



**Appointment of the Principal, Vice-Principal
and other Officers**
March 2024



1. The Officers of the College are defined as The Principal, The Vice-Principal, The Bursar, The Senior Tutor, The Director of Estates, The Dean for Discipline, The Dean for Welfare and Equality and The Dean(s) of Degrees. The Governing Body may appoint other officers as it sees fit.
2. Appointments to the roles of Bursar, Senior Tutor and Director of Estates shall be made by open competition following advertisement, with a selection committee consisting of at least one Trustee and at least two other people of appropriate seniority and standing within the College. An external member (for example an equivalent officer at another college) may also serve on the committee and, if so appointed, will carry equal weight with internal members. The College HR Officer will be a member of the panel. This Selection Committee may be given delegated authority by the Governing Body to confirm a new appointment at the conclusion of the recruitment process which should follow, as closely as possible, that taken by the College for all other permanent job advertisements. The Remuneration Committee will set a stipend for all Officers, in line with its Standing Orders, to include eligibility for Common Table.
3. Other officers, with the exception of the Vice-Principal and Principal, are appointed directly by the Governing Body on the recommendation of the Appointments Panel and following a recruitment and selection process proportionate to the role.
4. The Trustee Board may opt to override some of the terms in the Employee Handbook and policies, in particular granting varying levels of annual leave or benefits which will be detailed in the Officer's contract of employment and, where there is a conflict with the handbook, the contract will prevail provided the contract has not fallen out of alignment with Employment Law.
5. The Vice-Principal is appointed by the Governing Body from the Official Fellows. The appointment is normally for a period of two years and one consecutive re-election may be sought. At the conclusion of the period of office, the individual is deemed ineligible to serve as Vice-Principal for a period of four years.
6. The Vice-Principal will perform their duties as set out in the Statutes and as made in Regulations. In particular the Vice-Principal will deputise for the Principal in the event of their incapacity for any reason except when an Acting Principal has been appointed in accordance with Regulations.
7. In the event of the post of Vice-Principal falling vacant between appointments or where no qualified candidate makes themselves available for election, the Principal will appoint one of the Officers of the College to hold the role. It is intended that this be a short-term contingency to prevent there being no clear deputy for the Principal at any time, and that this arrangement shall not continue beyond the next scheduled meeting of Governing Body at which a Vice-Principal shall be elected or the Governing Body determine an appropriate longer-term appointment. At all times there shall be an individual holding the role of Vice-Principal or appointed as a caretaker in this way. The Governing Body may choose to confirm the nominated College Officer as acting Vice-Principal for a longer period, for example to the start of the following academic year, to allow for a new election to be efficiently carried out.
8. Prior to the Principal and Vice-Principal taking any period of planned leave during which time they anticipate being out of routine contact with the College, they will nominate a deputy to act on their behalf in the event of an emergency from amongst the Officers of the College.
9. All officers, will participate in any performance management, development review or coaching arrangement on equivalent terms to the staff of the College. The Principal will act as the Line Manager for the purposes of this process.
10. The Principal will be the Head of the College and shall seek to promote the best interests of the College as a place of advanced study, learning, education and research. The Principal will participate in an annual appraisal process conducted by the Chair of the Trustees following as closely as reasonably possible that undertaken by the other officers and staff.



11. The Principal will be elected by the Official Members of the Governing Body and those Official Members may set terms of service and appointment for the Principal at their discretion, save as defined in Statutes or Regulations.
12. The Principal may not hold any other office or engage in any occupation which in the view of the Governing Body is incompatible with the performance of their duties as Principal and shall seek permission from the Governing Body before taking up any other office or occupation.
13. The Principal shall reside in the College or College owned accommodation or in such other place as directed by the Governing Body as necessary for both the proper and better performance of their duties. This residency will extend as a minimum to no less than six weeks from each full term and nine months of the year with a variation from this requiring a dispensation to be granted by the Governing Body.
14. The Principal will take up office on or from a day determined at the point of their election and will serve a term of office as directed by the Governing Body. This may be indefinite or for a fixed term, which may itself be extendable.
15. The Principal may vacate their office on giving nine months' notice to the Chair of Trustees and Vice-Principal simultaneously. The Vice-Principal will accept this resignation on behalf of the Governing Body immediately and inform Governing Body of the resignation within two working days.
16. The Vice-Principal (or nominated Officer as defined in this Regulation) may act as the Principal for a period of up to four calendar months, or until the next Ordinary Meeting of the Governing Body, whichever is the sooner in the event of sudden or immediate incapacity of the Principal. At this Ordinary Meeting an Acting Principal may be appointed for a period of up to two years if proportionate to the circumstances under which the Principal's office is vacant or they are indisposed. If they judge it in the best interests of College to act more speedily, the Vice-Principal or Officer acting in accordance with this Regulation may give notice of a Special Meeting of Governing Body to undertake this appointment. This is likely to be desirable in the event of the Principal being absent as a result of disciplinary action or their permanent incapacity.
17. No additional stipend or reward shall accrue to the Vice-Principal or another Officer acting under this regulation to deputise for an incapacitated or absent Principal but Governing Body may opt to offer a stipend to any Acting Principal on the same or lesser terms than Remuneration Committee has approved for a fully elected Principal.
18. After circulating notification of the resignation of a Principal, the Vice-Principal will bring a proposal for the timetable and election of a new Principal to the next available Ordinary Meeting of the Governing Body. They may, at their discretion, ask the Principal to call a Special Meeting for this purpose in line with Statutes.
19. This meeting will discuss practical arrangements and recommendations made for them by the Vice-Principal. It will be more desirable to appoint an Acting Principal for a period rather than undertaking the election of a new Principal with undue haste or if the resignation of the Principal occurs at a time that is not most optimal for the appointment of a new Principal. This will also apply should the Principal resign whilst incapacitated or with a shorter period of notice accepted by the Vice-Principal as being in the best interests of the College.
20. The Governing Body will approve the arrangements for the election of a new Principal. The process leading up to this election must be approved by the Trustee Board as well as by Governing Body and will ordinarily include consideration of:
 - An efficient but comprehensive advertisement of the vacancy, with a process designed to attract the maximum appropriate interest in the role
 - A special meeting of the Remuneration Committee to recommend a package of salary and reward to be attached to the new Principal
 - The appointment of a long listing, short listing and interview panel(s) that include, at a minimum, representation from the Governing Body, Trustee Board (including at least one external member) and Remuneration Committee. The minimum number for any of these panels will be nine.



- Unless the Vice-Principal intends to stand for election they will chair each meeting of any long listing, short listing and interview panels but may, with the approval of the Governing Body, delegate this responsibility to another Official Fellow. This delegation should, wherever possible, be effective throughout the process. Once an individual has participated in any formal stage of the selection process from the compilation of a long list of applicants onwards, they are ineligible to stand for election as Principal unless the Governing Body formally reopens the competition, including to external advertisement.
 - The Governing Body will determine whether it wishes to receive a presentation and interview from the short-listed candidates itself, or to delegate this task to the short-listing committee. Should Governing Body wish to carry out the final appointment selection itself then, at a minimum, two candidates must be presented to the Governing Body by the short-listing committee.
 - The Visitor of the College and Vice Chancellor of the University should be informed of the proposed timetable and process in advance of its determination by the Vice-Principal.
21. The Current serving Principal will take no formal role in the election process but may, if they choose, submit a letter outlining their views on the process and any pertinent factors to the Governing Body meeting that sets the election process. Any candidate may request a discussion with the current Principal should they wish but this must take place in the presence of another Official Fellow and no formal or informal discussion of the role should take place with the existing Principal outside of this process once they have submitted their resignation from the role. The current Principal may not be present at any meeting discussing the selection process or the selection itself. After election the current Principal should make themselves available for a reasonable handover and familiarisation process for their successor.
 22. The vote by Governing Body to either identify or to confirm a preferred appointee must take place by secret ballot. No person shall be deemed elected unless at least two thirds of the members of the Governing Body (excluding those to whom leave of absence has been granted) shall have been present at the meeting in a way as to be able to vote and the said person shall have received more than one half of the votes cast.
 23. Should no person receive half of the votes in accordance with this regulation then the candidates with the lowest number of votes shall be excluded singularly and the voting undertaken again.
 24. Should no candidate obtain more than half of the votes in a run-off between two candidates, then the Governing Body shall make arrangements for an Acting Principal to be (re)appointed if necessary and the process shall begin again. Any candidate from the earlier competition will be eligible to stand again should they wish.
 25. Should two recruitment rounds reach this stage then all previous candidates who had been interviewed at any stage shall be excluded and the full process begun again.
 26. If three recruitment rounds fail, then the Visitor will be asked to advise on an appropriate course of action and the Governing Body shall follow the advice of the Visitor.