APPOINTMENT OF ACADEMIC STAFF

PROCEDURES FOR THE APPOINTMENT OF EXECUTIVE DEANS

Issued: 08.03.2016

1. A joint committee of the Council and the Senate makes an Executive Dean appointment on behalf of the Council and the Senate.

2. The committee shall have the following membership:
   
   i) the Vice-Chancellor, Chair ex officio;
   
   ii) three members of the Council appointed by the Council;
   
   iii) two members of the Senate, one of whom should be from the faculty and one of whom should be from outside the faculty, appointed by the Senate, by election;
   
   iv) one member of the faculty, appointed by the faculty, by election;
   
   v) one student member appointed by the OU Students Association.

   The University Secretary will be in attendance.

3. The terms of reference of the Committee are to advise the Vice-Chancellor in identifying the most suitable candidate for appointment to the Executive Deanship, using as guidelines the Effective Recruitment and Selection Guide produced by Human Resources.

4. All deliberations of the Committee shall be confidential.

5. The appointment period for an Executive Dean shall be for a maximum of five years with reappointment up to a further period of two years subject to the agreement of the Executive Dean and the Vice-Chancellor. The Vice-Chancellor’s decision will be informed by soundings from the Faculty’s senior management team.

6. In the event of a casual vacancy, for whatever reason, the Vice-Chancellor may appoint an Acting Executive Dean to hold office until a full appointment is made.

7. Executive Deans are normally appointed from within the Faculty initially.

8. If an external candidate is appointed they will be appointed to a permanent substantive role in the Faculty and seconded to the Executive Deanship.

Considered by the Senate on: 27 January 2016
Approved by the Council on: 8 March 2016