

**IMPERIAL COLLEGE LONDON****ORDINANCE D6****THE DEFINITION, ELECTION AND RESPONSIBILITIES OF COLLEGE CONSULS AND PROCONSULS**

1. This Ordinance applies to the College Consuls of the Faculties of Engineering and the Business School; Natural Sciences and cross College; and Medicine.

**INTRODUCTION**

2. College Consuls are Professors of the College who, having been elected by the senior academic members of their constituency, enjoy the confidence of their colleagues, and may therefore be expected to act as a conduit for academic opinion which complements that coming through the management structure.

3. College Consuls are not members of 'line management' and do not, for example, stand between the Provost, the Deans of the Faculties and Heads of Department or Heads of Division.

4. Consuls serve a non-executive role as spokesmen or spokeswomen and advisors, although several administrative responsibilities are also assigned to them. The work of Consuls normally occupies half their time (0.5 FTE).

5. There shall be two College Consuls for each of the Faculties of Engineering and the Business School; Natural Sciences and cross College: and Medicine. At least one of the Consuls for Medicine will be clinically qualified.

6. In addition to the six elected College Consuls, a Senior College Consul is chosen by the Consuls to coordinate their work and to represent them. In addition, there are up to five Proconsuls, former Consuls with a lighter workload able to support the Consuls.

7. The Senior College Consul and the Proconsuls are elected solely by the College Consuls.

**CONSTITUENCIES**

8. The Constituency for the election of the College Consuls for the Faculty of Engineering shall comprise the Faculty of Engineering and the Imperial College Business School.

9. The Constituency for the election of the College Consuls for the Faculty of Natural Sciences shall comprise the Faculty of Natural Sciences and cross College organisations, such as those which form part of the Education Office.

10. The Constituency for the election of the College Consuls for the Faculty of Medicine shall comprise the Faculty of Medicine.

**ELECTION OF COLLEGE CONSULS**

11. College Consuls shall be elected by the Professors, Readers and Senior Lecturers (Professors and Associate Professors in the Business School) in the Academic job family, and the 6 and 7 level roles, Principal Teaching Fellows, Senior Teaching Fellows in the Teaching and Learning job family, and Professors of Education and Readers/Associate Professors of Education in the Educational Research pathway, of their respective constituencies.

12. Those who agree to stand for election as a Consul (from this Electorate) are established Professors who are prepared to commit half of their time to serving the broader academic community across Imperial College.

13. College Consuls shall normally serve for a term of office of three years commencing on 1<sup>st</sup> September. A former College Consul is eligible for re-election after one year out of office except that, where an outgoing College Consul has served for less than two years having been elected to complete a term of office relinquished early by another College Consul, he or she is eligible to stand for election for the ensuing period of office. Exceptionally, a Consul may be asked by the Provost to remain in post for an additional year (e.g., if no replacement can be found, duties have been interrupted or to regularize the cycle of appointments).

14. A College Consul or Proconsul may not hold office concurrently as Provost, Dean, Vice Dean, Head of Department, Vice-President, Vice-Provost, Associate Provost, Assistant Provost or any other appointment with substantial line management responsibilities.

15. The election for a College Consul shall be conducted by the Director of Human Resources during the final year of office of the retiring College Consul. Notice of election shall be given to the Senate in the Autumn Term, and the date by which nominations are required shall be announced. Following this the Director of Human Resources shall give notice of the election and the date by which nominations must be received to the relevant constituency.

16. Each candidate shall be proposed and seconded by members of the relevant constituency who must first obtain the consent of the nominee. If there is more than one nomination, voting shall be by secret ballot conducted by the Director of Human Resources. Each elector is allowed to vote for one candidate only. The Director of Human Resources shall declare the result on the basis of the number of votes cast and announce it on the first working day following the closing date.

17. In the event of a tie, the Director of Human Resources shall:

- a. Ascertain whether one or other of the candidates wishes to withdraw;
- b. If not, conduct a second election amongst the same constituency, with only those who have tied being included as candidates;

18. In the event of a second tie, the Director of Human Resources shall conduct a second ballot amongst the Vice-Presidents, Vice-Provosts, the Associate-Provost and the existing College Consuls only.

19. If a casual vacancy occurs, the Director of Human Resources shall proceed to hold an election as soon as practicable; except that:

a. If the vacancy occurs within the first two years of the term of office of the retiring College Consul, the incoming College Consul shall complete the term of office of the retiring College Consul and, if the incoming College Consul has served for less than two years may be subsequently eligible for election for a further term of three years (see Paragraph 12 above).

b. If there are less than twelve months remaining in the term of office of the retiring College Consul, the incoming College Consul shall be deemed to have been elected for the next full term of office. The incoming College Consul shall complete the term of office of the retiring College Consul and shall then serve a further full term of office of three years.

### **ELECTION OF THE SENIOR COLLEGE CONSUL**

20. The Senior College Consul is a current or former College Consul who has served at least two years as a College Consul. The Senior Consul is elected by the College Consuls and serves for one year in the first instance; he/she may be re-elected for up to two further years. This election is to be made by 31 March in the academic year preceding that in which the Senior College Consul is to serve.

### **PROCONSULS**

21. To support and assist the Consuls, former Consuls may be offered the role of Proconsul within three years of standing down as a Consul. This role may extend to a maximum of three years from the completion of their term as a Consul. Proconsuls are expected to be available to contribute up to 20 working days per year to undertake specific work in addition to their full-time Departmental work. There may be up to five Proconsuls at any time. Each new Proconsul will be appointed after election by a vote taken among the seven full Consuls.

### **SPECIFIC DUTIES OF COLLEGE CONSULS AND PROCONSULS**

22. The Consuls and Proconsuls work out of the Office of the Provost, but may be called upon by the President, the Provost, the College Secretary, the Director of Human Resources, the Head of Employment Relations, Registry, or Faculty Deans to perform specific cross-College tasks.

23. College Consuls have specific roles as recorded in College policy documents. These include serving on appointment and promotion committees across the College to facilitate alignment of standards.

24. In addition, the Consuls serve as Chairs of disciplinary, grievance, appeals or other panels.

25. Clinical Consuls serve as Chair of Fitness to Practice panels for medical students who face disciplinary procedures according to the rules and guidelines of the General Medical Council.

### **COMMITTEE MEMBERSHIP**

26. The College Consuls are *ex officio* members of the Senate and the Academic Promotions Committee and attend Heads of Department/Division meetings. Individual College Consuls may also be co-opted on to other committees at the request of the Provost.

### **OTHER MATTERS**

27 College Consuls or Proconsuls may be asked by the Provost from time-to-time to sit on, or

chair, committees or working parties and to undertake other *ad hoc* tasks.

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