

**BISHOP GROSSETESTE UNIVERSITY**

**SELECTION COMMITTEE**

**TERMS OF REFERENCE**

#### Constitution

1. The University Council has established a committee of the University Council known as the Selection Committee.

#### Membership

1. The Committee and its Chair shall be appointed by the University Council. The Committee shall normally consist of the same members as the Remuneration Committee and shall comprise at least four members, as follows:
* the Chair of the University Council;
* at least three other independent members, who may be Members of the University Council or appointed from outside the University (provided that the majority of the members of the Committee are Members of the University Council);
* The membership of the Committee will normally include the Chair of the Finance, Employment and General Purposes Committee and a member of the Audit Committee;
* the Vice-Chancellor will normally be a member of the Committee unless the post of Vice-Chancellor is under consideration; and
* Staff Member(s) and Student Member(s) of the University Council may not be members of the Committee.

Quorum

1. A quorum shall be at least three members of the Committee, the majority of whom should be members of the University Council.

Chair

1. The Chair of the Committee shall normally be the Chair of the University Council.
2. Where the Chair of the Committee is absent the members shall choose one of their number, who must be a member of the University Council, to act as chair for that meeting.

#### Term of Office

1. The University Council shall determine the term of office of members of the Committee, and shall review this annually subject to any membership requirements in the Instrument and Articles of Government.

Attendance at meetings

1. No other persons may attend meetings unless invited to do so by the Committee.
2. No person in attendance shall be treated as a member of the Committee for voting, quorum or any other purpose.

#### Voting

1. Voting:
* All members of the Committee shall be entitled to vote.
* In the event of an equal vote on any matter, the Chair of the Committee shall have a second and casting vote.

Frequency of meetings

1. A meeting will be called by the Registrar and University Secretary at the request of the Chair of the Selection Committee as and when required.

#### Responsibilities

1. The role of the Committee is to advise the University Council about the recruitment and selection of the Vice-Chancellor, the holders of senior posts and such other senior members of staff as the University Council deems appropriate.
2. The Committee will determine the process to be followed when recruiting to such posts, will interview candidates and will make recommendations on appointment to the University Council.
3. The Committee may make recommendations on any other relevant matter referred it by the University Council.
4. The Committee may carry out any other duties delegated to it by the University Council.
5. The Committee is not authorised to make decisions on any matters which are specified in the Instrument and Articles of Government as being the prerogative of the whole University Council or other committees or authorities.

Reporting procedures

1. The minutes (or a report) of meetings of the Committee will be circulated to all members of the University Council.

Clerking arrangements

1. The Registrar and University Secretary (or other appropriate independent individual) will act as clerk to the Committee.