

# CAMBRIDGE UNIVERSITY REPORTER

No 6263

WEDNESDAY 25 APRIL 2012

VOL CXLII No 28

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*End of the Official Part of the 'Reporter'*

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UNIVERSITY OF  
CAMBRIDGE

**NOTICES****Calendar**

28 April, *Saturday*. Congregation of the Regent House at 11 a.m. (see p. 556).

1 May, *Tuesday*. Discussion at 2 p.m. in the Senate-House (see below).

4 May, *Friday*. End of first quarter of Easter Term.

6 May, *Sunday*. Preacher before the University at 11.15 a.m., the Reverend Professor Paul Fiddes, Professor of Systematic Theology in the University of Oxford.

**Discussions at 2 p.m.**

1 May

15 May

29 May

**Congregations**

28 April, *Saturday at 11 a.m.*

19 May, *Saturday at 10 a.m.*

**Notice of a Discussion on Tuesday, 1 May 2012**

The Vice-Chancellor invites those qualified under the regulations for Discussions (*Statutes and Ordinances*, p. 107) to attend a Discussion in the Senate-House, on Tuesday, 1 May 2012, at 2 p.m., for the discussion of the Report of the General Board, dated 7 March 2012, on the establishment of a Professorship of General Practice (*Reporter*, 2011–12, p. 500).

The Report published on p. 552 will be discussed on 15 May 2012.

**Notice of benefactions**

23 April 2012

The Vice-Chancellor gives notice that he has received with gratitude the following benefactions:

- (a) a benefaction totalling £100,000 from the Turner–Kirk Charitable Trust. The terms of the donation allow the spending of both income and capital of the benefaction to support thirteen Visiting Fellowships at the Isaac Newton Institute for Mathematical Sciences, each for a period of three months. The holders of the Fellowships will be known as Kirk Fellows.
- (b) a benefaction of £200,000 from Ms Sheila McCullagh, in memory of her cousin Sir Edward Snelson, to provide bursaries for persons following courses of study within the School of Arts and Humanities or the School of the Humanities and Social Sciences, who demonstrate financial need, to assist them in meeting the costs of an undergraduate degree of the University.

The Council are submitting a Grace (Grace 4, p. 556) to the Regent House for the approval of regulations to govern the Sir Edward Snelson Fund.

**Congregation of the Regent House on Wednesday, 20 June 2012 (Honorary Degrees): Notice**

23 April 2012

The Vice-Chancellor reminds members of the University that an additional Congregation will take place on Wednesday, 20 June 2012, at **2.45 p.m.**, at which the Chancellor will admit the following persons to Honorary Degrees:

**Doctor of Law**

The Right Honourable, IGOR, Baron JUDGE of DRAYCOTE, M.A., Honorary Fellow of Magdalene College, Lord Chief Justice of England and Wales, and President of the Selden Society.

**Doctor of Science**

BRIGITTE ALICE ASKONAS, Ph.D., F.R.S., F.Med.Sci., Honorary Fellow of Girton College and of Murray Edwards College, Visiting Professor in the Department of Biology, and Fellow, Imperial College London, and formerly Director of Immunology at the National Institute for Medical Research.

UTA FRITH, Honorary Fellow of Newnham College, F.R.S., F.B.A., F.Med.Sci., Research Foundation Professor in the Faculties of Humanities and Health Sciences, University of Aarhus, Professor of Cognitive Development Emerita, University College London, developmental psychologist.

Sir RICHARD LAVENHAM GARDNER, M.A., Ph.D., F.R.S., Honorary Fellow of St Catharine's College, formerly Edward Penley Abraham Royal Society Research Professor in the Department of Zoology, University of Oxford, Honorary Professor in the University of York, physiologist.

PETER WARE HIGGS, F.R.S., F.R.S.E., Hon. F.Inst.P., Professor of Theoretical Physics Emeritus in the University of Edinburgh.

ROGER YONCHIEN TSIEN, Ph.D., Honorary Fellow of Gonville and Caius College and of Churchill College, Professor of Pharmacology and Chemistry and Biochemistry in the University of California, San Diego, Nobel Laureate.

#### **Doctor of Letters**

PHILLIP KENNETH KING, C.B.E., M.A., P.P.R.A., Honorary Fellow of Christ's College, formerly President of the Royal Academy and Professor of Sculpture in the Royal Academy Schools, Professor of Sculpture Emeritus in the Royal College of Art, sculptor.

#### **Doctor of Music**

ALFRED BRENDEL, Hon. K.B.E., sometime Visiting Fellow of Peterhouse and Humanitas Visiting Professor in Chamber Music, pianist.

#### TIMETABLE

Ticket-holders who are not processing will need to be in their places in the Senate-House not later than 2.30 p.m. The Congregation is expected to end at about 3.40 p.m.

#### GARDEN PARTY

There will be a Garden Party after the Congregation for all those attending. It will be held on the lawn in Senate-House Yard and refreshments will be served. There will be a marquee to provide cover.

#### DRESS

Members of the University attending the Congregation are required to wear academical dress in accordance with the relevant regulations. By custom, other persons attending do not wear academical dress. Wednesday, 20 June 2012 will be a 'scarlet day', and Doctors in the several Faculties are requested to wear their festal gowns. Graduates are requested to wear their hoods at this Congregation. In accordance with Regulation 4 for academical dress (*Statutes and Ordinances*, p. 187), any member of the University (other than the Chancellor, Vice-Chancellor, High Steward, Deputy High Steward, Commissary, Proctors, Registrary, Esquire Bedells, the Orator, and the graduands) who is a graduate of another university or degree-awarding institution, may, on this occasion, wear the academical dress appropriate to that degree if they prefer.

#### ADMISSION TO THE CONGREGATION

Admission to the Senate-House and Yard will be strictly by ticket only and entry to the Yard on this occasion will be by the South-East Gate, from King's Parade.

#### TICKETS

All members and all staff (including retired staff) of the University and the Colleges are invited to apply for tickets to attend the Congregation and Garden Party. In order to allow for the widest possible participation, it is regretted that applications for guest tickets will not be accepted.

Applications for tickets must be made by letter or by email and cannot be made in person or by telephone. Applicants must give a postal address and state their University and/or College affiliation. Requests for tickets should be sent to Honorary Degrees, The Vice-Chancellor's Office, The Old Schools, Trinity Lane, Cambridge, CB2 1TN, or by email (Honorary.Degrees@admin.cam.ac.uk).

The deadline for applications this year is Friday, 25 May 2012. If demand exceeds capacity, tickets will be allocated by ballot, and any application received before the deadline will be included in the ballot. In recent years, there have usually been more applications than places available, and for this reason applicants who subsequently discover that they cannot attend on 20 June are asked to inform the Vice-Chancellor's Office as soon as possible.

Successful applicants will receive their tickets in the week beginning 11 June 2012. Unsuccessful applications will not be acknowledged. Tickets will be issued to named individuals and are non-transferable. Further details of the arrangements for the day will be issued with the tickets.

#### PROCESSIONS

If it is fine, a procession will form up in the Schools Arcade at 2.25 p.m. Those in the classes specified below who wish to take part in the procession are asked to state this clearly in their application for tickets. Processional tickets will be issued up to the maximum number of seats available for the procession. Only holders of Cambridge Professorial Chairs or Cambridge Higher Doctorates are eligible to process as Professors or Doctors.

With the assent of the Proctors, the Vice-Chancellor has prescribed the following order of processions prior to this Congregation:

The Vice-Marshal  
 Heads of Colleges  
 The Regius Professor of Divinity

The Regius Professor of Civil Law  
 The Regius Professor of Physic  
 The Regius Professor of Hebrew  
 The Regius Professor of Greek  
 Professors who are Doctors of Divinity, Law, Medicine, Science, Letters, or Music  
 Doctors of Divinity  
 Doctors of Law  
 Doctors of Medicine  
 Doctors of Science or Letters  
 Doctors of Music  
 The Librarian  
 Other Professors and the Director of the Fitzwilliam Museum  
 Members of the Council  
 The Pro-Proctors

A second procession will then form as follows, and will proceed immediately after the first:

The Esquire Bedells  
 The Chancellor  
 The Chancellor's Train-bearer  
 The University Marshal  
 The Orator The Vice-Chancellor The Registry  
 The Proctors  
 (University Constables)  
 The High Steward  
 The Deputy High Steward  
 The Commissary  
 The Pro-Vice-Chancellors  
 The Honorary Graduands  
 The Deputy Proctors  
 The Pro-Proctor for Ceremonial

## Annual Reports: Notice

The following Annual Reports have been received by the Council and the General Board during the Lent Term 2012 and are available on the websites indicated:

Annual Report of the Information Strategy and Services Syndicate for the year 2011	<a href="http://www.admin.cam.ac.uk/committee/iss/annualreports/201012.pdf">http://www.admin.cam.ac.uk/committee/iss/annualreports/201012.pdf</a>
Annual Report of the University Computing Service (2010–11)	<a href="http://www.ucs.cam.ac.uk/about-us/annual-report/ucs-annrep-1011.pdf/view">http://www.ucs.cam.ac.uk/about-us/annual-report/ucs-annrep-1011.pdf/view</a>
Annual Report of the Institute of Continuing Education (2010–11)	<a href="http://www.ice.cam.ac.uk/institute-media/pdfs/annual/ICE_annual_report_2010-11.pdf">http://www.ice.cam.ac.uk/institute-media/pdfs/annual/ICE_annual_report_2010-11.pdf</a>
Annual Report of the Isaac Newton Institute for Mathematical Sciences (2010–11)	<a href="http://www.newton.ac.uk/reports/annrep1011.pdf">http://www.newton.ac.uk/reports/annrep1011.pdf</a>
Annual Report of the Fitzwilliam Museum Syndicate (2009–10)	<a href="http://www.fitzmuseum.cam.ac.uk/about/AnnualReport2009-2010.pdf">http://www.fitzmuseum.cam.ac.uk/about/AnnualReport2009-2010.pdf</a>

## VACANCIES, APPOINTMENTS, ETC.

### Electors to the Professorship of Physics: Notice

The Council has appointed members of the *ad hoc* Board of Electors to the Professorship of Physics as follows:

Professor Steve Young, *EM*, in the Chair, as the Vice-Chancellor's deputy

(a) *on the nomination of the Council*

Professor Paul Alexander, *JE*  
 Professor Robert Kennicutt, *CHU*

(b) *on the nomination of the General Board*

Professor Roger Davies, University of Oxford  
 Professor Valerie Gibson, *T*  
 Professor Thijs van der Hulst, Kapteyn Astronomical Institute, The Netherlands

(c) *on the nomination of the Faculty Board of Physics and Chemistry*

Professor Ewine van Dishoeck, Leiden Observatory, The Netherlands  
 Professor Matt Griffin, Cardiff University  
 Professor James Stirling, *PET*

## Vacancies in the University

A full list of current vacancies can be found at <http://www.admin.cam.ac.uk/offices/hr/jobs/>.

**University Lecturer in Pre-modern Japanese Studies**; salary: £37,012–£46,846; closing date: 11 May 2012; further details: [http://www.ames.cam.ac.uk/general\\_info/jobs/japanese-lectureship-details.html](http://www.ames.cam.ac.uk/general_info/jobs/japanese-lectureship-details.html); quote reference: GU15271

**Senior Assistant Registry (University Draftsman) in the Secretariat (Registry's Office)**; salary: £49,689–£52,706; closing date: 12 noon on 14 May 2012; further particulars: <http://www.admin.cam.ac.uk/offices/secretariat/jobs/>; quote reference: AJ15911

**Research Associate at the Lauterpacht Centre for International Law (Peace-Making)**; salary: £27,578–£35,938; closing date: 11 May 2012; further particulars: <http://www.lcil.cam.ac.uk/>; quote reference: JS15741

**Research Assistant at the Lauterpacht Centre for International Law (Peace-Making)**; salary: £23,811–£26,779; closing date: 11 May 2012; further particulars: <http://www.lcil.cam.ac.uk/>; quote reference: JS15751

*The University values diversity and is committed to equality of opportunity.*

*The University has a responsibility to ensure that all employees are eligible to live and work in the UK.*

## EVENTS, COURSES, ETC.

### Announcement of lectures, seminars, etc.

The University offers a large number of lectures, seminars, and other events, many of which are free of charge, to members of the University and others who are interested. Details can be found on Faculty and Departmental websites, and in the following resources.

The What's On website (<http://www.admin.cam.ac.uk/whatson/>) carries details of exhibitions, music, theatre and film, courses, and workshops, and is searchable by category and date. Both an RSS feed and a subscription email service are available.

Talks.cam (<http://www.talks.cam.ac.uk/>) is a fully searchable talks listing service, and talks can be subscribed to and details downloaded.

Brief details of upcoming events are given below.

<i>Lauterpacht Centre for International Law</i>	Friday Lunchtime Lecture Programme, including: <i>Detention of terrorists in 21st century armed conflict</i> , by Mr William K. Lietzau, US Department of Defense, at 1 p.m. on 4 May 2012	<a href="http://www.lcil.cam.ac.uk/lectures/term_lectures.php">http://www.lcil.cam.ac.uk/lectures/term_lectures.php</a>
<i>Mathematics</i>	Rouse Ball Lecture 2012: <i>Universality for Wigner random matrices</i> , by Professor Terence Tao, University of California, at 12 noon on 18 May 2012	<a href="http://www.maths.cam.ac.uk/news/5.html">http://www.maths.cam.ac.uk/news/5.html</a>

## NOTICES BY THE GENERAL BOARD

### Professorship of Nuclear Medicine: Notice

The General Board have been informed by the Board of Electors to the Professorship of Nuclear Medicine that they have been unable to make an election to this Professorship (see *Reporter*, 2008–09, p. 6). Under the provisions of Statute D, XV, 20(a)(ii) the Board have discontinued the Professorship until 30 April 2012.

**REGULATIONS FOR EXAMINATIONS**

The General Board give notice that, on the recommendation of the Faculty Board or other authority concerned, the regulations for certain University examinations have been amended as follows:

**Doctor of Philosophy, Master of Science, and Master of Letters: Notice**

*(Statutes and Ordinances, p. 473)*

**With effect from 1 October 2012**

The General Board, with the concurrence of the Board of Graduate Studies, have approved amendment to the regulations for the Doctor of Philosophy, Master of Science, and Master of Letters to allow, by special permission of the Degree Committee, the submission of other work in addition to the dissertation for consideration by the Examiners. The Board have also agreed that candidates for these degrees should not, in future, be permitted to submit published work which is not connected with the subject of the dissertation or related to it.

Regulation 6.

By amending the final sentence of the regulation so as to read:

By special permission of the Degree Committee, a candidate may submit other work to be considered by the Examiners together with the dissertation, the whole forming an integrated submission.

**NOTICES BY FACULTY BOARDS, ETC.****Politics, Psychology, and Sociology Tripos, Parts IIA and IIB, 2013–14: Notice**

The Faculty Board of Human, Social, and Political Science give notice of the following papers which are offered, and those which are not offered, for Parts IIA and IIB of the Tripos in 2013–14.

**Politics and International Studies Papers**

*Offered:*

- Pol 1. The history of political thought to c.1700 (Historical Tripos, Part I Paper 19)
- Pol 2. The history of political thought c.1700 to c.1890 (Historical Tripos, Part I Paper 20)
- Pol 3. The analysis of modern politics II: Comparative politics
- Pol 4. The analysis of modern politics III: Ethics and world politics
- Pol 6. Political philosophy and the history of political thought since c.1890 (Historical Tripos, Part II Paper 5)
- Pol 7. A subject in politics and international studies II: Conflict and peacebuilding
- Pol 8. A subject in politics and international studies II: The politics of Europe
- Pol 9. A subject in politics and international studies II: The politics of Africa
- Pol 11. A subject in politics and international studies II: The politics of East Asia
- Pol 12. A subject in politics and international studies II: Politics of the international economy
- Pol 13. Conceptual issues and texts in politics and international studies
- Pol 14. The history of political thought to c.1700 (Historical Tripos, Part II Paper 3)
- Pol 15. The history of political thought c.1700 to c.1890 (Historical Tripos, Part II Paper 4)

*Not offered:*

- Pol 5. Conceptual issues in modern politics and international studies
- Pol 10. A subject in politics and international studies VII

**Psychology papers**

*Offered:*

- Psy 1. Social psychology
- Psy 2. Experimental psychology (Natural Sciences Tripos, Part IB)
- Psy 3. Biological and cognitive psychology
- Psy 4. Development and psychopathology
- Psy 6. A subject in psychology II: Psychology and social issues
- Psy 7. A subject in psychology III: Gender development: biological, psychological, and clinical perspectives

*Not offered:*

- Psy 5. A subject in psychology I

**Sociology papers***Offered:*

- Soc 1. Social theory  
 Soc 2. Contemporary societies and global transformations  
 Soc 3. Concepts and arguments in sociology  
 Soc 4. A subject in sociology I: Media, culture, and society  
 Soc 5. A subject in sociology II: Modern Britain  
 Soc 6. A subject in sociology III: Advanced social theory  
 Soc 7. A subject in sociology IV: The political economy of capitalism  
 Soc 8. The sociology of education (Education Tripos, Part II Paper 3)  
 Soc 9. A subject in sociology V: Science, technology, and society  
 Soc 10. A subject in sociology VI: Medicine, body, and society

**Interdisciplinary papers***Offered:*

- Int 1. Inquiry and analysis I  
 Int 2. Inquiry and analysis II  
 Int 5. An interdisciplinary subject III: Gender, kinship, and care (Archaeological and Anthropological Tripos, Part II Paper S9)  
 Int 6. Criminology, sentencing, and the penal system (Law Tripos, Part IIB Paper 23)  
 Int 8. A specified subject in South Asian studies: History and politics of South Asia  
 Int 9. An interdisciplinary subject IV: The family  
 Int 10. An interdisciplinary subject V: Anthropology of colonialism and Empire (Archaeological and Anthropological Tripos, Part II Paper S7)

*Not offered:*

- Int 3. An interdisciplinary subject I  
 Int 4. An interdisciplinary subject II  
 Int 7. Society, politics, and culture in Latin America

**REPORTS****Joint Report of the Council and the General Board on the process for the redress of grievances under Statute U**

The COUNCIL and the GENERAL BOARD beg leave to report to the University as follows:

1. A Working Party was established by the Council (see the Annual Report of the Council 2009–10; *Reporter*, 2010–11, p. 215; <http://www.admin.cam.ac.uk/reporter/2010-11/weekly/6205/section2.shtml>) to consider the introduction of new grievance procedures based on those previously proposed for the revision of Statute U, with the intention of:

- (a) avoiding unnecessary disputes;
- (b) considering how to introduce mediation;
- (c) ensuring timely and effective ways of reducing the time to a satisfactory outcome.

2. As a result of the deliberations of the Working Group, it is proposed that the University implement the new grievance procedures contained in the draft Ordinance forming Appendix 1. Certain consequential changes to Statute are also proposed. The procedure is based substantially on that previously proposed but it has been the subject of considerable further deliberation and extensive consultation with Heads of Schools and the Universities and Colleges Union. Comments were also obtained from the Faculty of Law.

3. The following are the main proposed changes from the existing Statute U grievance procedure:

- (a) The proposed procedure is defined in three stages:

- informal
- formal
- appeal

The current procedure under Statute U does not clearly distinguish between the informal, formal, and appeal stages. It provides for a Grievance Committee to be appointed if, following a complaint to the Head of Department or equivalent person, the grievance cannot be resolved, and the Vice-Chancellor considers it inappropriate to resolve the matter himself. It is now proposed that the ‘Responsible Person’ (normally the Head of Department) will deal with the grievance formally if it cannot be resolved informally. A grievance committee will be established if the complainant wishes to appeal from the Responsible Person’s ruling. This procedure closely follows the recommendations of ACAS Code of Practice 1 on Disciplinary and Grievance Procedures (2009).

- (b) Express reference is made to the need to consider mediation; reference is made to the existence of the University’s mediation service, although an alternative mediator may be used.
- (c) Reference is made to the possibility of grievances relating to bullying and harassment being referred for hearing under the Dignity at Work procedure,

though the ability to bring a grievance remains should that process not bring about a satisfactory resolution of the situation.

(d) It is proposed that the procedure be set out in

Ordinance, rather than Statute, and would be included in Ordinances, Chapter XI, immediately after the General Regulations for University Officers.

4. The Council and the General Board recommend:

I. That, subject to the approval of Her Majesty in Council, the Statutes of the University be amended as set out below and that these amendments be submitted under the Common Seal of the University to Her Majesty in Council for approval:

(a) That the current Statute U, VI be deleted in its entirety and the following substituted:

CHAPTER VI  
GRIEVANCE PROCEDURES

1. Every University officer has a right to raise any concerns, problems, or complaints relating to her or his appointment or employment, not being matters for which express provision is made elsewhere in Statutes and Ordinances.

2. The University shall establish by Ordinance, and may vary from time to time, procedures for the redress of any grievance by a University officer concerning her or his appointment or employment.

(b) That Statute U, III, 2, and 3 be amended by the substitution in both cases of the words 'laid down pursuant to Chapter VI' in place of the words 'laid down in Chapter VI'.

II. That, with effect from the approval by Her Majesty in Council to the amendment of Statute U, VI, the procedure set out in the Appendix be adopted by Ordinance and included in Ordinances, Chapter XI.

III. That, with effect from the approval by Her Majesty in Council to the amendment of Statute U, VI, the regulations relating to 'Grievance committees' in Ordinances, Chapter II, p. 208, be rescinded in their entirety.

<i>23 April 2012</i>	L. K. BORYSIEWICZ, <i>Vice-Chancellor</i> DAVID ABULAFIA N. BAMPOS RICHARD BARNES D. CASSERLEY STEPHEN J. COWLEY ATHENE DONALD R. J. DOWLING	I. M. LE M. DU QUESNAY NICK GAY DAVID GOOD ANDY HOPPER CHRISTOPHER HUM F. P. KELLY VANESSA LAWRENCE ROBERT LETHBRIDGE	MAVIS McDONALD SUSAN OOSTHUIZEN RACHAEL PADMAN T. PARRY-JONES JOHN SHAKESHAFT GERARD TULLY A. D. YATES
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<i>18 April 2012</i>	L. K. BORYSIEWICZ, <i>Vice-Chancellor</i> N. BAMPOS WILLIAM BROWN H. A. CHASE SARAH COAKLEY	CHRISTOPHER CROW SIMON FRANKLIN ANDREW GAMBLE C. A. GILLIGAN DAVID GOOD	ROBERT KENNICUTT RACHAEL PADMAN J. RALLISON PATRICK SISSONS
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APPENDIX

DRAFT ORDINANCE FOR THE REDRESS OF GRIEVANCES

*General*

1. Every University officer has a right to raise any concerns, problems, or complaints relating to her or his appointment or employment, not being matters for which express provision is made elsewhere in Statutes and Ordinances.

2. The purpose of this Ordinance is to provide an appropriate means for University officers to seek redress of workplace concerns as informally, fairly, and speedily as possible. Where after investigation a grievance is found to be vexatious or malicious, and without any reasonable foundation, disciplinary action may follow.

3. An officer may at any time withdraw a grievance or may agree that it has been resolved.

4. The 'Responsible Person' in relation to any particular officer shall for the purposes of this Ordinance be either (i) the Head or Director of the appropriate Department, Division of the Unified Administrative Service, or other institution or the Chairman of the Board, Syndicate, or other body which is chiefly concerned with the officer's duties; or (ii) such other University officer as the secretary of the competent authority (as



determined by Statute D, I, 1 (b) may determine. In cases of doubt, the secretary of the competent authority shall determine who is the Responsible Person.

Unless otherwise specified, the Responsible Person may delegate any duty prescribed by Ordinance or under any rule, code of practice, guidance, or other provision made under Statute or Ordinance to a named person, provided that the written permission of the secretary of the competent authority to such delegation is obtained in each case, and references to the Responsible Person shall include reference to such other person as appropriate.

5. The expression 'working day' shall exclude weekends, public holidays, or any other day when the University Offices are closed.

6. If at any time during the Formal or Appeal Stage of this Grievance Procedure the aggrieved officer considers that any aspect of the process is subject to unreasonable delay, he or she may make a complaint in writing:

(a) at the Formal Stage, to the Director of the Human Resources Division or, if he or she is the Responsible Person, the Chair of the Human Resources Committee, and

(b) at the Appeal Stage, to the Chair of the Human Resources Committee

who shall investigate the alleged delay and respond in writing within five working days of receipt of the complaint. In exceptional circumstances where a complaint has been received, the person to whom the complaint is made may determine that another officer shall act as the Responsible Person or that an officer appointed to inquire into a grievance at the Appeal Stage shall be removed or replaced.

#### *Mediation*

7. At the Informal and Formal stages of the Grievance Procedure the aggrieved officer and the person responsible for considering the grievance shall consider whether to refer the matter to mediation. The University's internal mediation service may be used if desired. Participation in mediation is voluntary. Anything said or produced by either party to any mediation will be considered to be confidential and without prejudice.

#### *Informal Stage*

8. Grievances should first be raised informally by the officer with the person to whom the officer is immediately responsible. Where the conduct of that person is the subject of the grievance, the aggrieved officer should raise the matter informally with a University officer senior to that person. It is expected that most grievances will be resolved at or before this stage.

#### *Formal Stage*

9. If the grievance cannot be resolved by informal discussions, then the officer may make a written complaint to the Responsible Person. Where bullying or harassment is the subject matter of the grievance, the Responsible Person may, after consultation with the Human Resources Division, determine that the complaint be regarded as a complaint under the Dignity at Work Procedure if it is considered that this will offer a more appropriate means of addressing the officer's concerns. Where such a determination is made, the officer may subsequently make a further written complaint to the Responsible Person if he or she is dissatisfied with the outcome of the Dignity at Work Procedure. A grievance cannot be considered under this procedure while a complaint is being considered under the Dignity at Work procedure in respect of the same subject matter.

10. If the grievance directly concerns the Responsible Person, the officer should write to the Director of Human Resources (or, if the Director of Human Resources is the Responsible Person, the Chair of the Human Resources Committee), who will appoint a person to act in place of the Responsible Person in the Formal Stage of the Grievance Procedure.

11. On receipt of a written grievance the Responsible Person should notify the Human Resources Division without delay. The Human Resources Division will inform the secretary of the competent authority, as determined by Statute D, I, 1(b), and advise on the requirements of fair and correct practice and procedure, to ensure that these are applied consistently across the University.

12. The Responsible Person will arrange a meeting with the officer, if possible within five working days after receipt of the complaint, and will inform the officer of her or his right to be accompanied, confirming that information in writing. The Responsible Person may, if the subject matter of the grievance requires particular knowledge or expertise, or involves another part of the University, invite to the meeting such other officer or officers as may be of assistance in hearing the grievance and advising the Responsible Person, and will inform the officer that they will be attending the meeting.

13. The officer has the right to be accompanied by a University employee or by a trade union representative. For a person to qualify as a trade union representative, he or she must be certified in writing by the union as

having experience of, or having received training in, acting as a worker's companion at disciplinary or grievance meetings. The officer has no right to insist on being accompanied by a particular person against that person's will.

**14.** Before the meeting takes place, the officer shall propose to the Responsible Person whom he or she has chosen as a companion, if any. The Responsible Person shall accept the companion chosen by the officer unless their choice is unreasonable, for example if the companion has a conflict of interest or might prejudice a fair discussion of the grievance, when the Responsible Person may ask them to choose a different companion.

**15.** Where possible, the timing and location of the meeting should be agreed with the officer. If the officer's companion cannot attend on the proposed date, the officer can suggest another date as long as it is reasonable and is not more than five working days after the date originally proposed by the responsible person. That five day time limit may be extended by mutual agreement. The meeting should be held in a private location and there should be no interruptions.

**16.** At the meeting, the officer shall be allowed to explain the complaint and say how he or she thinks it should be settled. If a point in the meeting is reached where the Responsible Person is not sure how to deal with the grievance or believes that further investigation is necessary, he or she should adjourn the meeting to get advice or to investigate further.

**17.** The officer's companion shall be allowed to participate fully in the meeting, to confer with the officer during the course of the meeting, and if necessary to request an adjournment to confer privately with the officer. The companion may not answer questions on the officer's behalf, nor address the meeting if the officer does not wish it, nor prevent the Responsible Person from conducting the proceedings in any way.

**18.** The Responsible Person should give the grievance careful consideration before responding.

**19.** The Responsible Person should write to the officer within a reasonable time, and normally not more than five working days after the meeting (including any adjournment) has concluded, responding to the grievance and referring to the officer's right of appeal. Where it is not possible to respond within five working days the officer should be given an explanation for the delay and told when a response can be expected. The response shall be sent by recorded delivery to the officer's home address as notified to the University by the officer.

#### *Appeal Stage*

**20.** If the officer wishes to appeal, he or she may, within ten working days after the date of the letter of response, write to the Director of Human Resources asking that the grievance be referred to the Human Resources Committee. The Director of Human Resources shall have discretion to accept a later appeal where he or she is satisfied that there was good reason why that appeal could not be submitted within ten working days.

**21.** On receipt of such a request, the Human Resources Committee will appoint one or more persons to inquire into the grievance with a view to resolving it, and to report. The inquiry shall be subject to the Rules of inquiry contained in Regulation 26.

**22.** If at any time the grievance is withdrawn, or agreed to have been resolved, by the officer who made it, then the person or persons inquiring into the grievance shall not be obliged to proceed further or to report.

**23.** The Human Resources Committee will decide, after consideration of any report, what action (if any) to take. The Secretary of the Committee shall promptly notify the aggrieved officer in writing of its decision by recorded delivery to the officer's home address as notified to the University by the officer.

**24.** The Human Resources Committee and the person or persons appointed to inquire into the grievance shall proceed with all reasonable speed.

**25.** This is the end of the procedure and there is no further appeal.

#### *Rules of inquiry*

**26.** The following rules shall apply as regards an inquiry under the Appeal Stage of the grievance procedure:

- Before any report is made, the aggrieved officer shall be heard. Such a meeting need not be by all of the persons (if more than one) inquiring into the grievance.
- The aggrieved officer shall be entitled to be represented or accompanied for that purpose by a trade union officer or another University employee, on the same basis as described in Regulations 12–16 above.
- Subject to the above rules, the person or persons conducting the inquiry shall use all reasonable endeavours to ensure that the conduct of the inquiry is just and fair.

27. This procedure is established pursuant to Statute U, Chapter VI.

*Transitional provision*

28. This Ordinance shall apply to all grievances submitted in writing by officers on or after the date of its adoption. The former arrangements contained in Statute U, VI shall be deemed to apply to all grievances submitted in writing prior to that date, together with the former regulations relating to Grievance Committees in Ordinances, Chapter II, p. 208.

## GRACES

### Graces submitted to the Regent House on 25 April 2012

The Council submits the following Graces to the Regent House. These Graces, other than any which is withdrawn or for which a ballot is requested in accordance with the regulations for Graces of the Regent House (*Statutes and Ordinances*, p. 107), will be deemed to have been approved at 4 p.m. on Friday, 4 May 2012.

1. That, on the nomination of Downing College, Richard James Stibbs, M.A., of that College, be appointed a Pro-Proctor for the academical year 2012–13.
2. That, on the nomination of Queens' College, Jonathan Michael Holmes, M.A., Vet.M.B., Ph.D., of that College, be appointed a Pro-Proctor for the academical year 2012–13.
3. That, on the nomination of the Vice-Chancellor and the Proctors Designate, Alan Thomas Winter, M.A., Ph.D., of Christ's College, and Oren Alexander Scherman, M.A., of Jesus College, be appointed Additional Pro-Proctors for the academical year 2012–13.
4. That a Sir Edward Snelson Fund be established in the University, to be governed by the following regulations:<sup>1</sup>

#### SIR EDWARD SNELSON FUND

1. The sums given by Ms Sheila McCullagh, in memory of her cousin Sir Edward Snelson, shall form a Fund to be known as the Sir Edward Snelson Fund.
2. The income of the Fund shall be applied to provide one or more bursaries, to be called Sir Edward Snelson Bursaries, for persons, who demonstrate financial need, to assist them in meeting the costs of an undergraduate course leading to a degree of the University in any subject within the School of Arts and Humanities or the School of the Humanities and Social Sciences.
3. The Fund shall be managed by the General Board.
4. Any unexpended income in a financial year shall either be added to the capital of the Fund or accumulated for use as income in any one or more subsequent years, as the General Board may determine.

<sup>1</sup> See the Vice-Chancellor's Notice on p. 547.

### Graces to be submitted to the Regent House at a Congregation on 28 April 2012

The Council has sanctioned the submission of the following Graces to the Regent House at a Congregation to be held on 28 April 2012:

That the following persons be admitted to the degree of Master of Arts under the provisions of Statute B, III, 6:

1. JOHN RANKIN BRADIE, Press Distribution Director, Cambridge University Press.
2. NEIL EDWARD HOUGHTON, Senior Design Engineer in the Department of Engineering.
3. ALLISON KINGSBURY, Administrative Officer at the Fitzwilliam Museum.
4. IAN WILLIAM MACKAY, Computer Officer in the University Computing Service.
5. JOÃO SABINO MADUREIRA NETO, Latin America South and Brazil Director, Cambridge University Press.
6. PIERRE MARX, Senior Manager in the Local Examinations Syndicate.
7. MICHAEL JOHN PELUSE, Managing Director, ELT and Americas, Cambridge University Press.

8. RAAJ KUMAR PRASEEDOM, Associate Lecturer in the School of Clinical Medicine.

9. MARK WHITEHOUSE, Global Financial Controller, Cambridge University Press.

## ACTA

### **Approval of Graces submitted to the Regent House on 12 April 2012**

All the Graces submitted to the Regent House on 12 April 2012 (*Reporter*, 2011–12, p. 517) were approved at 4 p.m. on Friday, 20 April 2012.

J. W. NICHOLLS, *Registrar*

**END OF THE OFFICIAL PART OF THE 'REPORTER'**

**COLLEGE NOTICES****Elections****Hughes Hall**

Elected to a Fellowship in Class B, with effect from 17 April 2012:

Dr Bernhard Christian Bayer, Bakk. Tech., *Graz University of Technology*, M.Phil., Ph.D., *CHU*, Research Associate in the Department of Engineering

Dr Gráinne Helen Long, B.A., *Dublin*, M.Sc., Ph.D., *Edinburgh*, M.Sc., *London*, MRC Career Development Fellow in Epidemiology, Institute of Metabolic Science

Dr Helena Seth-Smith, M.A., Ph.D., *TH*, Staff Scientist in the Wellcome Trust Sanger Institute

Elected to a Fellowship in Class B, with effect from 1 October 2012:

Dr Rachel Dowdall, M.Math., *Warwick*, Ph.D., *Nottingham*, currently Research Assistant in the School of Physics and Astronomy, University of Glasgow, Research Associate-elect in the Department of Applied Mathematics and Theoretical Physics

Elected to a Post-Doctoral Research Associateship, with effect from 17 April 2012:

Dr Haider Butt, B.El.Eng., *NUCES, Pakistan*, M.Phil., Ph.D., *HH*, Research Assistant in the Centre of Molecular Materials for Photonics and Electronics

Dr Anatole Chessel, D.E.A., *Cachan*, Ph.D., *Rennes I*, Research Fellow in the Gurdon Institute

Dr Qi Guo, B.Eng., *Chonhqing*, M.Sc., *Tianjin*, M.Sc., *Greenwich*, Ph.D., *Reading*, Research Associate in the Department of Oncology

Dr Eun-Ang Raiber, B.Sc., *Dusseldorf*, M.Sc., *Nantes and Dusseldorf*, Ph.D., *Salford*, Post-doctoral Research Fellow in the Department of Chemistry

Dr David Wormser, M.Sc. (Bis), *Geneva*, M.Phil., Ph.D., *HH*, Applied Statistician in the Department of Public Health and Primary Care

**Murray Edwards College**

Elected to an Official Fellowship from 1 May 2011:

Dr Joanne Michelle Carr, M.A., Ph.D., *DOW*

Elected to an Official Fellowship from 1 October 2011:

Dr Emanuela Davey, Ph.D., *Cattolica del Sacro Cuore, Milan*

Dr Charles Shen Ming Roddie, M.A., *T*, Ph.D., *Princeton*

Elected to an Official Fellowship from 1 October 2011:

Dr Rachel Anne Polonsky, M.A., *JE*, M.A., *Princeton*, D.Phil., *Oxford*

**Selwyn College**

Elected to a Fellowship in Class A with effect from 1 April 2012:

Gavin Edward Jarvis, M.A., Vet.M.B., Ph.D., *Q*

**Vacancies**

*Selwyn College*: Fellowship and Half-Time College Lectureship in English; salary: £25,251–£29,249 (*pro rata*); closing date: 21 May 2012; further particulars: <http://www.sel.cam.ac.uk/vacancies/academic-posts/>

*Trinity College*: College Lectureship and Fellowship in Mathematics; stipend: £8,519–£11,293; closing date: 14 May 2012; further particulars: <http://www.trin.cam.ac.uk/vacancies>

**Other notices**

*Emmanuel College*

**Cambridge Seminars in the History of Cartography**

The next seminar in the series will be held at 5.30 p.m. on Tuesday, 8 May 2012, in the Gardner Room, Emmanuel College. Annaleigh Margey, of the National University of Ireland, will deliver a seminar entitled *Mapping during the Irish plantations, c. 1580–1640*. Further details are available at <http://www.lib.cam.ac.uk/deptserv/maps/camsem1112.html>.

*Jesus College*

**Memorial Service**

A Memorial Service for Sir Alan Howard Cottrell, Sc.D., FRS, FEng, Hon. LL.D., Master (1974–86), Honorary Fellow and Emeritus Fellow of Jesus College (1986–2012), Fellow and Honorary Fellow of Christ's College (1970–2012), Goldsmiths' Professor of Metallurgy (1958–65), and Vice-Chancellor (1977–79), will be held at Great St Mary's Church, at 11 a.m. on Saturday, 9 June 2012.

**EXTERNAL NOTICES****Oxford Notices**

*Nuffield Department of Clinical Neurosciences*: Action Research Professorship of Clinical Neurology; closing date: 11 June 2012; further particulars: [http://www.ox.ac.uk/about\\_the\\_university/jobs/fp/](http://www.ox.ac.uk/about_the_university/jobs/fp/)

*Oriel College*: Eugene Lee Hamilton Prize for a Petrarchan Sonnet; further details <http://www.oriel.ox.ac.uk/content/eugene-lee-hamilton-prize-2012>

Notices for publication in the *Reporter* should be sent to the Editor, Cambridge University Reporter, Registry's Office, The Old Schools, Cambridge, CB2 1TN (tel. 01223 332305, fax 01223 332332, email [reporter.editor@admin.cam.ac.uk](mailto:reporter.editor@admin.cam.ac.uk)). Copy should be sent as early as possible in the week before publication; short notices will be accepted up to 4 p.m. on Wednesday for publication the following Wednesday. Inclusion is subject to availability of space.