

IMPERIAL COLLEGE LONDON

ORDINANCE A8

MEMBERSHIP AND MEETINGS OF THE SENATE

MEMBERSHIP OF THE SENATE

1. The Senate shall consist of the following persons, namely:

a. **Ex Officio Members**

The Provost (Chair)
The Associate Provost
The Vice-Provost for Education
The Deans of the Faculties and of the Imperial College Business School
The Director of the Graduate School
The Deputy Director of the Graduate School
The Chairs of the Faculty Education Committees
The Senior College Consul
The Director of Student Services
The Director of Student Recruitment and Outreach

b. **Appointed Members**

One Head of Department from each of the Faculties of Engineering, Natural Sciences and Medicine, and of the Imperial College Business School, appointed by and from among their number.

Three representatives appointed by the Imperial College Union, to include the Deputy President (Education) and the President of the Graduate Students' Union.

c. **Elected Members**

Four members of the academic staff, one from each of the Faculties of Engineering, Natural Sciences and Medicine and from the Imperial College Business School, elected by and from among the academic staff.

Four members of the non-professorial academic staff, one from each of the Faculties of Engineering, Natural Sciences and Medicine and from the Imperial College Business School, elected by and from among the academic staff.

d. **Chair and Deputy Chair**

The Chair of the Senate shall be the Provost.

The Deputy Chair shall be the Vice-Provost for Education, and will preside over meetings of the Senate when the Provost is unable to do so.

APPOINTMENT AND ELECTION OF MEMBERS OF THE SENATE

2. For the purposes of this Ordinance, the following shall be the meaning of the terms used and procedures to be adopted for the appointment and election of members of the Senate.
3. **Ex Officio Staff Members.**
 - a. The definitions of offices used in this Ordinance shall be as set out in Ordinance D4.
 - b. Ex-officio staff members may appoint a deputy to attend meetings of the Senate on their behalf when they are unable to do so. Where an ex-officio staff member is to be represented at a meeting by a deputy, the Chair and Secretary to the Senate must be informed of the name of the deputy before that meeting.
4. **Appointed Members.**
 - a. Appointed members of the Senate shall be those nominated by the Appointing Bodies listed in Paragraph 1(b) above.
 - b. No later than 1 June in any year that a Head of Department vacancy is due to occur the Secretary to the Senate shall invite nominations for appointment from the Heads of the Departments in the Faculties of Engineering, Natural Sciences and Medicine and in the Imperial College Business School. In the event that more nominations are received than the number of vacancies expected, an election will be held in accordance with the procedures outlined in Paragraph 5 below.
 - c. In the list of Nominating Bodies in Paragraph 1(b) above the “Three representatives appointed by the Imperial College Union” shall be the Deputy President (Education) of the Imperial College Union, the President of the Graduate Students’ Union, and one other registered student appointed by the Imperial College Union Council in accordance with any such policy established for that purpose as determined by the Imperial College Union’s Constitution.
 - d. In the event that an election is required to determine nominations for the appointment of the Head of Department to the Senate the Secretary shall hold a secret ballot. Voting must be completed by the closing date stated in the notice of ballot, which shall be not less than two weeks from the date of that notice. The persons to be elected shall be determined by a simple majority of those voting.

5. **Elected Members of Academic Staff**

a. For the purposes of this Ordinance, the academic staff entitled to vote for representatives of their academic grouping shall be those academic staff who are employees of the College with the status of Professors, Readers, Senior Lecturers and Lecturers but excluding Probationary Lecturers. Eligible members of academic staff shall be those in post as at 1 April.

b. No later than 1 June in any year that a vacancy for an elected academic staff member is due to occur the Secretary to the Senate shall invite nominations for election to the Senate by notice in writing to members of the academic staff. Each person nominated for election to the Senate from the academic staff shall be nominated by two members of the academic staff and nominations must reach the Secretary to the Senate in writing by the closing date given in the notice, which shall be not less than two weeks from the date of that notice. The person nominated must confirm in writing by the closing date that he or she is prepared to stand for election.

c. If only sufficient nominations are received to fill the expected vacant places on the Senate, those nominated will be declared elected without a ballot.

d. If insufficient nominations are received, those nominated will be declared elected without a ballot and the remaining place or places shall remain vacant for a further year, at which point the Secretary to the Senate will invite nominations in accordance with Paragraph 5(b) of this Ordinance.

e. If more nominations are received than there are vacancies, a ballot will be held for that group. The ballot notice shall include in each case only the candidate's name and permanent appointment in the College (that is without civil honours, academic and professional qualifications or temporary College appointments), together with the names of the proposer and seconder. Included with the ballot notice will be a brief *curriculum vitae* in respect of each candidate. The ballot notice must state the closing date for the election, which shall be not less than three weeks from the date of that notice. The persons to be elected shall be determined by the operation of the single transferable vote system.

f. As soon as possible after the closing date for the election, the Secretary to the Senate shall inform the candidates, their proposers and seconders of the result, which shall also be sent to Heads of Department for display locally, and shall be reported in the *Reporter* and on the College's website as soon as possible thereafter.

6. **Casual Vacancies.** In the event of a vacancy occurring before the end of the appointed or elected period of a member of the Senate, the Secretary to the Senate shall arrange for an appointment or election forthwith to fill that vacancy for the remainder of the period of office outstanding in accordance with the procedures outlined above. Any such person appointed or elected to fill a casual vacancy shall be eligible for re-appointment or re-election for each of two

periods of membership of the Senate following the completion of the period of membership for which he or she was first appointed or elected.

PERIOD OF OFFICE OF MEMBERS OF THE SENATE

7. Appointed and elected members shall be appointed or elected for a period of three years and shall be eligible for re-appointment, co-option or re-election except that members shall not normally serve for more than three consecutive terms of three years.

8. Periods of office of appointed or elected members shall commence on 1 October, save that any member appointed or elected to fill a casual vacancy shall be a member only for the unexpired portion of the period of appointment or election of the member replaced, but any such period shall be disregarded in determining that member's eligibility for further appointment or election.

CESSATION OF MEMBERSHIP OF THE SENATE

9. *Ex officio* members shall cease to be members on vacation of the relevant office.

10. Appointed and elected members shall cease to be members if they cease to be eligible in the categories in which they were appointed or elected or if they send notice of resignation in writing to the Academic Registrar.

POWERS OF THE SENATE

11. The Senate is the principal body responsible to the Council for the academic work of the College, and shall take such measures as shall appear to it to be best calculated to promote the educational work of the College and for the regulation, quality assurance and superintendence of the education and discipline of the students of the College.

12. The Senate has delegated authority from the Council to make such Academic Regulations as are necessary to fulfil its responsibilities under the preceding paragraph.

13. The Senate may establish Education Committees in Engineering, Natural Sciences, Medicine, and in the Imperial College Business School, and such other committees with such terms of reference as it deems appropriate.

DELEGATION OF POWERS OF THE SENATE

14. The Senate may delegate any of its functions, powers and duties (other than its power to make Academic Regulations) to committees appointed by it or to its officers as it sees fit, and such committees and individuals may further delegate unless the Senate has provided to the contrary.

MEETINGS OF THE SENATE

15. The Senate shall meet at least three times during the academic year. One meeting shall normally be held in each term. Additional meetings shall be called as required by the Chairman or at the written request of no fewer than one-third of the members.

16. The Senate shall be deemed to be quorate when one-third of the members are present.

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