish such committees as it may from time to time determine and may delegate to such committees respectively such of the powers and duties of the Senate as it shall think fit.
- 2) All members of the Senate committees shall hold office for three years and shall be eligible for reappointment for a further three years; but shall not normally be eligible for a third consecutive term of office.
- 3) Every committee of the Senate shall have power to appoint sub-committees and to sub-delegate to such sub-committees such of its powers and duties as the committee shall think fit.
- 4) The provisions of Statute 29 about procedure shall apply to the committees of the Senate.
- 5) Each committee and sub-committee shall have a Chair and a Vice-Chair appointed by the Vice-Chancellor.
- 6) In the case of urgent business requiring attention between meetings of the Senate (or a committee or sub-committee) and when it is not reasonably practicable to call a special meeting the Chair (or in his or her absence the Vice-Chair) of the Senate (or committee or sub-committee) shall have power to exercise all the powers and duties of the Senate (or committee or subcommittee.)

### **14. Honorary Appointments**

- 1) A Board of a School or a Centre may recommend persons of academic standing not being members of the University who are academically suitable and have a teaching role in the School for appointment to honorary Lectureships, Readerships or Professorships.
- 2) All honorary appointments shall be made by the Council on the recommendation of the Senate. The period of an appointment shall be for a maximum of three years in the first instance but the appointment may be terminate if at any time the person appointed ceases to be associated with the teaching and research of the School or Centre.
- 3) The recommendations for all appointments shall be submitted under confidential cover and must be accompanied by a curriculum vitae for each candidate and an outline of the duties he will perform. In the cas e of recommendations for the appointment of honorary Readers or Professors, Boards or Centres shall in addition submit the names of two external assessors to whom the Senate may refer for independent expert advice as to the suitability of the persons proposed for appointment.

**NB** Notwithstanding Standing Order 16(2) the Council (26 June 1989: Minute 44(6)) has resolved that honorary appointments other than those to honorary Readerships and Professorships be made by the Director of Personnel on a recommendation from the Head of the relevant School.

Senate 10.3.71: Minute 136  
Senate 10.2.71: Minute 116(1)  
Senate 10.5.72: Minute 201  
Senate 22.5.74: Minute 251  
Senate 7.3.79: Minute 137  
Senate 1.12.82: Minute 57(7)  
Senate 26.2.86: Minute 78

Senate 1.3.89: Minute 52(3)  
Senate 6.6.89: Minute 66  
Senate 16.1.91: Minute 23(1)  
Senate 28.6.00: Minute 44  
Senate 20.11.02: Minute 8 (d)  
Senate 2.3.05 : Minute 17

## Appendix C

### Statute 29

An evaluation of Statute 29 and whether the provisions remain valid within the Senate Standing Orders.

#### Part 1 - Statute 29 Procedure (prior to amendment in 2008) with comments

(1) The following provisions shall, except where other provision is expressly made in these Statutes, apply to the Court, the Council, the Senate, the Boards of the Schools and the Assembly (which bodies are in this Statute called "Statutory Bodies") and each of them:

		Comment
A	Any Appointed Member and the Chairman (other than an ex-officio Chairman) may resign his office. Any Appointed Member and the Chairman (other than an ex-officio Chairman) shall be eligible for reappointment. An Appointed Member need not be a member of the body which appoints him.	New Statute 1.8 refers to Council
B	Any Appointed Member who is required by these Statutes to possess any qualification shall vacate office if he ceases to possess that qualification.	New Statute 1.10.1 refers to Council For Senate, this is covered by the proposed new wording of Standing Order 1 and 10
C	There shall be a quorum at any meeting of any of the Statutory Bodies other than the Assembly when not less than one-third of the members in residence are present. Subject to the provisions of the Charter every matter other than the Standing Orders shall be determined by the majority of the members present and voting on the question. In case of equality of votes, the Chairman or other presiding officer shall give a second or casting vote. Every matter concerning Standing Orders shall be determined by a two-thirds majority of the votes cast by those present and voting on the question	Not required given Senate Standing Order 5
D	If a meeting of Council is quorate but less than half the members present are independent members, then a majority of the independent members present shall be able to require, before or immediately after a decision is taken, that the decision be deferred until the next meeting and will not take effect until and unless it is ratified at that meeting. A decision shall not be deferred more than once under this provision.	New Statute 1.11 but not relevant to Senate
E	Any of the Statutory Bodies may determine the time and place of its meetings and the procedure to be followed thereat.	Not required given Standing Order 2
F	Any casual vacancy occurring in any of the Statutory Bodies by resignation, removal from office, incapacity or death among its Appointed Members shall be filled by the person who or body which nominated or appointed the member whose place has become vacant. A member of any of the Statutory Bodies who is appointed to fill a casual vacancy shall be appointed as soon as may be and shall in addition serve a full term of office commencing on the first day of August following his appointment.	Considered unnecessary for Senate

G	Each of the Statutory Bodies may appoint such and so many committees consisting either wholly or partly of members of the Body as it may think fit; and may as it wishes delegate functions to such committees; and the provisions of this Statute shall apply to any committee of any of the Statutory Bodies. Provided that nothing in this paragraph shall enable the Council to delegate its power to reach a decision under paragraph (10)(B) of Statute 27.	Not required given Standing Order 13
H	The Statutory Bodies may make regulations for the purpose of the exercise of any of their powers or the performance of any of their duties; provided that no such regulations shall be repugnant to the Charter or to these Statutes.	Not required given Ordinance 3
I	The proceedings of any of the Statutory Bodies shall not be invalidated by any vacancy in its number or by any defect in the appointment or qualifications of the members	New Statute 6

(2) Any person appointed to an office under these Statutes shall, except as otherwise provided in these Statutes, be eligible for reappointment.

## Part 2 - Replacement statutes (extracts)

### Statute 1 – The Council

Statute 1.8 Any appointed member of Council may resign at any time in writing addressed to the person performing the role of secretary to the Council.

Statute 1.10 Any appointed member of the Council may be removed from office by resolution of the Council in the event that the member:

- 1.10.1 ceases to hold an office which was a material consideration in their appointments; or
- 1.10.2 does not attend a meeting of Council in any twelve month period; or
- 1.10.3 whose actions or behaviour are incompatible with holding public office or office as a trustee.

Statute 1.11 Quorum: The quorum shall be one-third of the members providing always that there is a majority of independent members present. In the absence of a quorum, at the beginning of or during a meeting of the Council, no business shall be transacted other than the adjournment of the meeting.

### Statute 6 Invalid Acts During Vacancies

6.1 Acts or resolutions of the Council, the Senate or any Committee or Board constituted in accordance with these Statutes shall not be invalid by reason only of any vacancy in the body doing or passing it; nor will such acts or resolutions be invalid by reason of any want of qualification by or invalidity in the election or appointment of any member of the body whether present or absent, or breach (other than a substantial breach) of the Ordinances or other rules governing the proceedings of those bodies.

### Ordinance 3 – The Senate

#### Terms of Reference

3. The Senate shall act always in the best interests of the University as a whole and within the strategies and financial plans approved by the Council.