

**PROCEDURES FOR THE APPOINTMENT
OF MEMBERS OF THE BOARD OF GOVERNORS**

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Oxford Brookes University – Board of Governors

Procedures for the appointment of members of The Board of Governors

1. **Adoption**

- 1.1 These rules have been adopted by the Board of Governors (“the Board”) at its meeting on 5 March 2015 to regulate the appointment of members of the Board.

2. **Composition of the Board and the Appointment Authority**

- 2.1 The Composition of the Board and the Appointing Authority for any member shall be determined in accordance with the Instrument of Government for the time being in force.
- 2.2 The Independent Members Committee shall be the appointing authority in those cases where the Instrument provides for the current Independent Members to be the appointing authority.

3. **Appointment of External Members**

- 3.1 External members are the Independent Members and Co-opted Members other than staff or full-time students.

3.2 The Nominations Committee

The Board shall establish a Nominations Committee which shall consist of at least three current external members of the Board and may include members who are not Governors.

3.3 The Independent Members’ Committee

- a) The Independent Members’ Committee shall consist of the Independent Members of the Board.
- b) The Chair and Deputy Chair of the Independent Members’ Committee shall be the Chair and Deputy Chair of the Board respectively if they are members of the Committee, otherwise the Committee shall appoint a Chair and Deputy Chair as necessary.

Procedure

- 3.4 When it is known that a vacancy will arise or has arisen the Nominations Committee shall, between six and twelve months before the vacancy arises or as soon as is practicable:
- a) determine the procedure to be adopted to bring forward nominations for prospective external members;
- b) approve such criteria against which nominations for any vacancy will be considered;
- c) determine the period of office for which any member will be appointed.

3.5 In determining the appropriate procedure in accordance with 3.4 (a) above the Committee shall have regard to:

- a) a member serving as Chair or Deputy Chair shall normally be reappointed so that the member can serve for a total of four years in either office;
- b) the desirability of a broadly based search for nominations, including invitations to the community at large through public advertisements, to staff and students, to specific public bodies, to commercial organisations, to trade union organisations and to other bodies.
- c) whether there have been recent searches and the extent to which such searches were successful and have established a reserve of prospective members;
- d) the intentions of existing members regarding re-appointment in cases where a member is prepared to serve for a second four year term, the Nominations Committee shall have the option of recommending re-appointment to the Board without seeking alternative nominations;
- e) the normal expectation that a member should serve for no more than two consecutive terms;
- f) the desirability of arranging interviews with prospective members.

3.6 The procedure shall give a minimum of 14 days notice for the receipt of nominations.

3.7 In determining appropriate criteria in accordance with 3.4 (b) the Committee shall have regard to:

- a) the requirements of the Instrument of Government;
- b) the need to discharge its responsibilities, and the desirability of a balance of personal attributes amongst members of the Board.

3.8 In determining the appropriate period of office in accordance with 3.4 (c) above the Committee shall have regard to the following:

- a) normally a member should be appointed for a term of four years;
- b) the normal periods of office may be adjusted either way, usually by no more than one year, if this achieves the Board's objective of an evenly spaced turnover of members over time.
- c) a Chair or Deputy Chair can be reappointed for a period necessary to allow the member to serve for four years in either office (see 3.5 (a) above).

4. Co-opted Members

4.1 The Board of Governors will determine from time to time the number of Co-opted Members to be appointed. One of those members shall be a person with experience in education who is not a member of staff or a student of the University. Unless the Board determines otherwise one of the Co-opted Members shall be a "teaching staff nominee", one shall be a "non-teaching staff nominee" and one shall be the President of the Students' Union for the time being.

Teaching Staff Nominees

4.2 A teacher is a member of staff who:

- a) Has an academic staff contract or
- b) is a professor or
- c) is a member of senior staff based in an academic school.

Non-teaching Staff Nominee

- 4.4 Non-teaching staff nominees shall be persons employed full-time or part-time by the University other than as a teacher (as defined above).

Taking Up Membership

- 4.5 A teaching staff nominee or non-teaching staff nominee once appointed in accordance with Rule 5 will be deemed to have been co-opted by the Board immediately, or from when the vacancy arises, whichever is the later.

Other Co-opted Members

- 4.6 Co-opted members other than staff nominees or the President of the Students' Union will be appointed in accordance with paragraph 3.4.

5. The Appointment of Teaching and Non-teaching Staff Nominees

The Appointment Committee

- 5.1 In advance of vacancy falling due for a Teaching or Non-teaching Staff Nominated Governor an Appointment Committee will be formed. The Committee will consist of 4 members, two drawn from the elected members of the Academic Board and two drawn from the Nominations Committee of the Board of Governors. If sufficient elected members are unable or unwilling to form part of the Committee then any two members of Academic Board may substitute. The Committee will be responsible for publishing a person specification and role description for the vacancy, encouraging applications from the University's staff, short listing for interview from the applications, and interviewing and selecting from the shortlisted.

Selection Process

- 5.2 A notice of Vacancy for a Teaching or Non-Teaching Staff Nominated Governor will be issued inviting written applications for the role against the published role and person specification. Closing date for applications will be at least 14 days after the notice is published. The Appointment Committee shall consider the applications and agree on a shortlist of no more than 6 candidates, in selecting candidates for interview the Committee must have due regard to the University's equality and diversity responsibilities and the diversity of the membership of the Board of Governors. Candidates will be interviewed using the university's established standards and expectations for interview.

Taking Up Membership

- 5.3 A teaching staff nominee or non-teaching staff nominee selected by a majority of the Appointment Committee present at the end of the interview process will be appointed in accordance with Rule 5.1 and will be deemed to have been co-opted by the Board immediately, or from when the vacancy arises, whichever is the later.

Eligibility

- 5.4 A member of staff who has served for two consecutive terms of office will not be eligible for reappointment for a further consecutive term.