1. **Head of School**

(i) The Head of School is the officer responsible to the University Court for the overall strategic and operational management of the School. He/she shall be responsible to the Court for all academic, financial, staffing and safety matters within the School, and for any other matters detailed in the ‘Remits and Responsibilities of the Head of School’. The Head of School shall report directly to the Master.

(ii) The Head of School shall be appointed by the University Court. Following consultation with members of the School Council and with the Dean of the Faculty of Science, the Principal of the University shall submit a nomination to the Court. Any professor, reader, senior lecturer or lecturer holding a standard contract that has at least five years to run before retirement will be eligible for appointment as Head of School. The Head of School may resign office by giving three months notice to the Principal.

(iii) The Head of School shall receive a written contract. Formally, the appointment will be for one year, but may be renewed annually by the Court up to a period of five years. If the Court wishes to continue the appointment for an extended period, the consultation procedure outlined in 1(ii) will be followed every fifth year.

(iv) If the Head of School is to be temporarily absent for a continuous period exceeding twenty-one days, the Principal shall appoint an Acting Head with the authority and responsibilities of the Head of School for the relevant period and notify the Court of the appointment if it is for more than two months.

(v) The Head of School shall take advice from the School Council, but shall not be bound by its recommendations.

(vi) The Head of School may be suspended by the Principal and, following an enquiry by a committee appointed by the Principal on which there shall be Court representation, he/she will be reinstated or removed from office by the next meeting of the University Court.

2. **The School Management Committee and School Officers**

(i) The Head of School shall appoint and convene a Management Committee that will assist and advise him/her in the fulfilment of his/her contractual duties as Head of School. Members of the Management Committee may be assisted and advised by appropriate committees and other members of staff in any duties assigned to them by the Head of School. The Head of School shall keep the Master informed of the composition of his/her Management Committee.

(ii) The Head of School shall appoint a Deputy Head and shall appoint and assign delegated responsibilities to other School officers as are required by the University as he/she deems appropriate. Such officers may also be replaced by the Head of School who shall be responsible for informing the relevant University Committees and Units of any changes in the assignment of these responsibilities.

(iii) The Head of School may create, reconfigure or disband sub-units of the School, as well as any School committees, sub-committees and working parties, and may appoint and replace Chairpersons of Departments in those Schools where they exist. Decisions
regarding the above should be taken following appropriate consultation within the School, and should be discussed by the School Council before implementation.

(iv) The Head of School shall have a duty to ensure that all members of the School are informed appropriately and timeously on matters of School business. Minutes of School committees should be made available to all staff and annual summaries of School accounts should be presented to the School Council.

3. The School Council

(i) The role of the School Council is to advise and support the Head of School and the School Management Committee in their operational management and strategic development of the School.

(ii) The membership of the School Council shall consist of:

   (a) professors, readers, senior lecturers, lecturers, teaching fellows, advanced research fellows, academic fellows, senior language tutors and scientific officers of the School holding standard contracts

   (b) one representative of the technical staff and one representative of the secretarial staff of the School, and

   (c) such other members of staff from the School as may be co-opted by the School Council,

   all of whom shall have full voting rights.

   The School Council shall have the power to invite other persons, not necessarily from within the School, to attend and contribute to meetings of the Council, but these shall not be members of the School Council. In particular, student members of the Student-Staff Consultative Committee and a representative of the postgraduate community may be invited to contribute to any appropriate School Council discussion.

   (ii) The Head of School shall be Convener of the School Council. If the Head of School cannot attend a meeting of the School Council, he/she may appoint a deputy to chair the meeting.

   (iii) The School Council shall have regular ordinary meetings at times and dates determined by the Council. There must be at least one meeting per semester on a date agreed before the start of the semester.

   (iv) Members of the School Council have a duty and responsibility to attend its meetings. The quorum for a meeting of the School Council shall be one third of the number of full members, excluding any who are on approved leave.

   (v) The agenda shall be sent to members of the School Council seven days in advance of an ordinary meeting. It shall be at the discretion of the Convener or, in his/her absence, his/her deputy, to admit business submitted within seven days of the meeting.

   (vi) Extraordinary meetings of the School Council may be arranged by the Convener to deal with matters of urgency if at least three days’ notice is given of the time, date and agenda. No items of business shall be taken up at an extraordinary meeting except those for which the meeting is called.

   (vii) Minutes of each meeting shall be circulated to all members of the Council. These minutes shall be submitted for approval at the next meeting of the Council.

   (viii) Votes by proxy shall not be allowed for absent members of the School Council.

   (ix) The Convener of the School Council shall vote as an ordinary member of the School Staff Council and shall have no additional casting vote in the event of an equal division of votes.
(x) The Head of School and the School Management Committee shall keep members of the School informed of executive actions that they have taken and, in particular, of the allocation of the School’s financial income.

4. **The School Student-Staff Consultative Committee**
(i) The School shall have at least one properly constituted Staff-Student Consultative Committee which shall meet once each semester. Student membership shall include both undergraduates and, where appropriate, postgraduates.
(ii) For each meeting of the Student-Staff Consultative Committee at least one week’s notice shall be given to all members and to the Student Association. In all other aspects, the Student-Staff Consultative Committee shall be free to determine its own constitutional and organisational arrangements, subject to the procedures and guidelines approved by Academic Council.
(iii) Minutes of the Student-Staff Consultative Committee shall be kept. They shall be posted publicly in the School and considered at the following meeting of the School Council. Any relevant decisions of the School Council shall be transmitted to the following meeting of the Staff-Student Consultative Committee.

5. **Formal complaint against the Head of School and/or the School Management Committee**
(i) Complaints about the Head of School and/or the Management Committee should in the first instance be dealt with informally and locally. Staff who continue to be dissatisfied have access to the Master to discuss concerns regarding issues affecting the School generally or their own relationship with the Head of School. Finally, a formal complaint may be raised against the Head of School and/or the School Management Committee by calling a Special Meeting of the School Council.
(ii) A Special Meeting of the School Council will be called if a detailed statement of complaint is signed by no less than 30% of the members of the School Council.
(iii) The quorum of a Special Meeting of the School Council shall be one half of the number of full members, excluding any who are on approved leave.
(iii) A Special Meeting of the School Council will elect its own chairman/chairwoman.
(iv) A Special Meeting may agree by vote to bring forward a detailed statement of complaint to the Principal.
(v) The Principal will first attempt to resolve the matter directly, which failing he/she will bring the complaint to the attention of Court.

6. **Amendment of the Constitution proposed by the School**
(i) Amendments to the Constitution proposed by a member of the School may be submitted to any meeting of the School Council, provided that fourteen days’ notice is given.
(ii) A proposed amendment that secures more than two thirds of the votes of all the members of the School Council will be forwarded by the Head of School to the Master. Following a period of consultation, the Master will take the proposal to Court for consideration.

*updated November 2008*