

SENATE BUSINESS COMMITTEE**Minutes of the meeting of 7 November 2018**

Present: Professor P Hannaford (Convener), Mrs C Inglis, Mr L Ogubie, Professor P McGeorge, Professor K Shennan, Professor M Campbell, Professor A Jenkinson, Professor E Pavlovskaja, Professor G Nixon, Professor D Lusseau, Dr H Martin, Professor N Vargesson, Dr D Maccallum, Professor J Schaper, Dr R Shanks and Dr R Bernard (Clerk)

Apologies for absence were received from: Mrs D Connolly, Professor C Kee, Mrs L Tibbets, Mr S Styles, Professor M Delibegovic and Dr D Watts

425. Minutes

425.1 The Committee approved the minutes of the meeting held on 7 November 2018.

426. Draft Agenda for the meeting of the Senate on 5 December 2018

426.1 In considering the draft Agenda for Senate on 5 December 2018, the Committee noted that a motion 'regarding the procedure for the Appointment of Heads of School' had been received for inclusion at the December meeting of Senate.

426.2 The merits of including the motion at the forthcoming Senate meeting were discussed. Discussions highlighted that:

- Current Human Resources procedures were not referenced in the motion
- There was not a general awareness of the revised recruitment processes being followed for the two forthcoming Heads of School vacancies and these processes were not currently published.
- It was felt that the language used in the motion might be considered to be dictatorial and antagonistic.

426.3 The Committee agreed: that the Senior Vice-Principal's recent emails to staff within the schools to be part of the forthcoming recruitment exercise should be shared with the Committee; that the motion should be included as item 10 on the agenda for the next Senate meeting; and that communication be sent to the proposers highlighting that:

- The Committee had noted that the current [*Policy on the Recruitment and Selection of Staff*](#), which was updated in August 2018, already sets out a selection process and procedure for the recruitment of Heads of School. In addition, the Senior Vice-Principal is engaged currently in the recruitment process for two new Heads of School and, at the request of the Principal, is conducting an inclusive process, not dissimilar to that described in the motion. The current Policy will be further updated to incorporate the changes requested by the Principal. The Committee respectfully requested, therefore, that the motion be amended to make reference to the current Policy and Procedures.
- The Committee agreed that the proposers should be asked to review the motion with a view changing the tone of the wording. It was suggested that the motion might receive more support from Senate members if the tone was made less 'dictatorial'.
- The Committee further suggested that consideration be given to reducing the size of the proposed Appointment Committee.

Action: Clerk

426.4 The Committee noted that a motion 'regarding the appointed of a Working Party to review the Composition, Operation and Procedure of the Senatus Academicus' had been received for inclusion at the December meeting of Senate.

426.5 The Committee noted that Senate reviews are required as part of the Scottish Code of Good HE Governance and that as part of the 2015 Effectiveness Review it was agreed by Senate that future reviews would be undertaken on a five-yearly cycle. The Committee agreed that in view of this work should be due to commence on preparations for this during the current year in order for it to be completed during 2019/20

426.6 It was further noted that as part of the 2015 review the membership had been amended. The Committee acknowledged that recent institutional changes did make the next planned review particularly timely.

426.7 The Committee agreed that a position paper, updating the committee on progress made in relation to the 22 recommendations from 2015 and a proposed methodology for the next review, should be brought to the next meeting of SBC. At that time the SBC would discuss the inclusion of the proposed motion on the agenda for Senate, in the wider context of the review process established previously.

Action: Clerk

426.8 The Committee noted that this decision of the Committee would be noted on the Agenda for the meeting of Senate on 5 December.

Action: Clerk

426.9 With the addition of the motion regarding Heads of School appointments the Committee approved the draft agenda for Senate on 5 December 2018.

427. Senate Survey outcomes

427.1 Following a wide ranging discussion of the outcomes of the Senate Survey undertaken during 2017/18, the Committee agreed that:

- Receiving papers well in advance of meetings has been helpful for members seeking to engage with constituents.
- Consideration should be given to making future surveys 'branching' to avoid members answering questions intended for other categories of membership
- In future surveys members should be reminded that written comments would be shared with all members and that comments should, therefore, be professional and constructive
- Consideration be given to making Senate induction longer and including the Senate Assessors as part of this
- Consideration be given to holding one or more meetings of Senate at Foresterhill

428 Honorary Degrees Committee Membership

428.1 The Committee approved that the following be appointed to serve on the on Honorary Degrees Committee for a period of four years:

Dr Frauke Jurgensen, Senior Lecturer, Music
Dr Samantha Miller, Senior Lecturer, Medical Sciences
Professor Michelle Pinard, Professor in Biological Sciences
Dr Iliia Xypolia, Lecturer, Politics
Mr Scott Styles, Senior Lecturer, Law

429. Dates of meetings in 2017/18

429.1 The Committee noted that the next meetings in 2018/19 had been scheduled as follows:

Wednesday 9 January 2019 at 10.00 a.m. in Committee Room 2

Wednesday 20 February 2019 at 10.00 a.m. in Committee Room 2

Wednesday 24 April 2019 at 2.00 p.m. in Committee Room 2