

UNIVERSITY OF NORTHUMBRIA AT NEWCASTLE: STAFF GOVERNOR APPOINTMENT REGULATIONS			
Effective From:	29 April 2024	Next Review Date	June 2027
Approval Authority:	Board of Governors	Approved:	29 April 2024

STAFF GOVERNOR APPOINTMENT REGULATIONS

Throughout this document, cross-references beginning IG are to the Instrument of Government, cross-references beginning AG are to the [Articles of Government](#) and cross-references beginning GR are to the [Governance Regulations](#).

1	INTRODUCTION TO THE APPOINTMENT REGULATIONS	
1.1	<p>Status These Regulations were endorsed by Nominations Committee on 19 March 2024 and approved by Board of Governors on 29 April 2024, and came into effect on that date. They should be reviewed in June 2027.</p> <p>Any questions on the interpretation and implementation of these Regulations should be addressed to the Director of Governance and Secretary to the Board.</p>	
2	SCOPE	
2.1	The Regulations govern the appointment of staff to the role of Staff Governor on the Board of Governors.	GR2.4
2.2	The process for Academic Board to nominate a Staff Governor (from its membership) is covered by the Election Regulations (Staff Governor Nominated by Academic Board).	
2.3	The Regulations do not apply to student representatives, as the Students' Union has separate bye-laws governing elections conducted by the Students' Union for Sabbatical Officer and other Union posts. However, the Board of Governors of the University has a responsibility to ensure that the elections of the Students' Union are conducted in an open, fair and democratic way under the terms of the Education Act 1994.	AG8.1
3	RESPONSIBLE OFFICER	
3.1	The Responsible Officer for appointments to the Board of Governors will be the Secretary to the Board.	
3.2	The Responsible Officer may appoint Assistant Officers, who shall be employees of the University or of any subsidiary company, to manage the day-to-day running of appointment processes as they see fit.	
3.3	The Responsible Officer is responsible for the administration and good conduct of appointment processes, ensuring that they are run in accordance with these Regulations and follow the principles of the University's Recruitment, Selection and Appointment Policy, although not all of its provisions may apply.	
4	TIMING OF APPOINTMENTS	

4.1	Wherever possible, appointment processes shall be held so that the appointed candidate can take office at the start of an academic year. Appointments for Staff Governors to the Board of Governors shall be staggered, where possible, so that the Professional Support Staff Governor and the Academic Staff Governor do not change in the same year, to enable continuity of staff input to the work of the Board.	
4.2	Appointments shall be made so that a new Staff Governor is able to take office immediately following the completion of the term of office of their predecessor.	
4.3	Where a Staff Governor leaves office with at least one year of their term of office remaining, an appointment shall be made for the remainder of the unserved term. If this situation occurs during the final year of a term of office, the Responsible Officer shall consult with Nominations Committee to determine whether to (i) have a vacancy for the remainder of the term of office, or (ii) to make an appointment for a term of office of greater than three years.	
5	CANDIDACY	
5.1	Staff who may apply for appointment as Staff Governor from the University's Academic Staff are all members of staff of the University and its subsidiaries appointed to full-time or fractional posts on an academic staff contract of sufficient duration to allow them to serve a full term of office for the post to which they seek appointment, in post on the date on which the Responsible Officer issues the call for applications.	
5.2	Staff who may apply for appointment as Staff Governor from the University's Professional Support Staff are all members of staff appointed to full-time or fractional posts on a Professional Support Staff contract of sufficient duration to allow them to serve a full term of office for the post to which they seek appointment, in post on the date on which the Responsible Officer issues the call for applications.	
6	PUBLICISING APPOINTMENTS	
6.1	Wherever possible, the Responsible Officer shall begin to publicise an impending appointment at least a month before the formal call for applications (see 9.1 below).	
6.2	Publicity materials will cover the requirements of the role and the appointment process as well as the benefits of undertaking the role of Staff Governor for potential candidates. The Responsible Officer will offer informal briefing sessions for any members of staff interested in becoming a Governor prior to the application deadline.	
7	APPLICATIONS	
7.1	Candidates should submit an application in the form of a CV accompanied by a letter of application setting out how their experience to date meets the criteria of the role description for Staff Governor, and how they would expect to contribute to the work of the Board of Governors as well as develop personally if appointed. Candidates will be asked to provide the diversity information required of job applicants.	

7.2	Candidates should inform their line manager of their intention to apply, but do not require their manager's permission to do so. The University expects that the line manager of a Staff Governor would support the practical requirements of the role.	
8	INTERVIEWS	
8.1	The agreement of selection criteria, shortlisting of applications and the interview stage of the process should be led by members of the Board, primarily Independent members, chaired by the Chair of the Board with senior-level support from Governance Services and Human Resources and Organisational Development. Each appointment panel shall be confirmed by Nominations Committee.	
8.2	The selection process should follow the principles of the University's Recruitment, Selection and Appointment Policy, as noted at 3.3 above.	
8.3	The appointment panel should submit its recommendation to Nominations Committee for endorsement prior to seeking approval from Board of Governors. It is likely that these steps will need to be taken by Written Resolution to avoid an unnecessarily lengthy delay in confirm the appointment.	
9	TIMETABLE	
9.1	The table below outlines the timetable for the appointment process for Staff Governors as a countdown, with the announcement of the outcome being day 0.	

Day	Actions
(at least) 70	Awareness campaign launched, support materials available, drop in sessions with the Secretary scheduled (open to all relevant staff).
42	E-mail call for applications to all staff of the constituency; workplace posters for any staff groups without routine access to email. <i>Appointment Regulations, relevant Role Description, application requirements and selection timetable to be made available at this stage.</i>
28 (noon)	Deadline for receipt of applications.
21	Shortlisting carried out. Shortlisted candidates notified of interview arrangements. Offer of feedback to candidates not shortlisted.
10	Interviews and Panel decision
5	Endorsement of decision by Nominations Committee
1	Approval of decision by Board of Governors
0	Announcement of the outcome by the Responsible Officer (see section 10 below)

10	ANNOUNCEMENT OF OUTCOME	
----	--------------------------------	--

10.1	Before the announcement to the entire relevant staff group, the Chair of the appointment panel shall inform the successful candidate, all other candidates, University Executive and the members of the Board of Governors.	
10.2	Feedback should be offered to unsuccessful candidates.	
10.3	The newly-appointed Staff Governor should then be supported by an induction process with key UE members before their first Board meeting.	
10.4	Any Committee membership will be determined by Nominations Committee.	GR5.4

Version No.	Reviewer	Date	Changes
1.0	Board of Governors	29.04.2024	<i>Approved by Board for implementation on 29 April 2024</i>
1.1	Beth Lenney	12.12.2025	<i>Added links to Instruments and Governing documents, header table and version control matrix</i>