

**ELECTION TO HEADSHIP OF
THE SCHOOL OF ENGINEERING, 2008**

Election Timeframe

Request for nominations: Monday, 31st March, 2008

Deadline for nominations: Monday, 14th April, 2008

Letter to Provost seeking consent: Monday, 14th April, 2008

Reply from Provost: Wednesday, 16th April, 2008

Issuing of Ballot Papers: Friday, 18th April, 2008

Close of Ballot: Wednesday, 7th May, 2008

Result to Provost: Wednesday, 7th May, 2008

Proposal by Provost to Board: Wednesday, 21st May, 2008

PROCEDURES FOR THE ELECTION TO HEADSHIP OF THE SCHOOL OF ENGINEERING, 2008

Arrangements are being made for the election of a Head of School for the School of Engineering, commencing on 13th July, 2008. The current Head of School, Professor John Fitzpatrick, is eligible to serve another term.

Governance documents specify that Heads of School are appointed by, and are formally accountable to, the Board, on the nomination of the Provost, from amongst members within the School who must be on the Senior Lecturer grade or above and who consent to their nomination. The procedure for nomination is:

- (i) the process of election to Headship of School is supervised by the Faculty Dean;
- (ii) at least three months before the expiry of the term of appointment of the existing Head of School, the Dean will inform staff of the need for an election and of the procedures to be followed, and will invite nominations from members of the academic staff;
- (iii) the electorate shall consist of all full-time and part-time academic and support members of staff in the School who are on the payroll (with contracts of at least 12 months in duration or who have completed continuous employment with the College of 12 months' duration); postgraduate and undergraduate student representatives; and full-time and part-time research staff who are on the payroll (with contracts of at least 12 months' duration or who have completed continuous employment with the College of 12 months' duration);
- (iv) the academic staff vote will count for at least 70% of the total eligible vote and the vote of the other three groups will collectively account for a maximum of 30%; a candidate must secure at least 50% of the academic vote; if there is only one candidate, s/he must secure at least 55% of the total votes cast and at least 50% of the academic votes cast;
- (v) nominations for Head of School must be from academic staff only within the School, seconded by another academic member of staff from within the School;
- (vi) candidates for election must be on the Senior Lecturer grade or above and must consent to their nomination;
- (vii) nominations for Headship must be received by the Dean on the prescribed form by **12 noon on Monday, 14th April, 2008**. Late nominations will not be accepted under any circumstances;
- (viii) if no candidate or only one candidate is nominated, the Provost may require that a process of combined nomination and election is followed;
- (ix) the Dean will advise the Provost of the name(s) proposed and, on receiving the Provost's consent, will conduct an election by secret ballot.

BALLOT

- (i) ballot papers and return envelopes will be forwarded to all electors in the School on Friday, 18th April and must be returned to the School Office by 12 noon on Wednesday, 7th May;
- (ii) the ballot paper will indicate the name(s) of the candidate(s) and must have a School stamp to ensure authenticity at the counting stage;
- (iii) all ballot papers must be returned to the School Office in the envelopes provided and be received by the date and the time specified. Any ballot papers not returned in this way and those returned late will not be counted. All envelopes must be date stamped on receipt to ensure that they were received within the timescale;
- (iv) all ballot papers are opened at the same time in the presence of an adjudicator. The adjudicator must be from outside the School. The votes are counted and the candidate with the most votes is nominated to the Provost.

NOMINATION TO BOARD

- (i) the Provost will present the name of the elected candidate to the Headship of the School to Board for approval at its meeting on Wednesday, 21st May and to Council for information;
- (ii) once approval has been received, the candidates and School are advised formally by the Dean.

TERM OF OFFICE

- (i) the term of office for those appointed to Headship of the School of Engineering will be three to five years, with the possibility of renewal for a total period of no more than eight years;
- (ii) Headship of School carries a remuneration of €15,864 per annum

FURTHER INFORMATION

Please visit <http://www.tcd.ie/local/structures/governance.php> for full details or contact the School Administrator, Michael Slevin, at maslevin@tcd.ie

Faculty of Engineering, Mathematics and Science

School of Engineering

ELECTION TO HEADSHIP OF SCHOOL, 2008

Nominations are invited for the position of Head of School in the School of Engineering (consisting of the Departments of Civil, Structural and Environmental Engineering; Electronic and Electrical Engineering; and Mechanical and Manufacturing Engineering). The term of office for those appointed to Headship of School will be three to five years, with the possibility of renewal for a total period of no more than eight years. Candidates for election must be on the Senior Lecturer grade or above and must have given their consent to their nomination. The Head of School is responsible for the effective general management of the School, for ensuring the provision of academic leadership and strategic vision, and for the quality of the student experience. The Head of School will be the budget holder for the School and will exercise his/her authority in consultation with the School Executive Committee and the School Committee, and with due delegation of responsibilities as appropriate. Allowance: €15,864 per annum. For more information, check the College website: <http://www.tcd.ie/local/structures/govappointheadschool.php>

Nominations for election to this position should be submitted on the form below, and should be returned to the School Office **to arrive not later than 12 noon on Monday, 14th April, 2008.** Following receipt of nominations and providing consent is received from the Provost, a secret ballot will be conducted. The electorate consists of all full-time and part-time members of academic and support staff in the School, student representatives and research staff, as per College governance: <http://www.tcd.ie/local/structures/govappointheadschool.php>

Professor Clive Williams
Dean
Faculty of Engineering, Mathematics and Science

31st March, 2008

ELECTION OF HEAD OF THE SCHOOL OF ENGINEERING, 2008

I wish to nominate for election to Headship of the School of Engineering and I have obtained his/her consent to this nomination.

Signature of nominator: _____
Date: _____

Seconded by: _____
Date: _____

Signature of nominee: _____
Date: _____
