

## **Election of non-professorial academic staff, Teaching staff and non-academic staff to serve on Academic Board**

- 1 The election of non-professorial academic staff (including Honorary Senior Clinical Lecturers and grant-supported research staff), Teaching staff and non-academic staff to serve on Academic Board takes place every two years. Staff who are elected serve for two-year terms and are eligible for re-election.
- 2 In accordance with Statute 7(1)(C)(i) and Regulation for Management 3.2(a)(i), the AB officers will ensure, in conducting the election, that the total number of elected places available for the above categories of staff shall be not less than a quarter nor more than a third of the total membership of Academic Board.
- 3 Staff to be included in the electorate for the above constituencies will be those staff included on a list of all those in the relevant staff categories, generated by HR in advance of the election notice being issued.

### ***Election of non-professorial academic staff and teaching staff***

#### *Eligibility*

- 4 For the purpose of the election, non-professorial academic staff shall include all academic staff of UCL other than those who are Professors, Visiting Professors or Honorary Professors, and will include Honorary Senior Clinical Lecturer staff and grant-supported research staff.
- 5 Members of the non-professorial academic staff who are *ex officio* or appointed members of Academic Board may not be nominated for election in addition. Consequently such members may not propose or second nominations or vote in the event of a ballot in the non-professorial constituencies.

#### *Representation on Academic Board*

- 6 The constituencies for the elected non-professorial academic staff membership of Academic Board correspond to the UCL faculties (Regulation 3.2(a)(i)), and staff shall be deemed to be within the Faculty to which their department, division or academic unit is assigned. Representation within each of the faculty constituencies shall be in proportion as closely as possible to the total number of non-professorial academic staff in each faculty. In accordance with Regulation for Management 3.2(d), of those non-professorial academic staff members elected from the Brain Sciences, Medical Sciences and Population Health Sciences faculty constituencies, not more than one-third shall be Honorary Senior Clinical Lecturer staff members. The teaching, technical and professional services constituencies shall include the relevant staff from across UCL (Regulation 3.2(a)(ii)).
- 7 Details of the departments and academic units belonging to each faculty constituency are available at <https://www.ucl.ac.uk/governance-compliance/academic-structure/academic-units>. The number of elected places for non-professorial academic staff within each faculty constituency will be publicised in issuing the notice inviting nominations. Representation in any of the faculty constituencies may however exceed the quoted maximum, provided that a sufficient number of vacancies exist elsewhere among the total number of staff elected, and that AB is satisfied that a balanced representation of faculty constituencies is satisfactorily preserved.

### *Procedure for submitting nominations of staff for election*

- 8 Nominations of non-professorial academic staff and teaching staff should be submitted by email to [academic.services@ucl.ac.uk](mailto:academic.services@ucl.ac.uk) for receipt by no later than the publicised deadline. The email must include the name, constituency and department of the nominee and a Proposer and a Secunder, both of whom should be **from the same staff group and constituency as the Nominee**. Nominations lacking a Proposer and Secunder cannot be accepted. Late nominations will not be accepted for inclusion in the main election round, although it will be possible to accept these where vacancies remain after the election round is completed.
- 9 In the event that the total number of nominations within any given constituency exceeds the total number of places available, electronic ballots may be held. Details of the ballots will be circulated to those staff eligible to take part. All members of the constituency concerned (ie all those eligible to submit a nomination) will be eligible to vote in such ballots.

### *Filling of vacancies and casual vacancies*

- 10 In the event that, following the election, vacancies remain within any of the constituencies, nominations to fill these vacancies may be accepted ahead of the next scheduled election (spring term 2024).
- 11 A casual vacancy arising within any of the constituencies for non-professorial academic staff or teaching staff shall be filled either by the candidate from that constituency who polled the next highest number of votes (in instances where a ballot originally took place to decide who should be elected to the constituency) or, if there was no ballot, by a person eligible for election who is nominated in accordance with the procedure described above. Any person filling a casual vacancy during the course of a period of election shall retain his or her membership only for the remainder of that period, but shall be eligible for re-election thereafter.

### ***Election of non-academic staff***

#### *Eligibility*

- 12 For the purpose of the election, non-academic staff shall include all Professional Services staff members of UCL at Grade 7 and above, along with all Technical staff members of UCL at Grade 6 and above.

### *Procedure for submitting nominations of staff for election*

- 13 Nominations of non-academic staff to be elected to any of the non-academic staff constituencies of Academic Board should be submitted to the AB officers (contact – [academic.services@ucl.ac.uk](mailto:academic.services@ucl.ac.uk)) for receipt by no later than the publicised deadline. The email must include the name, constituency and department of the nominee and must be supported by a Proposer and a Secunder, both of whom should be a member **of the same staff group and constituency as the Nominee**. Late nominations, and nominations that are not supported by a Proposer and Secunder, will not be accepted.
- 14 Representation in either of the Professional Services constituencies or the Technical staff constituency may exceed the quoted maximum, provided that a sufficient number of vacancies exist elsewhere among the total number of staff elected, and that AB is satisfied that a balanced representation of faculty constituencies is satisfactorily preserved. Otherwise, in the event that the total number of nominations received exceeds the total

number of vacancies in the constituency, an electronic ballot will be held and details will be circulated to those staff eligible to take part.

#### *Filling of vacancies and casual vacancies*

- 15 If, following the election, there are vacancies for non-academic staff remaining within any of the constituencies set out above, nominations of non-academic staff to fill these vacancies may be accepted ahead of the next scheduled election, provided that these are submitted in accordance with the procedure described above.
- 16 A casual vacancy within any of the non-academic constituencies shall be filled either by the candidate from that constituency who polled the next highest number of votes (in instances where a ballot originally took place to decide who should be elected to the constituency) or, if there shall not have been a ballot, by a person eligible for election who is nominated in accordance with the procedure described above. Any person filling a casual vacancy during the course of a period of election shall retain his or her membership only for the remainder of that period, but shall be eligible for re-election thereafter.

### **Elections from Academic Board to other Committees, spring term 2022**

#### **Academic Board Executive Committee**

Nominations will be invited for the following standing vacancies:

- Three professorial members of Academic Board, elected by and from among the professorial members of Academic Board
- One Head or former Head of an Academic Unit, elected by the Academic Board

#### **Academic Committee**

Nominations will be invited for eight academic staff places (one professor and one non-professor from each of BEAMS, IoE, SLASH, and SLMS), to be elected by and from among the professorial and non-professorial academic staff members of Academic Board. AB has specified that teaching staff are eligible for election in the non-professorial academic category.

#### **Council**

Nominations will be invited for two non-professorial academic staff members of Academic Board.

#### **Education Committee**

Nominations will be invited for four members to be elected by and from among the members of Academic Board.

#### **Governance Committee of Academic Board**

*There is no call for nominations to GCAB at this time; under the Standing Orders of Academic Board elections to GCAB take place in term 3.*

#### **Library Committee**

Nominations will be invited for one member of non-professorial academic staff, elected by and from the elected non-professorial academic staff members of Academic Board

**Research Degrees Committee**

Nominations will be invited for three academic staff – including at least one professor and one non-professor – elected by and from among the professorial and non-professorial academic staff members of Academic Board

**Convenor of the Elected Academic Staff Members of the Academic Board**

The Convenor of the Elected Academic Staff Members of the Academic Board is a role listed in the UCL Regulations for Management 3.2(c). Nominations will be invited for a new convenor for the academic years 2022/23 and 2023/24.