



University of Essex

Appointment of the next Chancellor

Frequently asked questions

Authors:	Governance Office, Office of the Vice-Chancellor
Publication date:	August 2022
Version:	1.0

Table of Contents

Appointment of the next Chancellor

3

Frequently asked questions	3
What is the timetable for the recruitment process?	3
What is the Chancellor?	3
What does the Chancellor do?	3
Can I nominate a current politician?	3
Who can submit a nomination?	4
How many nominations may I submit?	4
What about confidentiality?	4
How long is the Chancellor appointed for?	4
What are the time commitments?	4
Does the Chancellor need to have specific interests?	4
Are there any legal expectations?	5
Is there anyone who isn't eligible to be nominated?	5
Do they have to be famous?	5
I nominated someone last time, can I put them forward again?	5
Do I have to submit a cv?	5
I don't have lots of information, will this be enough to submit?	5
Do I need to check with them before submitting their name?	6
I don't have an address or contact details for my nominee, will this be ok?	6
When will I hear if my nomination is successful?	6
I can't use the Qualtrics form, is there an alternative format?	6
Can I submit my nomination anonymously?	6

Appointment of the next Chancellor

Nominations for the University's new Chancellor will be sought from members of the University community, including students, staff and alumni, during the Autumn term 2022.

Frequently asked questions

What is the timetable for the recruitment process?

Nominations open on 2 September 2022

Nominations close on 28 October 2022

New Chancellor is expected to be appointed during academic year 2022-23

What is the Chancellor?

The Chancellor is the ceremonial head of the University of Essex who presides over degree ceremonies. The Chancellor is also entitled to preside over the annual meeting of the Court, the group which meets once a year to receive a report from the Vice-Chancellor on the University and the accounts (Royal Charter, paragraph 13 (b)).

What does the Chancellor do?

The Chancellor has:

- a. A **Ceremonial role**: Representing the University at graduations, receptions and events.
- b. An **Ambassadorial role**: The University is one of the most internationally oriented universities in the UK and a significant part of the role of Chancellor is representing the University of Essex at alumni and other events both in the UK and overseas. The travel abroad to represent the University is optional.
- c. A **Pastoral role**: Working with our students through engagement with students' societies and student cultural and volunteering activities.
- d. **Fundraising role**: Fundraising initiatives in support of the University's goals.

Can I nominate a current politician?

No, serving politicians cannot have the role of Chancellor.

Who can submit a nomination?

Any member of the University community, including staff, students, alumni and members of Council, Court, and those with an interest in the University of Essex, may submit nominations via our [online survey](#). Nominations received from individuals with other forms of connection with the University will also be considered.

How many nominations may I submit?

There is no limit on the number of nominations you may submit.

What about confidentiality?

Confidentiality is of the utmost importance in submitting nominations in relation to individuals who, themselves, may be unaware that their names have been put forward. This avoids any embarrassment to the individual or to the University.

All those submitting nominations are asked to do so with due regard to their relevant Code of Conduct, governed by the University and to observe the confidentiality requirements of the process. The name of the recommended appointee will also be kept confidential until the point at which the invitation has been accepted.

A Data Protection Impact Assessment has been undertaken in relation to this work and is available on request.

How long is the Chancellor appointed for?

The Chancellor holds office for a period of five years and the period of office may be extended to a maximum of ten years (Ordinance 13).

What are the time commitments?

The Chancellor typically visits the University at least four times a year

Does the Chancellor need to have specific interests?

As ceremonial head of the University, we want our Chancellor to be someone who can be an inspirational representative of and ambassador for the University of Essex. The Chancellor should have:

- a. An empathy with the values of the University of Essex and our commitment to excellence in research and excellence in education.

- b. An interest in a diverse staff and student body from countries around the world and a variety of socio-economic backgrounds and a commitment to promoting understanding across boundaries.
- c. An interest in leading fundraising activities of the University.
- d. An interest in representing the University, both within the UK and, where appropriate and necessary, through travel abroad.

Are there any legal expectations?

We would expect our Chancellor to be able to meet the principles set out in the [seven principles for Public Life](#). A brief pre-nomination check would be carried out for each shortlisted candidate. Whilst the Chancellor has no decision making role within the University, these checks will also identify if the nominee would qualify as a “Fit and Proper Person”, as defined by the Office for Students. Can I nominate myself?

Self-nominations are not encouraged.

Is there anyone who isn't eligible to be nominated?

We cannot accept nominations of serving politicians.

Do they have to be famous?

We want our Chancellor to be someone who will resonate with members of the University community and will be able to represent the University effectively. The person you nominate does not need to be famous, but the person appointed should be able to meet the requirements of the role description.

I nominated someone last time, can I put them forward again?

Yes.

Do I have to submit a cv?

A full CV is not necessary, but please do provide a brief biography of your nominee including your reasons for submission and how they meet the requirements of the role. The word limit for submission is 150 words.

I don't have lots of information, will this be enough to submit?

That should not be a problem. The word limit is 150 words. A brief biography will suffice. Should further information be required, this will be prepared by the Governance team ahead of the submission to the Joint Committee of Senate and Council.

Do I need to check with them before submitting their name?

No, and we ask you not to. Please respect the confidentiality of this process and do not contact your nominated person or let them know you intend to nominate them. By keeping the nomination and selection process confidential, we reduce the risk of anyone being offended or embarrassed. The name of the recommended appointee will also be kept confidential until the point at which the invitation has been accepted.

I don't have an address or contact details for my nominee, will this be ok?

Yes. You don't need to submit their contact information.

When will I hear if my nomination is successful?

A confirmation email will confirm your submission has been made. The announcement of the successful candidate will be via Essex Weekly, following approval from the Joint Committee of Senate and Council.

I can't use the Qualtrics form, is there an alternative format?

If you are experiencing difficulties with your submission, please contact the Governance Office, via email to governance@essex.ac.uk, who will be happy to assist with your submission.

Can I submit my nomination anonymously?

No. We ask that you include your name as all nominations will need to be verified by the Governance Office. Names of nominators will not be submitted to the Joint Committee. Your name and contact information will be deleted in accordance with our Records Retention Policy.