



**University of
Nottingham**
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COMMITTEE MEMBERSHIP SELECTION PROCESS

Committee Membership

The University of Nottingham is committed to ensuring equality, diversity and inclusion in its decision-making processes through a broad representation of staff on its University Executive Board committees. It is hoped that broad representation will bring new and different perspectives to committees, make a positive impact on the University community's sense of engagement with decision-making and provide committees with additional expertise.

1. Call

Open calls will be made for people to self-nominate for membership of UEB committees at such points as required during the year. Each UEB committee will have between one and four committee members selected by way of this nomination and selection process. As part of the nominations process candidates will be asked to provide a paragraph on the value they would bring to the committee as a member.

Faculty Pro-Vice-Chancellors and other UEB members will also be asked to consider if there are members of their Faculty/Department that they believe would make a good committee member and will be asked to highlight the opportunity to those staff members additionally to enable them to consider if they wish to apply. Please note that this is only intended to help further promote the opportunity to staff, all applications will be considered based on their individual merit and considering the aims of this initiative.

Each call will be open for a reasonable period and will be reopened as necessary to ensure appropriate succession planning for committee membership.

Nominations will be required by way of an online form. If you are unable to access the online form, please contact governance@nottingham.ac.uk

2. Selection

Nominations received will be presented to the Committee Membership Selection Group who will consider the nominations against the current membership vacancies and make allocation decisions accordingly.

The Vice-Chancellor will chair the selection group which will also include the Deputy Vice-Chancellor, Registrar and two members of Senate: Professor Sarah Speight and Dr Preeti Jethwa.

The selection group will consider the stated expertise and value that the nominees will bring to the various committees.

3. Term of Office

The term of office for committee members appointed by this process is two years. Some of these members may be asked to extend their term by one year at the request of the Chair of the committee in order to maintain an appropriate balance between turnover and experience on the committee.

There are number of expectations and responsibilities set out in a role description for Nominated Committee Members. If it is felt that a committee member is not meeting those expectations and responsibilities, the Chair may decide that it would be mutually beneficial for the committee member to step down and a replacement be found.

4. Commitment

Sitting as a member of a senior University committee is a serious endeavour involving commitment of time and effort. Whilst committees meet with differing frequency, as a general guide committees meet quarterly or in some cases monthly. Meetings may last between one and three hours dependent on the committee. Members will also have to prepare in advance of meeting by reading and considering papers by circulation. It is envisaged that these activities would be undertaken as part of the Committee member's normal workload.

5. Training

Successful candidates under this nomination process will be required to undertake mandatory training (including but not limited to training on Unconscious Bias and the Nolan principles) before taking up their role as a nominated committee member.

6. Role Profile

A role profile form setting out the required expectations and responsibilities of nominated committee members is available.