

**ELECTED ACADEMIC STAFF MEMBERS of COURT**ELECTION AND APPOINTMENT RULES

|  |  |
| --- | --- |
| Policy name | Elected Academic Staff Members of Court - Election and Appointment Rules |
| Approved by | Court Governance Working Group (April 2025) Court (23 April 2025) |
| Implementation date | 24 April 2025 |
| Last reviewed | 23 April 2025 |
| Owner | Court Office |
| Date of next review | Prior to any Vacancy arising  |

**ELECTED ACADEMIC STAFF MEMBERS of COURT**- ELECTION AND APPOINTMENT RULES

1. **GENERAL INTRODUCTION**
	1. The following rules have been prepared in accordance with the requirements of the sections 10 and 11 of the Higher Education Governance (Scotland) Act 2016 (the Act) and Ordinance 209 of the University Court of the University of Glasgow (Composition of the University Court).
	2. These Election Rules (the “Rules”) apply to the appointment of those individuals referred to in Section 1(g) of Ordinance 209, being those five persons to be elected to the University Court by the academic staff of the University from among their own number (hereafter, each an “Elected Academic Staff Member” or “EASM”).
	3. The appointment of EASMs to the University Court is normally conducted through a number of stages:
2. Advertisement and Nomination;
3. Election;
4. Appointment;
5. and Reappointment.
	1. These Rules are in addition to and without prejudice to any other University Policy. Where any conflict or ambiguity arises between a University Policy and these Rules, the University Policy shall take priority in resolving the conflict or ambiguity.
	2. All documentation and information relating specifically to the election will be made available on the Court Website (the “Website”). Any queries can be directed by email to uofg-court@glasgow.ac.uk or by contacting the University’s Court Office.
	3. The University Court is responsible for the appointment of the EASMs and has delegated to the University’s Court Office the responsibility for ensuring that the process and rules outlined below are adhered to.
6. **ELIGIBILITY AND PERIOD OF OFFICE OF THE EASM**
	1. The constituency for the election of an EASM shall be all academic staff members of the University (defined as ‘academic, teaching, scholarship and research staff and excluding affiliate, honorary and visiting staff’) at the relevant electoral census date. Each nominee for an EASM must be a member of the same constituency of ‘academic, teaching, scholarship and research staff and excluding affiliate, honorary and visiting staff’.
	2. Amongst the five EASMs, there must be at least one EASM from each College. If there are no eligible nominees from a particular College, then further calls for nominees will be made.
	3. The electoral census date shall be the date 20 working days prior to the date of the relevant election.
	4. As a member of the University Court, each EASM is a charity trustee. Accordingly, all nominees are required to declare their eligibility to serve as a charity trustee under the Office of the Scottish Charity Regulator (OSCR) guidelines at the time of nomination. A form for completion by the nominee confirming their eligibility in this regard is included with the nomination form and must be submitted with the nomination. Annex A outlines the Role of the EASMs of Court and the Senior EASM. Ineligible nominees may not proceed to election.
	5. As member of the University Court, the EASMs must agree to adhere to the Code of Conduct for members of Court and as such endorse the Nine Principles of Public Life in Scotland, as set out in the Ethical Standards in Public Life etc. (Scotland) Act 2000.
	6. All nominees are required to adhere to the University’s policies and procedures. Any allegation of failure to comply with this provision will be considered initially by the Returning Officer in accordance with section 9 below.
	7. The initial term of office for an EASM is 4 years. A successful person will take office as an EASM on the date advertised by the Returning Officer as the relevant start date in respect of the relevant election (the “Relevant Start Date”). Each EASM’s position may be extended for a further and final period of four years by agreement of the University Court on the recommendation of the Nominations Committee, following consideration under section 2.8 below, without recourse to a further election, provided that no EASM may serve for more than 8 consecutive years, Any staff representative who has served as a member of the University Court for the maximum duration of 8 years will not be eligible to be nominated again until at least two years have elapsed from the date on which their membership of the University Court ended.
	8. Any recommendation or request by the Nominations Committee to re-appoint an EASM will be informed by the following considerations:
7. The length of time the EASM has served on the University Court in total;
8. The extent to which the EASM continues to meet the criteria for appointment;
9. Assessment of performance in the role to date (including, without limitation, consideration of their attendance, and compliance with the Code of Conduct for members of Court);
10. Any other rules made by the University Court from time to time;
11. Any applicable guidance such as the Scottish Code of Good Higher Education Governance 2023 (as the same may be revised or replaced from time to time).
12. **NOMINATION PROCESS AND VALIDATION OF NOMINEES**
	1. Where a vacancy for the position of EASM arises, the nominations process will normally follow the outline below:
13. A call for nominations will be made
14. All nominations must be submitted on the approved form and lodged with the Court Office by the closing date set by the Returning Officer.
15. A statement giving details of the nominee and a supporting statement should be supplied, in no more than 500 words. This statement will be used for publicity purposes and will be circulated to the electorate for information;
16. Each nomination must be supported by no fewer than two members of the electorate;
17. Promotion and advertisement of the vacancy (including details of the Relevant Start Date) , in a manner suitable for bringing the vacancy to the attention of a broad range of persons.

3.2 In order to meet the objectives of section 2.2, and having regard to the number of vacancies that have arisen, nominations for prospective EASMs may be restricted to eligible staff from within one or more of the Colleges.

3.3 The Court Office shall acknowledge receipt of the nomination to each nominee. If the Returning Officer believes there is any cause for concern regarding the validity or eligibility of a nomination, this matter shall be drawn to the attention of the nominee, who shall be given the opportunity to address the cause for concern.

3.4 The Returning Officer shall scrutinise nominations and can disqualify any ineligible nominees. As soon as practicable, each nominee shall be notified of the validity of their nomination and the list of nominees for the election shall then be confirmed and published.

1. **ELECTION RULES**
	1. Where two or more eligible nominations are received for a vacancy, an election ballot will be issued. Where only one eligible nomination is received for a vacancy, the Returning Officer shall normally declare such candidate to be duly elected.
	2. The Court Office shall appoint a Returning Officer for the election. The Returning Officer will be responsible for managing the electoral process, including arranging the announcement of candidates and their election statements, arrangements for voting and the electoral roll, the application of the election rules herein, including with regard to the content of election statements, considering complaints raised in relation to the conduct of campaigning and the election itself, imposing sanctions as appropriate.
	3. The University will make available on its website to all electors the names of the eligible nominees, and should nominees wish, their photograph and an election statement which will be limited to 500 words. Statements will be approved by the Returning Officer prior to publication.
	4. The Court Office has responsibility for managing the election. The Head of Court Office and Clerk of Court (together with any deputies selected by them) will be the first point of contact for all matters in relation to the Election and they will liaise, as appropriate, with nominees, the campaign teams and the University Secretary in managing the election.
2. **VOTING**
	1. The Electoral Roll for all elections will consist of all those staff of the University who are academic, teaching, scholarship and research staff, who are on the main University Payroll, who have started contracts of employment with the University one month prior to the relevant electoral census date.
	2. No individual is entitled to cast more than one vote in the election. Each vote in the election carries equal weight.
	3. The voting will take place through electronic voting via a secure online voting system. Voting will be open for a prescribed period as outlined in Annex B. The Court Office will determine the dates of the election period. Where a change of circumstances occurs which in the opinion of the Returning Officer renders the voting period insufficient to enable a representative vote to be obtained under the special conditions ruling at the time, the Court Office may agree to extend the said voting periods as they consider necessary.
	4. The election shall be by means of a single transferable vote system.
	5. Proxy voting is not permitted. Where a member of the electorate is unable to vote electronically, the University will, if requested, make reasonable arrangements for the elector to have access to facilities to cast their vote, in a manner and timeframe approved by the Returning Officer.
	6. After the close of the poll, the Returning Officer will initiate the count. The result of the election will be announced as soon as possible after the close of voting. The result will be announced on the University Website at time designated by the Returning Officer as outlined in Annex B.
3. **ARRANGEMENTS IN THE EVENT OF A DELAY IN THE PROCESS**

6.1 If for any reason there is a substantive delay in an election taking place due to an election having to be re-run, the role(s) will remain vacant until such a time the election can take place.

1. **REMUNERATION AND TERMS OF APPOINTMENT**
	1. The role and responsibilities of EASMs of Court are outlined in Annex A.
	2. The EASMs of Court will receive an Honorarium as agreed by the University Secretary and will be disclosed to the Remuneration Committee.
	3. The School of the EASMs of Court will also receive a sum of £3000 per academic year, to be used at the school’s discretion.
	4. The person elected shall be subject to the University Court’s terms and conditions of appointment and regulate their conduct in accordance with the highest standards of governance, as set out in the University Court’s Code of Conduct, adherence to which is part of the terms of the appointment of all members of Court. In addition, the person elected is subject to the Charities and Trustee Investment (Scotland) Act 2005 which provides for circumstances under which an individual is disqualified from serving as a charity trustee and the person elected will be required to confirm that they are not so disqualified as part of their terms and conditions of appointment. In accordance with the Higher Education Governance (Scotland) Act 2016 (and the Scottish Code of Good HE Governance) a Policy and Procedure for the Removal of Members of Court (including the Convener of Court) is in place to address circumstances where a member has materially breached their conditions of appointment.
2. **CAMPAIGNING**
	1. Campaigning may only be undertaken during the period specified by the Returning Officer. No campaigning should be undertaken by candidates until they have been notified of that period permitted by the Returning Officer.
	2. All candidates will be required to note the following rules:
3. There will be no attempt made to limit the kinds of media or campaign material that may be used in campaigning, but candidates must be aware that there may be legal constraints on the use or content of flyers and other forms of publicity and that they alone will be responsible ensuring compliance and for any liability that may arise.
4. Official endorsements of candidates by or on behalf of any organisation (whether expressly or by reasonable implication) are not permitted. Specifically, this includes endorsement by or on behalf of the University or any of its constituent parts (whether Colleges, Schools, Directorates or other units and centres); by or on behalf of any of the recognised student unions or similar organisation; by or on behalf of the Students Representative Council or by any Member of Court.
5. Candidates must not break the law or bring the University into disrepute.
6. All campaign materials (banners, posters, flyers, etc.) must be removed within 48 hours of the close of voting.
	1. The use of unsolicited email correspondence via non-personal mailing lists (e.g. university, college, school, Union email lists), or University, SRC or Union administered social media pages/groups, by or on behalf of the candidate, is not permitted. Harvesting of data from any such lists for campaign purposes is also not permitted.
	2. Unsolicited canvassing of voters by e-mail, mail or phone using University directories or resources is not permitted. As noted at section (2), the University will ensure that the candidate’s statement is made available to voters.
	3. No candidate is permitted to supply non-financial or financial inducements to students or staff in the course of the campaign.
	4. A breach of these rules may result in the disqualification of a candidate by the Returning Officer. All complaints should be directed to the Returning Officer.
7. **COMPLAINTS AND APPEALS**
	1. Any questions regarding these Rules can be raised in the first instance with the Court Office by emailing uofg-court@glasgow.ac.uk
	2. Any concerns or allegations of infringement of election rules should be lodged by emailing the Returning Officer. Detailed information regarding the complaint (including which Rule(s) are alleged to have been broken and details of who is alleged to have broken the rules) must be submitted together with all supporting evidence at the outset.
	3. Complaints relating to any alleged breaches of these Election Rules must be submitted within 24 hours of the issue occurring or the complainant becoming first aware of the issue.
	4. In any event, all complaints must be received within 24 hours following the official outcome of the election being declared.
	5. The Returning Officer will have discretion as to how best to resolve such allegations and infringements including but not limited to:
	* referring actual or alleged minor infringements;
	* obtaining voluntary undertakings from infringing candidates about future conduct;
	* securing the voluntary removal of infringing materials;
	* securing voluntary apologies from candidates for campaign misconduct;
	* imposing sanctions on candidates;

When applying sanctions or seeking other means of resolving issues the Returning Officer will act proportionately and fairly at all times.

* 1. If at any time the Returning Officer determines that, as a consequence of some event or action (for example, tampering with votes, voters being unable to vote due to a voting system failure or material breaches of these Election Rules) the integrity and/or fairness of the election has been (or will be) seriously undermined and the veracity or fairness of the election result is in doubt, then the Returning Officer may annul the election.
	2. Appeals against any decision of the Returning Officer will be considered by the University Secretary and Convener of Court. Appeals against a decision of the Returning Officer will only be considered on grounds of procedure, competency or prejudice. Appeals must be submitted to the Court Office by emailing uofg-court@glasgow.ac.uk within 24 hours of the decision being sent to the party appealing. All decisions of the University Secretary and Convener of Court will be final and there is no further route of appeal.

**ANNEX A**

**EASM**

|  |
| --- |
| **Role description** |
| EASM (EASM) on Court are elected by the academic staff within the University to represent the interests of academic staff on Court, the governing body of the University.  |
| **Role responsibilities** | 1. To attend and participate in the business of Senate and Court at their regular meetings.
 |
| 1. To sit on the central committees of the university but with special reference to sub committees of Court.
 |
| 1. To participate in appointing committees for Heads of College and Heads of School, and when relevant for the position of Principal of the University.
 |
| 1. To participate in the promotion processes for all job families of academic staff.
 |
| 1. To participate in reviews of Schools and other units of the University (e.g., Court and Senate reviews, Periodic Subject Reviews, etc.)
 |
| 1. Various ad hoc duties at the request of the SMG of the University.
 |
| 1. The role will be allocated 240 hours (0.15 FTE) in the Workload Model.
 |

|  |
| --- |
|  |
| **Role description** |
| The **Senior EASM on Court (SEASM**) is selected by the current members of EASM (EASM) and organises the work to be carried out by each EASM every academic year.  |
| **Role responsibilities** | 1. To attend and participate in the business of Senate and Court at their regular meetings.
 |
| 1. To sit on the central committees of the University but with special reference to sub-committees of Court. The SEASM will, following discussion with the elected academic staff representatives on Court, put forward suggestions to the Nominations Committee in relation to the EASM staff representatives to be allocated to Court committees.
 |
| 1. To participate in appointing committees for Heads of College and Heads of School, and when relevant for the position of Principal of the University. The SEASM will consult with the EASM to find a suitable representative from outside the appointing College unless for a Head of College position. The SEASM may be asked to sit on the appointment panel of a new Principal for the University.
 |
| 1. To participate in the promotion processes for all job families of academic staff. The SEASM will ensure evenness of workload across the EASM where possible and allocate panel members from outside the relevant College. The SEASM will sit on the Principal’s Board of Review. The SEASM will work with relevant colleagues in Performance, Pay and Reward to identify a suitable time for EASM to feed back on their experiences of the promotion panels. The SEASM will inform Performance, Pay and Reward of new/those interested in taking part EASM, for the Headstart Academic Promotion Sessions.
 |
| 1. To participate in reviews of Schools and other units of the University (e.g., Court and Senate reviews, Periodic Subject Reviews, etc.). The SEASM will work with the EASM to allocate the year’s PSRs evenly where possible, ensuring that no EASM undertakes a PSR within their own College.
 |
| 1. Various ad hoc duties at the request of the Senior Management Group of the University. The SEASM may be asked to sit on appointment panels of lay members of Court.
 |
| 1. The SEASM will work with the Court Office on any documentation relevant to the EASM role.
 |
| 1. The SEASM will meet with newly appointed EASM (with or without the continuing EASM, depending upon availability) to discuss the role and responsibilities, before the first Court meeting.
 |
| 1. The SEASM will be allocated 308 hours (0.2 FTE) in the Workload Model.
 |
|  |

**ANNEX B**

**INDICATIVE ELECTION TIMELINE**

|  |  |
| --- | --- |
| Call for Nominations opens | Wednesday 21 May 2025 |
| Call for Nominations closes | 4pm Friday 6 June 2025 |
| Statements published  | Monday 9 June 2025 |
| Voting opens | Wednesday 25 June 2025 8am  |
| Voting closes | Wednesday 25 June 2025 6pm |
| Voting opens (College of Arts & Humanities) | Thursday 26 June 2025 8am  |
| Voting closes (College of Arts & Humanities) | Thursday 26 June 2025 6pm |
| Results declared | Friday 27 June 2025 |
| New EASM to take up office | 1 August 2025 |
| EASM initial term of office concludes | 31 July 2029 |

All times listed are GMT.