

## Statute C

# UNIVERSITY OFFICES AND EMPLOYMENT IN THE UNIVERSITY

## CHAPTER I

### UNIVERSITY OFFICES: GENERAL

#### University Officers

1. (a) The University officers shall be those persons only who hold any of the University offices of Chancellor, Vice-Chancellor, Pro-Vice-Chancellor, High Steward, Deputy High Steward, Commissary, Proctor, Orator, Registrary, Librarian, Director of the Fitzwilliam Museum, Esquire Bedell, University Advocate, and Deputy University Advocate, or any other University office established or specified by Statute or Ordinance. Provision shall be made by Special Ordinance made on the recommendation of the General Board for a scheme of leave of absence or dispensation from duty applying to holders of specified offices.

#### The competent authorities

(b) In any Statute or Ordinance the term 'competent authority' in relation to a University institution or a University officer shall mean either the Council or the General Board, according as the institution concerned is under the supervision of the Council or the General Board.

(c) The institutions under the supervision of the General Board shall be the Schools, Faculties, Departments, and any other institution placed under the supervision of the General Board by Statute, by Ordinance, or otherwise. All other institutions in the University, except the University Press, shall be under the supervision of the Council.

(d) In any Statute or Ordinance the term 'authority comparable with a Faculty Board' or the term 'comparable authority' shall mean the Board or Syndicate constituted by Statute or Ordinance for the management of a Department or other institution which is independent of any Faculty but under the supervision of the General Board.

(e) Offices established either by the University or by the competent authority may be established by these authorities on a part-time basis.

#### Detailed provisions for University Officers

2. Under this section, provision shall be made by Special Ordinance on the recommendation of the competent authorities for the following in respect of University officers (other than those whose offices are named specifically in Section 1(a) above):

- (a) procedures for grievance, discipline, accountability and assessment of capability, redundancy, and removal from office on medical grounds or grounds of incapacity;
- (b) appointment or election if not provided for by Statute or Special Ordinance;
- (c) remuneration;
- (d) superannuation;
- (e) tenure and retirement; admission to University office;
- (f) determination of duties and residence and accountability for residence;
- (g) dispensation from discharge of duties on account of illness or other sufficient cause;
- (h) other conditions of service.

3. This Statute and any Ordinance made under this Statute shall be construed in every case to give effect to the following guiding principles, that is to say:

- (a) to ensure that members of the academic staff have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges;
- (b) to enable the University to provide education, promote learning, and engage in research efficiently and economically;
- (c) to apply the principles of justice and fairness.

### **Duties of University Teaching Officers**

4. It shall be the duty of all holders of University offices entitled to leave under a Special Ordinance made under Statute C I 1(a) to devote themselves to the advancement of knowledge in their subject, to give instruction therein to students, to undertake from time to time such examining of students as may be required by the Board, Syndicate, or other body which is chiefly concerned with their duties, and to promote the interests of the University as a place of education, religion, learning, and research. The duty to examine students shall be restricted by Ordinance to the examining of candidates for such examinations for degrees and other qualifications of the University as the University may from time to time determine.

### **Deputies and substitutes**

5. The competent authority may appoint a deputy to act for a University officer, upon such terms of remuneration as it thinks fit,

- (a) during any period of the officer's absence from duty in accordance with any Special Ordinance made under Statute C I 1(a), or during any term when in accordance with Ordinances the officer is not required to reside;
- (b) during any vacancy in the office;
- (c) in any emergency.

A deputy appointed under this section shall exercise the powers and shall perform the duties of the officer for whom he or she deputizes and shall have the right to attend and vote in that officer's absence at meetings of any body of which the officer is a member *ex officio*.

### **Limitation**

6. The University shall have power, or may delegate the power, to preclude a University officer from undertaking any work outside the scope of his or her office or to limit the amount of such work.

### **Concurrent appointments**

7. No University office shall be tenable concurrently with any other University office except in cases in which it may be determined otherwise

- (a) by the University, if it is proposed that a University officer should hold more than one of the offices specified in any Special Ordinance made under Statute C I 1(a) regarding special leave or dispensation from duties; or
- (b) by the competent authority or authorities, if none or only one of the offices to be held is so specified.

### **Temporary and transitional provision for the Schedule**

8. (a) The Schedule to this Statute has effect.

(b) The whole or any part of the Schedule may be rescinded by Grace, following a Report to the Regent House. Any cross-references to the Schedule in Statute or Special Ordinance which require amendment as a result of such rescission may be amended by Grace.

(c) Provision may be made by Special Ordinance for transitional provisions, which may make necessary modification to any unrescinded portions of the Schedule and cross-references in Statutes and Special Ordinances so that they may continue to operate.

(d) When the Schedule is completely rescinded under (b) above this section may be repealed by Grace.

## **CHAPTER II**

### **EMPLOYMENT IN THE UNIVERSITY**

1. Subject to the provisions of the Statutes and Ordinances regarding University officers, the University may engage persons for employment in the service of the University, may determine their salaries and pensions (if any), and may prescribe the conditions of their service. The University may delegate the exercise of any of these powers.

2. The competent authorities shall establish committees and processes for the management of employment by the University. Regulations for the establishment of such committees may be made by Ordinance.

## CHAPTER III

## THE VICE-CHANCELLOR AND THE PRO-VICE-CHANCELLORS

1. The Vice-Chancellor shall be appointed by the Regent House on the nomination of the Council, who may nominate any person of their choice. The person appointed shall enter upon office on a day determined by the University. As soon as conveniently may be thereafter, he or she shall be formally admitted to the office at a Congregation of the Regent House called by the Chancellor or, if the Chancellor is absent or the office of Chancellor is vacant, by the Proctors. The procedures for nomination and admission shall be prescribed by Ordinance.

2. The Vice-Chancellor shall be appointed in the first instance for five years or, in exceptional circumstances, for such other period as the University may determine. He or she may be reappointed for a further period or periods, provided that no one shall hold the office of Vice-Chancellor for a total period of more than seven years. The procedure for reappointment shall be prescribed by Ordinance.

3. The Vice-Chancellor shall enjoy the customary rights and perform the customary duties of the office. He or she shall have power to ensure that all University officers duly perform their duties, and shall have such other powers and duties as may be prescribed by Statute or Ordinance.

4. The Vice-Chancellor shall have power, after his or her formal admission, but not before, to call Congregations of the Regent House and to admit candidates to degrees or titles of degrees.

5. Except as provided in Section 6 below,

(a) the Vice-Chancellor shall be Chair of the Council and the General Board, and of any other body of which he or she is *ex officio* a member, provided that the Chancellor shall have the right to take the chair at any meeting of the Council at which he or she is present;

(b) the Vice-Chancellor may attend a meeting of any body constituted in the University by or under Statute or Ordinance, or of any body appointed by such a body, save that this provision shall not apply to meetings of any of the following bodies:

(i) the Board of Scrutiny;

(ii) a University court or disciplinary panel constituted by or under Statute D;

(iii) a Board of Examiners for a University examination;

(iv) a Degree Committee for a Faculty or other institution;

(v) any other body which the University may specify by Grace.

6. The Vice-Chancellor shall not be present at any meeting of the Council or of any other body when the body is considering his or her reappointment or the appointment of his or her successor as Vice-Chancellor.

7. Provided always that he or she shall in general take the chair in person at meetings of the Council and the General Board, the Vice-Chancellor shall have power to appoint persons to act on his or her behalf as follows:

(a) The Vice-Chancellor may appoint, from among the Heads of Colleges or other members of the Regent House, one or more persons to be designated Deputy Vice-Chancellors, to whom he or she may delegate any of the duties assigned by Statute or Ordinance to the Vice-Chancellor. The name of any person so appointed shall be published forthwith.

(b) The Vice-Chancellor may appoint a member of the Regent House to act as his or her deputy in any matter, including attendance at a meeting under Section 5(b) above, or to perform any duty assigned by Statute or Ordinance to the Vice-Chancellor.

8. During his or her tenure of office, the Vice-Chancellor shall not undertake the duties of any other University office or any College office, or any duties inconsistent with the performance of the duties of the Vice-Chancellorship.

9. In the event of incapacity or prolonged absence from Cambridge of the Vice-Chancellor, or of suspension of the Vice-Chancellor under the Schedule to Statute C, or in the event of a vacancy in the Vice-Chancellorship, the Council shall if necessary appoint a member of the Regent House to serve as Acting Vice-Chancellor and shall publish such person's name forthwith. A person so appointed shall perform the duties, and shall exercise all the powers, of the Vice-Chancellor during the period of his or her appointment.

10. If for any reason the Vice-Chancellorship falls vacant before the expiry of the holder's term of office, a new Vice-Chancellor shall be appointed as soon as conveniently may be, in accordance with the provisions of Sections 1 and 2 above.

**Removal of the Vice-Chancellor from office**

11. Any three members of the Council may make a complaint to the Chancellor seeking the removal of the Vice-Chancellor from the office of Vice-Chancellor for good cause.

12. If it appears to the Chancellor that the complaint is trivial or invalid or unjustified, he or she may determine that no further action shall be taken upon it.

13. If it appears to the Chancellor, on the evidence presented, that the case alleged could, if proved, constitute good cause for dismissal or removal of the Vice-Chancellor from office, he or she shall direct the University Advocate to prefer a charge or charges to be considered by the University Tribunal. Such a charge or charges shall be dealt with in accordance with the provisions made under Chapter III of the Schedule to Statute C and under Special Ordinance, provided that the Chancellor shall perform any duty and exercise any power there assigned to the Vice-Chancellor.

14. For the purpose of the removal of the Vice-Chancellor for incapacity on medical grounds, the provisions made under Chapter IV of the Schedule to Statute C and under Special Ordinance, shall have effect, provided that the Chancellor shall perform any duty or exercise any power there assigned to the Vice-Chancellor.

**Pro-Vice-Chancellors**

15. There shall be such number of offices of Pro-Vice-Chancellor as shall be determined by the Council subject to a maximum determined by Ordinance. The Pro-Vice-Chancellors shall report to the Council through the Vice-Chancellor.

16. Each appointment or reappointment to an office of Pro-Vice-Chancellor shall be made by the Council after consultation with the General Board, on the recommendation of a Nominating Committee constituted by Ordinance. A Pro-Vice-Chancellor shall hold office for not more than three years at a time and shall be eligible for reappointment, provided that no person shall hold the office of Pro-Vice-Chancellor for a total period of more than six, or in exceptional circumstances eight, years, whether consecutively or otherwise.

17. A Pro-Vice-Chancellor shall perform such duties as may be prescribed by Statute or Ordinance, and such other duties as may be determined by the Council, or the Vice-Chancellor.

## CHAPTER IV

## THE PROCTORS

1. The Proctors and Pro-Proctors shall be elected by the Regent House. They shall be nominated for election by such of the Colleges as may be prescribed by Special Ordinance, in turn, two for every year, according to the Cycle prescribed in that Special Ordinance; provided that the University shall have power to amend the Cycle from time to time. The persons nominated for election shall be members of the Senate of at least three years' standing. Further provisions for nomination and appointment may be made by Ordinance.

2. If the College whose turn it is fails to make a nomination, or if the Regent House declines to elect the person nominated, the Council shall nominate a person for election by Grace of the Regent House.

3. Each Proctor and each deputy Proctor shall by public declaration give an undertaking that he or she will faithfully discharge the duties of the office.

4. If the office of Proctor becomes vacant after the election by death, resignation, deprivation, or any other cause, Trinity Hall shall nominate and present a person for election, in manner as nearly similar as possible to that described above, and the person elected shall hold office until the first weekday of the Michaelmas Term next ensuing.

## CHAPTER V

## THE ORATOR

1. The Orator is placed under the direction of the Council. It shall be the duty of the Orator
  - (a) to write addresses for presentation to other universities and institutions;
  - (b) to present to the University persons on whom titles of degrees are to be conferred *honoris causa*.
2. The Orator shall be appointed by Grace of the Regent House on the nomination of the Council.

## CHAPTER VI

## THE REGISTRARY

1. The Registry is placed under the direction of the Council. It shall be the duty of the Registry
  - (a) to act as the principal administrative officer of the University, and as the head of the University's administrative staff;
  - (b) to keep a record of the proceedings of the University, and to attend for that purpose all Congregations of the Regent House and such other public proceedings of the University as may be specified by Statute or Ordinance or by the Council;
  - (c) to act as Secretary to the Council;
  - (d) to receive reports of Boards, Syndicates, and other bodies, and to deal with them as required by Statute or Ordinance;
  - (e) to be responsible for maintaining a register of members of the University, and keeping records of matriculations and class-lists, and of degrees, diplomas, and other qualifications;
  - (f) to edit *Statutes and Ordinances* and the *Cambridge University Reporter*;
  - (g) to perform such other duties as may be prescribed by Statute or Ordinance or by the Council.
2. The Registry shall be appointed by the Council.
3. The Registry shall not be a member of the Council.
4. There shall be under the direction of the Council administrative officers in categories determined by Special Ordinance. So far as the Council may allow or direct, any duty of the Registry may be performed by such an officer.
5. During a vacancy in the office of Registry, the Council may appoint an Acting Registry upon such terms of remuneration as it thinks fit.

## CHAPTER VII

## THE LIBRARIAN

Provision shall be made by Special Ordinance for the appointment of the Librarian and for the determination of the duties and responsibilities of the Librarian.

## CHAPTER VIII

## THE DIRECTOR OF THE FITZWILLIAM MUSEUM

The Director of the Fitzwilliam Museum has charge of all the objects in the Museum and in the Marlay Collection. Provision shall be made by Special Ordinance for the appointment of the Director, and for the further determination of the duties and responsibilities of the office.

## CHAPTER IX

## THE ESQUIRE BEDELLS

1. There shall be two Esquire Bedells who shall be members of the Senate appointed by the Council. They shall be equal in rank, shall attend the Chancellor and the Vice-Chancellor on public occasions, and shall perform such other duties as may be prescribed by Ordinance or Order.
2. The Esquire Bedells are placed under the direction of the Council.

## CHAPTER X

## THE UNIVERSITY ADVOCATE, THE DEPUTY UNIVERSITY ADVOCATES

1. The University Advocate shall be a member of the Regent House appointed by Grace on the nomination of the Council. The University Advocate shall not as such be under the direction of any Board, Syndicate, or other body. The duties of the office of University Advocate shall be as specified by Statute or Ordinance.

2. There shall be one or more Deputy University Advocates, each of whom shall be a member of the Regent House appointed by Grace on the nomination of the Council after consultation with the Advocate. A Deputy University Advocate shall carry out any of the duties of the Advocate when requested to do so by the Advocate or when the Advocate is unable to act, and also during any vacancy in the office of Advocate.

3. Subject to the provisions of the Schedule to Statute C, the tenure of the office of University Advocate and the tenure of the office of Deputy University Advocate shall be prescribed by Ordinance.

## CHAPTER XI

## PROFESSORS

1. There shall be in the University the Regius Professorships of Divinity, Civil Law, Physic, Hebrew, Greek, History, Engineering and Botany; and such other Professorships as may be specified by or in accordance with Special Ordinance.

2. Professorships are to be established in institutions under the supervision of the General Board either by Statute, or by Grace of the Regent House after consideration of a Report of the General Board.

3. Detailed provision for the procedure for election or appointment to Professorships shall be made by Special Ordinance, made on the recommendation of the General Board.

## CHAPTER XII

## READERS

Readerships are to be established in institutions under the supervision of the General Board. Provision shall be made by Ordinance made on the recommendation of the General Board for the procedure for the appointment of Readers.

## CHAPTER XIII

## UNIVERSITY SENIOR LECTURERS AND LECTURERS

1. University Senior Lectureships and University Lectureships are to be held in institutions under the supervision of the General Board.

2. Provision shall be made by Special Ordinance for the method of appointment of University Senior Lecturers, University Lecturers, and Associate Lecturers.