



Guidance for Senate on the role and purpose of Observers and other attendees

1. Arrangements for Observers to Senate are governed by Ordinance 13, paragraph 3:
Observers shall be invited to attend meetings of the Senate at the discretion and by invitation of the Chair of Senate.
2. In accordance with Ordinance 13, paragraph 3, the Chair of Senate has approved the following role holders¹ as Observers to Senate in recognition of the strategic contribution they make to the academic mission of the University. They are expected to attend all Senate meetings, unless business is reserved. These arrangements may also extend to a designate role holder in line with the provisions that are put in place at the time of the role appointment.
 - Faculty Deans UG
 - Faculty Deans PG
 - Faculty Deans Research
 - Dean of Partnerships (Education)
 - Dean of Integrated Health and Care Partnerships
3. An updated list of Observers will be provided annually to the first meeting of the Senate for information.
4. Invitations to attend for specific items of business will be determined in discussion with the Paper Sponsor and with permission of the Chair of Senate.

¹ Where members of academic staff who hold such roles are, or become, an elected member of Senate, they will attend meetings of Senate as a member, and not as an observer.

Examples of where this may be appropriate include enabling access to professional expertise, or additional contributions. Specific seating will be allocated so that disruption is minimised, and it is clear to the Chair of Senate which individuals are attending for specific items only.

5. Subject to the permission of the Chair of Senate, invitations to attend a meeting of Senate will also be extended to new Senate members as part of their induction, prior to attending as a full Senate member.
6. In cases of absence, ex-officio, appointed, or co-opted members may, with the permission of the Chair of Senate, send an alternate to attend in their place. Alternates will attend as Observers.
7. Observers, alternates, and attendees referenced in paragraphs 2 to 6 will:
 - i. Use their attendance at Senate to support their understanding and leadership of, and/or professional contribution to, the business being discussed, and to support the effective implementation of decisions, as appropriate to their role
 - ii. Attend to observe meetings. They are not members of Senate and have no right to speak at Senate, but may contribute to deliberations if invited by the Chair of Senate
 - iii. Ensure that they do not participate in decision-making including formal voting arrangements
 - iv. Disseminate information and key decisions taken by Senate with their colleagues and teams
 - v. Adhere to the paper classification statement on the paper coversheet which sets out how and whether the paper can be shared. The majority of Senate papers are restricted to, and can be shared with, Senate members, University and Students' Union staff. Occasionally papers will be restricted to Senate members only. Further information can be found on the University's [Information Security and Paper Classification Approach](#).
 - vi. Play a role in raising the visibility of the work of Senate within the University community.

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August 2023