

Schedule 1

Process by which the Provost is chosen by College

1. Decisions and Procedures

- (1) Subject to the terms of the Chapter, all of the decisions taken and procedures adopted and implemented relating to the process shall be fair and equitable and shall be subject to the principles of natural and constitutional justice and fair procedures.

2. Candidates and applicants

- (1) Board may provide that holders of offices in College who have submitted applications, but who are neither Annual Statutory Officers nor Faculty Deans, shall be deemed to have resigned from such office in like manner as a Registrar or to have stepped aside from the exercise of the functions of such such office in like manner as an Officer (other than the Registrar) or Dean.
- (2) Board may provide that applicants who are members of committees other than Board shall be deemed to have stepped aside from such committees in like manner as a member of Board.

3. Timetable principles

- (1) The principles in this section shall be a guide to Board generally, and to the Steering Committee in particular, in preparing a timetable for the process.
- (2) The process shall commence with the decision of Board to establish the Recommendation Committee.
- (3) (a) At the last meeting of the academic year before the tenure of a serving Provost is due to terminate by effluxion of time, Board shall establish the Recommendation Committee and enjoin the Registrar and Secretary to begin preparations for the process of choosing the new Provost.
(b) At the first meeting of the academic year in which the tenure of a serving Provost is due to terminate by effluxion of time, Board shall establish the Steering Committee, the Interview Committee and the Appeals Committee.
- (4) (a) Where the tenure of a Provost has terminated in any manner other than by effluxion of time, then at the first meeting after such termination or notice of such termination, Board shall establish the Recommendation Committee and enjoin the Registrar and Secretary to begin preparations for the process of choosing the new Provost.
(b) At its next meeting, Board shall establish the Steering Committee, the Interview Committee and the Appeals Committee.

- (5) At the meeting at which the Steering Committee, the Interview Committee and the Appeals Committee are established, and at any meeting thereafter, Board may give these Committees any necessary directions or additional functions.
- (6) Where the timetable prepared by the Steering Committee has been approved by Board, the Steering Committee shall publish that timetable.
- (7) Where the draft advertisement, further particulars of the post, and details required for applications, have been prepared by the Steering Committee and approved by Board, the Steering Committee shall place the advertisement and otherwise encourage applications from potential applicants.
- (8) Where the date for receipt of applications has passed, the Steering Committee shall
 - (a) inform the Interview Committee of the names, if any, of all applicants who have submitted complete and valid applications,
 - (b) publish the draft electoral register.
- (9) Once the Interview Committee has interviewed the applicants and sent to the Steering Committee the names of those going forward as candidates for election, if any, then the Steering Committee shall publish the final electoral register.
- (10) Once complete and valid nomination papers have been submitted by the candidates to the Steering Committee, the Steering Committee shall publish the names and the election period shall commence.
- (11) The election and count shall take place on the date prescribed by the Steering Committee.
- (12) The process shall come to an end with the decision of Board appointing the Provost.

4. Committees

- (1) No appeal shall be brought to the Appeals Committee after the expiration of two working days after the day on which an impugned decision is announced.
- (2) Notwithstanding subsection (1), if the impugned decision is announced less than three working days before the day of, or on the day of, the interview or the election, then any appeal shall be brought on the day that the decision is announced.
- (3) An appellant must demonstrate to the satisfaction of the Appeals Committee that the impugned decision raises a serious issue which has directly and adversely affected the appellant's interests in the process, or is very likely to do so.

- (4) The quorum for meetings of the Appeals Committee, the Interview Committee and the Recommendation Committee shall be the full membership of the relevant Committee.
- (5) The quorum for meetings of the Steering Committee shall be four.
- (6) If Board determines, after due enquiry, that a member of a Committee established by the Chapter is unwilling or unable to serve, then Board may appoint a replacement by the analogical application of regulations concerning the filling of casual Board vacancies; provided that, if no such person is available, Board shall choose such other person as would, in so far as practicable, reflect the balance of membership prescribed by the Chapter.

5. Preparation of Register of Electors

- (1) The Steering Committee shall oversee the preparation and publication of the draft and final Registers of Electors and shall, subject to any appeals to the Appeals Committee, adjudicate on any issues arising therefrom.

6. Election and Count

- (1) The Chancellor and Pro-Chancellors may be present at the election venue, but they shall not be members of the electorate.
- (2) No member of the electorate may exercise more than one vote in any ballot, and the voting shall be by secret ballot.