

## XXA. HEADS OF SCHOOLS WITHIN COLLEGES

---

1. Following on from Ordinance XX, paragraph 6, this Ordinance sets out a procedure for the appointment of Heads of Schools, Centres or Institutes within Colleges.
2. Where an actual or potential vacancy in the Headship of a School, Centre or Institute, the following procedure shall be followed :
  - [a] At the request of the Dean of College, who shall prepare appropriate particulars, the post shall be advertised internally through the Human Resources Department and applications invited.
  - [b] Each applicant shall be interviewed by an Appointment Panel comprising :
    - A member of the Executive (chair)
    - 1 other member of the Executive
    - Dean of College
    - Dean of another College or Head of another School

A member of the Human Resources Department shall act as Secretary.

When more than 3 applications are received, it shall be open to the Appointments Panel to shortlist candidates and interview only the short-listed applicants.

- [c] Following the interview(s), the Panel shall make a recommendation to the Vice-Chancellor, who shall decide on the appointment. The terms of the appointment shall be determined by the Vice-Chancellor and reported to the Remuneration Committee.
- [d] The Vice-Chancellor shall report his decision to the next meeting of the Council.
- [e] If the Vice-Chancellor does not accept the recommendation, the process may be repeated. It shall be open to the Vice-Chancellor to decide at any stage, including at the outset, to advertise externally for the position. In this case, the University's normal appointment procedures shall be followed.
- [f] In the case off a temporary absence of a Head of School or a temporary vacancy in the Headship, the Vice-Chancellor shall – on the recommendation of the Head of College – appoint an Acting Head.
- [g] The Vice-Chancellor shall have power to terminate the appointment of the Head of School, and shall report such a decision to the next meeting of the Council.