



# Standards for Senate members

1. Senate is the supreme academic authority of the University, responsible to Council, in line with Article 9 of the Charter, and shall have the composition, powers and functions conferred on it by the Ordinances.
2. It is expected that members attend all meetings of Senate, and that members read the agenda papers in advance of each meeting and come prepared to enter into, and contribute to, discussion of the business presented.
3. All members are expected to bring their academic knowledge and expertise (and in the case of student members, the student voice) to bear in addressing the business of Senate and to be aware of the University's mission and objectives as set out in the University Strategy, Education and Research Strategies and other Supporting and Sub-Strategies. They should exercise their responsibility in the interests of the University as a whole and apply a balanced judgement to their deliberations.
4. Ex-officio members have more than one role in Senate, one role deriving from their 'office' and another being the role of a 'senator'. It is accepted that these roles may be in tension. In fulfilling the responsibilities of their 'office', ex-officio members must also fulfil their responsibilities as a senator, in accordance with these standards.
5. All members have a duty to play an appropriate part in ensuring the business of Senate is carried out efficiently and effectively. They are expected to work collaboratively in fulfilling the remit of Senate.
6. To foster and support effective decision-making, informed, open, challenging, and constructive discussion and debate is encouraged, with the aim of seeking to achieve a consensus where possible. Where members disagree with a resolution or recommendation, they should indicate this during the discussion of that item of business and in accordance with the Standing Orders for Senate<sup>1</sup>.
7. All members must adhere to the paper classification statement on the paper coversheet which sets out how and whether the paper can be shared. Most Senate papers are restricted to, and can be shared with, Senate members, University and Students' Union staff. Occasionally

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<sup>1</sup> Ordinance 16

papers will be restricted to Senate members only. Further information can be found on the University's [Information Security and Paper Classification Approach](#). Arrangements for discussion of reserved business are made in accordance with [Ordinance 24](#).

8. Members are encouraged to disseminate information and key decisions taken by Senate with their colleagues and teams. Heads of Department are additionally required to ensure that departmental meeting agendas contain a standing item on Senate to update academic staff on Senate decisions and related activity and provide a forum for discussion<sup>2</sup>.
9. In cases of urgency, action may be taken on behalf of Senate by the Chair. Any such action is reported at the next meeting<sup>3</sup>. At the discretion of the Chair, Senate members may be consulted, normally by electronic means, between meetings on action to be taken. Members are expected to respond in accordance with these standards.
10. A range of induction support is provided to new members to enable them to fulfil their responsibilities as senators and which recognises that some members have less experience of serving on formal committees or contributing to university decision-making processes. Experienced members are encouraged to support less experienced members to build their knowledge and confidence in developing and fulfilling their role as a senator.
11. All members should attend induction and training and, where help is sought, to support training for new members.
12. All members are expected to play a role in raising the visibility of the work of Senate within the University community.

**Emma Hardy**

**Deputy Academic Registrar**

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<sup>2</sup> Ordinance 27, paragraph 3

<sup>3</sup> Ordinance 23