

PROCEDURES FOR APPOINTMENT AND HONORARIA OF APPOINTED OFFICERS

Background

The following proposals for the Appointment of Officers of the University and Appointed Officers within Schools of Study, were approved by the Executive Committee to be applicable from 31 May 2008. Appointment to these roles will generally take place following an advertisement and selection process (either external or internal) which enables as diverse an applicant pool as possible. The procedures were reviewed in July 2017.

The procedure for the appointment of Appointed Officers is as follows:

Appointment Process

1. Pro-Vice-Chancellors

The procedure for the appointment of Pro-Vice-Chancellors (including the Deputy-Vice-Chancellor) is set out in Ordinance 1 of the Charter and Statutes of the University <http://www.aston.ac.uk/about/management-structure/university-governance/charter-statutes-and-ordinances/ordinances/>

The Deputy Vice-Chancellor and Pro-Vice-Chancellors are appointed by the Council on the nomination of the Vice Chancellor and Chief Executive, after having consulted the Senate. When a nomination is imminent, the Vice-Chancellor and Chief Executive shall present one or more candidates to the Senate. The name of the person agreed by the Senate shall be submitted to the Council for appointment as Pro-Vice-Chancellor.

Pro-Vice-Chancellors normally hold office for terms of up to five years. This may be renewed for further periods on the recommendation of the Senate, if approved by the Council.

Where the term of office of a Pro-Vice-Chancellor is due to expire, the Vice-Chancellor and Chief Executive should be informed no later than 9 months prior to the date of expiry of the Office

2. Executive Deans

Executive Deans are appointed by the Vice-Chancellor and Chief Executive, subject to the approval of the Council, for a period of five years. Candidates (whether external or internal) for the post of Executive Dean will be interviewed by an Appointments Board comprising a majority of Academic members, and one lay member of Council; the Board will be chaired by the Vice-Chancellor and Chief Executive.

Where the term of office of an Executive Dean is due to expire, the Vice-Chancellor should be informed no later than 9 months prior to the date of expiry of the Office

3. Associate and Deputy Deans

These Officers are nominated by the relevant Executive Dean and are subject to the approval of the Vice-Chancellor. They are appointed for a period of up to three years, renewable.

Where the term of office of an Associate Dean is due to expire, the Executive Dean should be informed no later than 6 months prior to the date of expiry of the Office.

4. Head of Department

These Officers are nominated by the relevant Executive Dean and are subject to the approval of the Vice-Chancellor. They are appointed for a period of up to three years, renewable.

Where the term of office of a Head of Department is due to expire, the Executive Dean should be informed no later than 6 months prior to the date of expiry of the Office.

5. Associate Pro-Vice-Chancellors

These Officers are nominated by the Vice-Chancellor and/or Provost as needed to carry out specific strategic projects for fixed terms of between one and three years dependent on the project.

6. Other School Appointments (e.g. Course/Programme Directors etc.)

Executive Deans are responsible for appointing and monitoring these appointments in consultation with the School Management Team. They may be appointed for periods of up to three years, renewable, and they are not normally remunerated.

Honoraria

1. Pro-Vice Chancellors, Executive Deans, Associate Deans and Heads of Department may receive an annual honorarium determined by the University's Remuneration Committee.
2. In order to ensure that honoraria remain in line with nationally agreed pay awards, the Remuneration Committee has agreed that honoraria for be calculated as a percentage of the national professorial minimum salary, rounded to the nearest £100. Two levels of honoraria have been established and the agreed percentage rate for each level is as follows:

Level 1 (unless already consolidated into salary)

comprising Deputy Vice-Chancellor & Executive Deans	20%
Pro-Vice-Chancellors	15%

Level 2

comprising Associate Deans, Deputy Deans, Heads of Department, Associate Pro-Vice-Chancellors	11.5%
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3. Where an individual holds two offices (e.g. Associate Dean Research for the School and Head of Department), subject to agreement with the Vice-Chancellor and Executive Dean, the following rules apply:
 - a) If the two roles are related (as in the above example) the full honorarium is paid for the higher rated office, plus half the honorarium for the lower rated office.
 - b) If the two roles have no link at all (e.g. PVC and Head of Department) the full honorarium appropriate to each office is paid.
 - c) If either office is relinquished, the full rate for the remaining role becomes payable.

4. When an individual no longer carries out the role, either due to resignation or if an individual is asked to stand down from the office, payment of the honorarium will cease.

Revised 12/7/17 and implemented as of 1/8/17