



Swansea University
Prifysgol Abertawe

Ordinance 2 - University Officers - Roles and Appointment

2.1 Chancellor

- (i) The Chancellor shall be a lay officer appointed by the Council and shall hold office for four years or until his or her previous death or resignation.
- (ii) The Chancellor shall preside over the meetings of the Court.
- (iii) The Chancellor shall confer Degrees and present other awards and distinctions of the University. In the absence of the Chancellor, and during any vacancy, the Vice-Chancellor or, in consultation with the Vice-Chancellor either of the Pro-Chancellors, shall exercise this power.

2.2 Pro-Chancellors

- (i) The Pro-Chancellors shall be lay officers appointed by the Council and shall hold office for four years or until their previous death or resignation.
- (ii) In the absence of the Chancellor, or during any vacancy, either of the Pro-Chancellors shall preside at meetings of the Court.
- (iii) The Council shall designate one of the Pro-Chancellors to chair meetings of the Council and to guide the Council in discharging its responsibilities in full and in accordance with the Charter, Statutes, Ordinances and Regulations of the University.

2.3 Treasurer

- (i) The Treasurer shall be a lay officer appointed by the Council and shall hold office for four years or until his or her previous death or resignation.
- (ii) The Treasurer shall have a background in finance or accounting.
- (iii) The Treasurer shall take an overview of the University's finances and its financial strategy.
- (iv) The Treasurer shall chair the Finance and Strategy Committee.

2.4 Vice-Chancellor

2.4.1 Appointment of the Vice-Chancellor

- (i) The Vice-Chancellor shall be appointed by the Council and shall hold office for such period and under such conditions as may from time to time be determined by the Council.
- (ii) In the event of a vacancy or impending vacancy in the office of Vice-Chancellor, the Pro-Chancellor who chairs Council (or someone acting on his or her behalf) shall give notice that a Committee of Selection for the office of Vice-Chancellor shall be appointed by the Council.
- (iii) The Council shall require the Governance and Nominations Committee to make recommendations to the Council as to the constitution and membership of the Selection Committee.
- (iv) In formulating its recommendations to Council, the Governance and Nominations Committee shall have due regard to:
 - the objects, mission and strategic imperatives of the University;
 - the responsibilities of Council under the Statutes and Ordinances;
 - the membership of the University; and
 - equality and diversity matters.

2.4.2 The role of the Vice-Chancellor

- (i) The Vice-Chancellor, as the chief executive officer of the University, shall be responsible to the Council for the efficient and effective functioning of the University.
- (ii) The Vice-Chancellor shall chair the Senate.
- (iii) The Vice-Chancellor shall be an ex-officio member of the statutory bodies of the University and of all University committees with the exception of the Audit, Assurance and Risk Committee.
- (iv) In the absence of the Chancellor, or during any vacancy, the Vice-Chancellor shall have the authority to confer Degrees and present other awards and distinctions of the University.
- (v) Subject to the provisions of the Regulations, the Vice-Chancellor may refuse to admit or may suspend or may withdraw any student from his or her studies and may exclude any student from any part of the University.
- (vi) Subject to the provisions of the Statutes, the Ordinances and the Regulations, the Vice-Chancellor may suspend on full pay, dismiss or remove from office any member of - staff.
- (vii) The Vice-Chancellor is the Accounting Officer of the University.

- (viii) The Vice-Chancellor may delegate any of the functions listed above in clauses (ii), (iii), (iv), and (v) to the Provost or a Pro-Vice-Chancellor.

2.5 Provost

- (i) The Provost shall be appointed by the Council on the recommendation of the Vice-Chancellor from among the Professorial members of the Senate or shall be appointed via the decision of an Appointments Committee convened by the Vice-Chancellor in accordance with relevant University procedures for Professorial appointments and this decision shall be reported to the Council.
- (ii) The Provost shall hold office for four years or for such periods and under such conditions as may from time to time be determined by the Council.
- (iii) The Provost shall exercise such functions as are delegated by the Vice-Chancellor and shall have such responsibilities as are determined by the Vice-Chancellor.
- (iv) The Provost shall act for the Vice-Chancellor in their absence or during a vacancy in that office and in such matters as may be from time to time entrusted in the Provost by the Vice-Chancellor.
- (v) Where there is a vacancy or a temporary absence or inability of the Provost, the Vice-Chancellor may make a recommendation to the Chair of Council for the appointment of an Acting Provost. The appointment of an Acting Provost shall normally be for the duration of the vacancy in office or of the temporary absence or inability of the principal holder thereof. If the appointment is likely to be for a period of more than 6 months, the Vice-Chancellor will consult with Senate and Council before making a recommendation to the Chair of Council. The Chair of Council may then approve the appointment of an Acting Provost and the appointment will be reported to Senate and Council.

2.6 Pro-Vice-Chancellors

- (i) The Pro-Vice-Chancellors shall be appointed by the Council on the recommendation of the Vice-Chancellor from among the Professorial members of the Senate or shall be appointed via the decision of an Appointments Committee convened by the Vice-Chancellor in accordance with relevant University procedures for Professorial appointments and this decision shall be reported to the Council.
- (ii) The Pro-Vice-Chancellors shall hold office for four years or for such periods and under such conditions as may from time to time be determined by the Council.
- (iii) The Pro-Vice-Chancellors shall exercise such functions as are delegated by the Vice-Chancellor and shall have such responsibilities as are determined by the Vice-Chancellor.

- (iv) In the absence of the Vice-Chancellor and the Provost, the longest-serving Pro-Vice-Chancellor shall be responsible for the efficient and effective functioning of the University.
- (v) Where there is a vacancy or a temporary absence or inability of a Pro-Vice-Chancellor, the Vice-Chancellor may make a recommendation to the Chair of Council for the appointment of an Acting Pro-Vice-Chancellor. The appointment of an Acting Pro-Vice-Chancellor shall normally be for the duration of the vacancy in office or of the temporary absence or inability of the principal holder thereof. If the appointment is likely to be for a period of more than 6 months, the Vice-Chancellor will consult with Senate and Council before making a recommendation to the Chair of Council. The Chair of Council may then approve the appointment of an acting Provost & Deputy Vice-Chancellor or Pro-Vice-Chancellor and the appointment will be reported to Senate and Council.

2.7 Deputy Pro-Vice-Chancellors

- (i) The Deputy Pro-Vice-Chancellors shall be appointed by the Vice-Chancellor.
- (ii) The Deputy Pro-Vice-Chancellors shall hold office for not more than two years unless an extension to the relevant term of office is approved.
- (iii) The Deputy Pro-Vice-Chancellors shall support the University's Senior Leadership Team and shall have such responsibilities as are determined by the Vice-Chancellor.