



**ARTS
UNIVERSITY
PLYMOUTH**

BOARD OF GOVERNORS STANDING ORDERS

APPENDIX 4

POLICIES RELATING TO SENIOR POST HOLDERS, THE CLERK, DEPUTY CLERK

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INTRODUCTION

SENIOR POST HOLDERS – DESIGNATION

1. The Articles of Government for Arts University Plymouth states the following at paragraphs:

1.1: 'the holders of senior posts' means the Vice-Chancellor, and the holders of such other senior posts as the Board of Governors may determine';

3.1: 'The Board of Governors shall be responsible for:... (d) the appointment, appraisal, suspension, dismissal and determination of the pay and conditions of service of the Vice-Chancellor, the holders of senior posts, the Clerk and the Deputy Clerk;'

5.5: The Board of Governors shall not delegate the following: (d) the appointment of the Vice-Chancellor, the holders of senior posts, the Clerk and the Deputy Clerk;

5.6 The Board of Governors may not delegate - (a) the consideration of the case for dismissal, and (b) the power to determine an appeal in connection with the dismissal of the Vice-Chancellor, the holders of senior posts, the Clerk or the Deputy Clerk.

2. It is the current determination of the Board of Governors that the full designation of Senior Post Holder shall apply to the post of Vice-Chancellor and the Deputy Vice-Chancellor. The Board also re-affirmed that, in accordance with the Instrument and Articles of Government, the posts of Clerk to the Corporation and Deputy Clerk shall be treated as Senior Posts.
3. In terms of the absence of the Vice-Chancellor, other than a few days, the Deputy Vice-Chancellor will undertake the role of Acting Vice-Chancellor. They will be supported by other members of the Vice-Chancellor's Executive. The Chair of the Board of Governors in collaboration with the Board of Governors will support the Acting Vice-Chancellor as is deemed necessary to the particular circumstances.

PART 1
RECRUITMENT PROCEDURES FOR THE VICE-CHANCELLOR, SENIOR POST HOLDERS,
THE CLERK AND THE DEPUTY CLERK

1. Introduction.

- 1.1 The Board of Governors has determined a procedure based on: Article 3 of The Instrument and Articles of Government which states that the Board of Governors shall be responsible for the appointment, appraisal, suspension, dismissal and determination of the pay and conditions of service of the Vice-Chancellor, the holders of senior posts, currently the Deputy Vice-Chancellor, the Clerk and the Deputy Clerk; and Article 5.5 which states that the Board of Governors shall not delegate the appointment of the Vice-Chancellor, the holders of senior posts, the Clerk and the Deputy Clerk.
- 1.2 HR will administer the recruitment procedure for all Senior Post Holders, Clerk and Deputy Clerk, with support from the Clerk/Deputy in relation to governance practice and engagement with Governors.
- 1.3 Membership of the Selection Panel will be drawn from, but will not be restricted to, the members of the Employment Committee. The Panel for the Vice-Chancellor and Senior Post Holders will always include an HR specialist.
- 1.4 The Board of Governors has delegated to the Panel responsibility for reviewing and determining the role profile, the scope and content of advertisements for the post, and short-listing and interview arrangements. The Panel is also charged with identifying which, if any, of the candidates they will recommend to the Board for appointment, and also with reviewing and recommending to the Board a starting salary for the post under consideration. In line with the Articles, the vacancy for the post of Vice-Chancellor shall normally be advertised nationally. In advertising the vacancy, appropriate use will be made of the University's and other websites.
- 1.5 The Board of Governors has determined that selection of a short list of between three and six candidates for interview will be the norm. A two-day interview process will be appropriate for the post of Vice-Chancellor to allow contact with and inputs from staff and student panels; the process for other posts covered by this procedure will be contained within one day.

PART 2 PERFORMANCE

1. Introduction

- 1.1 The University procedure for Performance Appraisal (PA) can be found on People HR, which is the self-service database facility.
- 1.2 When applied to Senior Post holders, the Clerk and the Deputy Clerk, the procedure detailed below will be followed.

2. Procedure

- 2.1 The Board of Governors Chair will act as an appraiser for the Vice-Chancellor and the Clerk. The Vice-Chancellor will appraise any other Senior Post Holders. The Clerk will appraise the Deputy Clerk.
- 2.2 The Vice-Chancellor, Clerk, SPH and Deputy Clerk will be informed to complete their online PA form and share with their line manager. Guidance notes and support are available from HR. Once the form is shared the Chair, Vice-Chancellor or Clerk will arrange to meet with the employee to discuss the PA and confirm if the employee "meets expectations". All mandatory training/ICV's must be completed/updated prior to the PA meeting. Any delay in not completing the statutory University requirements would deem the PA as "not meeting expectations" and would result in the employee being placed on an Improvement Performance Process.
- 2.3 The Chair will act on behalf of the Board. They will formally consult Chairs of Independent Committees and the post holder's peer group, and such external bodies as may be deemed appropriate. The Board of Governors must be made aware of the intention to conduct the process, and it is open to any Governor to provide evidence to the Chair.
- 2.4 On completion of the annual process which is normally conducted at one point in the year (May-June), the Remuneration Committee will consider reports on the performance appraisals of the Vice-Chancellor, all other Senior Post Holders, the Clerk and Deputy Clerk. Although the completed performance appraisal form will not be circulated to Governors it may be inspected by any independent Governor on request.
- 2.5 Senior Post Holders, the Clerk and Deputy Clerk are accountable to the Board of Governors as a whole. Any appeal arising out of the performance appraisal process will, in the first instance, be heard by a panel of external Governors appointed by the Remuneration Committee. The findings and recommendations of that body shall be reported to the Board.

PART 3: REMUNERATION

1. Introduction

The following procedures are in place for the review of remuneration for:

- 1.1. [The Vice-Chancellor & Chief Executive](#); and
- 1.2 [Senior Post Holders, the Clerk and the Deputy Clerk](#).