

## SPECIAL ORDINANCES UNDER STATUTE C

UNIVERSITY OFFICES AND EMPLOYMENT IN THE  
UNIVERSITY

## SPECIAL ORDINANCE C (i):

*University Officers: sabbatical leave, dispensation, duty to examine  
(Special Ordinance under Statute C I 1)*

*Amended by Grace 1 of 12 May 2021*

[1. Every office specified in Schedule C (i) 1 shall be a University office and the holder shall be entitled to be dispensed from discharging the duties of her or his office during one term for every six terms of service as hereinafter defined; provided always that]<sup>1</sup>

(1. Those holding the offices specified in Schedule C (i) 1 shall be designated as academic staff. The holder of such an office shall be entitled to be dispensed from discharging the duties of her or his office during one term for every six terms of service as hereinafter defined; provided always that)<sup>1</sup>

(a)the officer's duties include undertaking research, which duty is specified in the officer's contract of employment;<sup>2</sup>

(a) the officer shall obtain the consent of the General Board, which consent shall not be unreasonably withheld;

(b) in estimating the amount of leave of absence due under this section at any time account shall not be taken of any service done by the officer more than six years before;

(c) an officer shall not necessarily receive any stipend in respect of any period of absence under this section, but the General Board may fix the amount (if any) of the stipend payable in respect of such period.

For the purposes of this section the General Board shall have power to determine whether a term or part of a term is to be reckoned as a term of service in any case where the holder of an office specified in the Schedule has been excused compliance with any or all of the conditions of the office under Statute C and the Ordinances or has been dispensed from discharging all or part of the duties of the office under Section 2 below; and for the same purposes a term of service shall be defined as any term during which or during part of which a University officer has held such an office, except

(i) any term for which or for part of which the General Board has excused the officer from compliance with any or all of the conditions of her or his office under Statute C and the Ordinances but has not allowed the term to be reckoned as a term of service;

(ii) any term for which or for part of which the General Board has dispensed the officer from discharging all or part of the duties of her or his office under Section 2 below but has not allowed the term to be reckoned as a term of service;

(iii) any term for which the officer has been dispensed from discharging the duties of her or his office under this section.

2. The competent authority may for sufficient cause dispense a University officer from discharging all or part of the duties of her or his office, as follows:

(a) The competent authority may dispense an officer, on account of her or his illness, from discharging the duties of his or her office for a period not exceeding six months, without loss of stipend. The competent authority may extend such dispensation and if it does so shall fix the amount (if any) of the stipend payable to the officer.

(b) The competent authority may dispense an officer, for sufficient cause other than illness, from discharging the duties of her or his office for a period not exceeding five years. In exceptional circumstances the competent authority, with the concurrence of the votes of not less than two-thirds of the whole number of its members, may grant such a dispensation for a period longer than five years, or may extend beyond five years a dispensation already granted, provided always that such a dispensation or extension shall not be valid without the concurrence of the Board, Syndicate, or other body chiefly concerned with the duties of the officer. No stipend shall be

<sup>1</sup> The text in angular brackets will replace the text in square brackets with effect from 25 March 2022 (See *Reporter*, 6629, 2020–21, p. 834).

<sup>2</sup> The sub-paragraph in angular brackets will be inserted and the following sub-paragraphs renumbered with effect from 25 March 2022 (See *Reporter*, 6629, 2020–21, p. 834).

payable to the officer during any such dispensation (whether or not the period of dispensation exceeds five years) unless at the time of giving it or at the time or times of extending it the competent authority, having regard to all the circumstances of the case, including the nature of the sufficient cause and the question whether the officer is receiving or will receive payment from some source other than the University during the period of the dispensation, shall determine that the whole or part of the normal stipend is to be payable.

- (c) The competent authority may dispense an officer, for sufficient cause other than illness, from discharging part of the duties of her or his office for a period not exceeding five years in the first instance, and may extend beyond five years a dispensation already granted, provided always that such a dispensation or extension shall not be valid without the concurrence of the Board, Syndicate, or other body chiefly concerned with the duties of the officer. A reduced stipend, as determined by the competent authority, shall be payable during such a dispensation.

3. The competent authority shall have power to determine whether any period, or part thereof, of an officer's dispensation or partial dispensation from duty under this Special Ordinance shall be omitted in reckoning the limit of tenure fixed at the time of the officer's appointment or reappointment to her or his office.

### SCHEDULE C (i) 1<sup>1</sup>

*Amended by Grace 5 of 29 July 2020*

*University offices whose holders are entitled to leave under Special Ordinance C (i) 1*

Professors  
 Professors (Grade 11)  
 Readers  
 Associate Professors (Grade 10)<sup>2</sup>  
 University Senior Lecturers  
 Associate Professors (Grade 9)<sup>2</sup>  
 University Lecturers  
 Assistant Professors<sup>2</sup>  
 Assistant Directors of Research  
 Senior Assistants in Research  
 University Pathologist in the Department of Veterinary Medicine  
 Assistant Directors of Development Studies  
 Director of the Melville Laboratory for Polymer Synthesis  
 Director of the Institute of Criminology  
 Director of the Scott Polar Research Institute  
 Director of the Botanic Garden  
 Executive Director of Research in the Faculty of Economics  
 Deputy Director of the McDonald Institute for Archaeological Research

### SPECIAL ORDINANCE C (ii)

*University Officers (Special Ordinance under Statute C I 2)*

1. Certain matters which may be regulated in future by Special Ordinances under Statute C I 2 are at present provided for by the Schedule to Statute C (formerly Statute U).<sup>3</sup>

2. The competent authority shall decide, after hearing the opinion of the Faculty Board or other authority concerned, whether a University office that is vacant or is expected to become vacant shall be filled or left vacant; provided that this shall not apply to

(a) any of the offices specified individually in Statute C I 1;

(b) any Professorship;

(c) any office which is required to be filled under the terms of a trust subsisting at the time.

An election or appointment to an office may be made by anticipation as from a future date if it is known that the office will then be established, or will then be vacant and may be filled.

<sup>1</sup> See also p. 714.

<sup>2</sup> The word 'University' will be inserted before this title subject to the approval by Her Majesty in Council of the amendments of Statute approved by Grace 1 of 12 May 2021.

<sup>3</sup> Cross-reference may be amended by Grace pursuant to Statute C I 8(c).

**3.** (a) The tenure of a University officer other than an officer specified in Schedule C (vii) 1 shall begin on such date as may at the time of the election or appointment be specified by the electing or appointing body; or, if no such date is specified, then

- (i) if the office is already vacant or is newly established, the officer's tenure shall begin on the day of the election or appointment,
- (ii) if the office is not yet vacant, the officer's tenure shall begin on the day after that on which the retiring officer vacates the office;

provided that no such body shall specify a date, or shall make an election or an appointment without specifying a date, so that the tenure of the officer elected or appointed begins on a date that is either earlier than the day on which the office fell vacant, or more than six months earlier than the day of the election or appointment, or more than eighteen months later than that day.

(b) Wherever in respect of a University office or category of University office provision is made by Statute or Ordinance or has been made by Grace for reappointment, and reappointment has not been precluded by the conditions upon which a particular office was established or re-established, no holder of such office or of an office in such category shall be reappointed more than one year before the date on which his or her present tenure of the office is due to expire.

(c) Where any Statute or Ordinance provides that a University office shall be divided into grades, whether identified by a number or by a specific title, each grade shall, unless otherwise specified in the relevant Statute or Ordinance, be regarded as a separate University office, and promotion from a lower grade to a higher grade within an office which is so divided shall be regarded as appointment to a different office.

**4.** Unless it is otherwise provided by Statute or Ordinance, every officer shall be admitted to her or his office as soon as may be after the commencement of tenure by subscribing, in a book kept at the Registry, a declaration that the officer will well and faithfully discharge all the duties of the office, and by entering in the book the date of entering upon the office.

**5.** The stipend of an office shall accrue due to an officer from the commencement of tenure unless he or she fails to enter upon the duties of the office on or before the required date as hereinafter defined. The required date shall be that specified by the electing or appointing body at the time of the election or appointment, or, if no such date is specified, it shall be that of the commencement of tenure if the commencement is not on the day of the officer's election or appointment, or the first day of the next term if the commencement is on the day of the officer's election or appointment.

**6.** An officer who fails to enter upon the duties of her or his office on or before the required date shall report the fact to the competent authority. The competent authority shall then determine the date from which the officer's stipend is due to accrue, and may excuse the officer from compliance with any or all of the conditions of the office during a period of not more than one year after the required date, subject to any deduction of stipend which the competent authority may determine.

**7.** Except where it is otherwise determined by the University, stipends shall be considered as accruing from day to day and shall be apportionable in respect of time accordingly.

**8.** The University shall have power to prescribe by Ordinance that the stipend attached to any office shall be subject to deduction on account of emoluments received by the holder from a College or Colleges.

**9.** No person or body shall have authority to make any representation or contract on behalf of the University, except in the performance of duties assigned to such person or body by or under Statute or Ordinance, or by consent of the University authority concerned. Such consent may be given either with regard to a particular transaction or generally with regard to a class or classes of transaction, and shall be subject to any restrictions which may be imposed by the authority concerned.

**10.** The University shall join in the Universities Superannuation Scheme and shall pay the pension contributions due thereunder in respect of the pensionable salaries of those officers who become members of the Scheme.

**11.** Every University officer (other than the Chancellor, the High Steward, the Deputy High Steward, the Commissary, and any University officer who is exempted under any Statute from the provisions of this section) shall comply with such regulations concerning residence and accessibility as may be made by the University.

**12.** Subject to the provisions of Statute C and any Special Ordinance made under Statute C, a University officer shall be entitled, unless the tenure of her or his office is limited in accordance with the provisions of any other Statute or Ordinance or by Grace, to hold office until the retiring age so

long as he or she satisfactorily performs the duties of the office. All University officers (other than the Chancellor, the High Steward, the Deputy High Steward, the Commissary, and any University officer who is exempted under any Statute or Special Ordinance from the provisions of this section) shall vacate their offices not later than the end of the academic year in which they attain the age of sixty-seven years.

**13.** Every University officer shall send to the secretary of the competent authority and of the Board, Syndicate, or other body which is chiefly concerned with the officer's duties, such returns as the competent authority and the other body may respectively direct.

**14.** The duty to undertake examining which is imposed by Statute C I 4 shall not apply to any University officer who was appointed to her or his current office with effect from a date earlier than 1 October 1994.

### SPECIAL ORDINANCE C (iii)

#### *The Proctors (Special Ordinance under Statute C IV)*

**1.** (a) The election of the Proctors shall be held on the first weekday of the Michaelmas Term each year at 10 o'clock in the morning, the Proctors for the previous year vacating their offices immediately beforehand. At the election the two Esquire Bedells shall stand in scrutiny and shall take their own votes and those of other voters by the words *placet* or *non placet*. If each of the persons nominated is approved by a majority of those voting, the Esquire Bedells shall declare her or him to be elected. When the Proctors have been elected, the election of the deputy Proctors shall be held without delay.

(b) Exceptionally, the election of the Proctors and their deputies and the necessary public declarations may take place by any means of communication which permits all those participating simultaneously to hear one another, and the Registry may in advance of the election confirm by Notice the arrangements for voting in those circumstances.

(c) If after the election a Proctor desires to nominate an additional person for election as deputy Proctor, he or she shall request the Council to submit a Grace to the Regent House for the approval of the person nominated.

**2.** The Cycle of Nominations shall be as set out in Schedule C (iii) 1. When the series of years specified in the Cycle is ended, the order of nomination shall proceed as in the beginning of the Cycle and until the end of it, and so on continually.

**3.** In the Easter Term of each year the Head of each College whose turn it is to nominate a Proctor for the ensuing academic year shall, either in person or through a deputy, present to the Vice-Chancellor, in the presence of the Registry, the person nominated by the College, and shall certify in writing that during the past two years the person nominated has resided in the University for the greater part of each of three terms at least. Before the end of the academic year each of the two persons nominated Proctor shall nominate either one or two persons for election as deputy Proctors.

**4.** If the nomination of a Proctor, having been duly made by a College, becomes void or is withdrawn before the election for some cause deemed sufficient by the Council, the College shall make a further nomination.

## SCHEDULE C (iii) 1:

*Cycle for the nomination of Proctors<sup>1</sup>*

1999–2000	Jesus New Hall	2016–17	Trinity Hall St Edmund's
2000–01	Downing Magdalene	2017–18	Newnham Darwin
2001–02	Christ's Selwyn	2018–19	St Catharine's Lucy Cavendish
2002–03	King's Gonville and Caius	2019–20	Fitzwilliam Peterhouse
2003–04	Robinson Darwin	2020–21	Emmanuel Clare Hall
2004–05	Peterhouse Newnham	2021–22	Churchill Clare
2005–06	St Catharine's Fitzwilliam	2022–23	Pembroke Girton
2006–07	Churchill Pembroke	2023–24	St John's Corpus Christi
2007–08	Trinity Clare	2024–25	King's Hughes Hall
2008–09	Girton Corpus Christi	2025–26	Trinity Sidney Sussex
2009–10	Emmanuel St John's	2026–27	Homerton Queens'
2010–11	King's Sidney Sussex	2027–28	Jesus Murray Edwards
2011–12	Christ's Jesus	2028–29	Downing Magdalene
2012–13	Murray Edwards Magdalene	2029–30	Christ's Selwyn
2013–14	Downing Queens'	2030–31	Robinson Darwin
2014–15	Robinson Selwyn	2031–32	Gonville and Caius Wolfson
2015–16	Gonville and Caius Wolfson		

## SPECIAL ORDINANCE C (iv):

*Administrative Officers (Special Ordinance under Statute C VI 4)*

There shall be administrative officers under the direction of the Council in categories to be determined by Ordinance.

## SPECIAL ORDINANCE C (v):

*The Librarian (Special Ordinance under Statute C VII)*

1. There shall be in the University a Library Syndicate which shall have power to make rules for the management of the University Library, provided that such rules shall not be inconsistent with any Ordinance. The composition of the Library Syndicate and the manner of its appointment shall be determined by Ordinance from time to time.

2. The Librarian is placed under the direction of the Library Syndicate and shall act as Secretary to it. It shall be the duty of the Librarian

(a) to be responsible for the management of the University Library in all respects as determined by Ordinance and by the rules made by the Library Syndicate;

(b) to act as the General Board's principal adviser on matters relating to libraries;

<sup>1</sup> The present cycle was approved by Grace 7 of 26 May 1999 and amended by Grace 4 of 3 November 2010.

(c) to be responsible, in consultation with the Registry where appropriate, for the custody and arrangement in the Library of the University archives and of documents that are added thereto at the request of the Registry or otherwise, provided that the Registry shall be entitled to require the temporary deposit in the Registry of any document to which he or she may need to refer.

3. The Librarian shall be elected by a Board of Electors consisting of the Vice-Chancellor, or a duly appointed deputy, two persons appointed by the Council, three persons appointed by the General Board, and five persons appointed by the Library Syndicate. One at least of the Electors appointed by the General Board and one at least of those appointed by the Library Syndicate shall be persons who at the time of their appointment are not resident in the University nor officially connected with it, and three at least of the Electors appointed by the Library Syndicate shall be appointed from among the members of that Syndicate. The Secretary of the General Board, or a duly appointed deputy, shall be Secretary to the Board of Electors.

4. Electors shall be appointed in the Michaelmas Term to serve for four years from 1 January following their appointment.

5. If an Elector is or becomes a candidate for the office of Librarian he or she shall be disqualified from acting thereafter in the matter of that election, and the other Electors shall have power to act.

6. If an appointment to the Board of Electors is made after the Electors have first met to consider a vacancy in the office of Librarian, the Elector so appointed shall not have any vote in the election of the Librarian, but that Elector's predecessor, if not a candidate for the office of Librarian, shall retain her or his right to vote in the election.

7. (a) When the Librarian is due under the Statutes to retire, the Vice-Chancellor shall report the fact to the Council and to the General Board in the Michaelmas Term, but not later than the division of that term, of the academic year next before the year at the end of which the retirement is due to take place.

(b) When it becomes known to the Vice-Chancellor that a vacancy has occurred or will occur in the Librarianship otherwise than by the holder's becoming due under the Statutes to retire, the Vice-Chancellor shall report the fact to the Council and to the General Board at their next meetings.

8. Not later than the thirtieth day after reporting a vacancy or an expected vacancy in the Librarianship the Vice-Chancellor shall publish a Notice inviting applications to fill the vacancy; provided that the General Board shall have power to suspend the publication of such a Notice for any period not exceeding one year.

9. The Board of Electors shall have power to act notwithstanding one or more vacancies in the number of its members and shall have power to adjourn and generally to regulate its own procedure, provided that

(a) no election shall be made earlier than the day following that on which the qualifications of the candidates have been considered in the first instance at a meeting of the Board;

(b) no election shall be made unless two-thirds at least of the members of the Board (exclusive of any member disqualified by being a candidate) are present at the time of voting and a majority of the members present vote in favour.

10. The Board of Electors shall have power (a) to offer the Librarianship to a person who has not submitted an application for the office, provided that such a person's qualifications have been considered at two meetings held on different days, and (b) to enquire whether any person or persons other than those who have submitted applications would accept the office if offered.

11. If at the end of two years from the date of publication under Section 8 of the Notice inviting applications for the Librarianship the Electors have been unable to make an election, the Librarian shall be appointed by the Chancellor or, if the office of Chancellor is vacant, by the High Steward.

SPECIAL ORDINANCE C (vi):  
*The Director of the Fitzwilliam Museum*  
(*Special Ordinance under Statute C VIII*)

1. The Director of the Fitzwilliam Museum (who shall also be Marlay Curator) shall, subject to the direction of the Fitzwilliam Museum Syndicate, have charge of all the objects in the Museum and in the Marlay Collection and shall perform such other duties as may be prescribed by Ordinance.

2. The manner of appointment and, subject to the provisions of Statute C and any Special Ordinance made under it, the conditions of tenure of office of the Director and the manner of appointment of the Syndicate shall be determined by Ordinance from time to time.

SPECIAL ORDINANCE C (vii)  
*Professors (Special Ordinance under Statute C XI 3)*

*Amended by Grace 5 of 29 July 2020*

*Part A: Professorships*

1. In addition to the Regius Professorships specified in Statute C XI, there shall be in the University such Professorships as by any trust for the time being binding on the University are required to be maintained; such Professorships as are for the time being included in Schedule C (vii) 1 and such Professorships as are for the time being established by Ordinance.

2. Subject to the provisions of any trust for the time being binding on the University,

(a) the University may make regulations for a Professorship under which candidature for that Professorship at any election thereto may be limited, or preference may be given by the Board of Electors, to candidates whose work is connected with a particular area of study within the general field of the title of the Professorship;

(b) either before or after the occurrence of a vacancy in a Professorship to which no such regulations apply, the General Board may determine that candidature for the Professorship at the next election thereto shall be limited, or preference shall be given, as aforesaid.

Notice of any such limitation or preference shall be published to the University forthwith.

3. No Professorship shall be established in the University except by Grace of the Regent House after the publication of a Report of the General Board. The Report shall state whether or not it is recommended that the Professorship be placed in Schedule C (vii) 1. If the Report recommends inclusion in Schedule C (vii) 1, it may also recommend inclusion in Schedule G (i) 1.

4. (a) When a Professorship becomes vacant or is due shortly to become vacant, the University may, on the recommendation of the General Board, terminate or temporarily discontinue it as from the date of the vacancy or modify the conditions relating to it, unless such termination or temporary discontinuance or modification can only be effected by Statute or by an authority other than the University.

(b) If it is reported to the General Board that a Board of Electors has been unable to make an election to a Professorship, the General Board may publish a Notice temporarily discontinuing the Professorship for a specified period determined under the provisions of Section 20 of Part B below, unless such temporary discontinuance can only be effected by Statute or by an authority other than the University.

5. If a Professorship is one which cannot be temporarily discontinued or the conditions of which cannot be modified otherwise than by making a Statute or by submitting an application for the alteration of a trust to an authority other than the University, and if the University has approved such a Statute or has submitted such an application, the election shall remain suspended until the result of the submission of the Statute to Her Majesty in Council or of the application to the other authority is known.

6. Subject to the provisions of Statute C and this Special Ordinance regarding the age of retirement, the University shall have power to establish a Professorship limited to a fixed term, including to the tenure of one Professor only, or to direct that election to a Professorship (being neither a Professorship to which appointments are made by the Crown nor a Professorship governed for the time being by a trust expressly providing otherwise) shall be for a fixed term.

7. The University shall assign each Professorship to a Faculty or Department or other institution under the supervision of the General Board, as appropriate, and may change the assignment from time to time. Subject to the concurrence of the authorities concerned, the duties of a particular Professorship may concern such institutions as the General Board shall determine.

8. Professorial stipends shall be determined from time to time by the University, provided that a Professor shall always receive any emolument to which he or she is entitled under the terms of any trust for the time being binding on the University.

9. The University may from time to time prescribe the minimum amount of instruction to be given by a Professor and the character of such instruction.

**10.** The University may from time to time by Ordinance impose restrictions on the nature of College offices that may be held by Professors and on the teaching which Professors may give otherwise than on behalf of the University.

**11.** If the University alters either the title of a Professorship or the definition of the scope of a Professorship, such alteration shall not have effect during the tenure of the person then holding the office except with her or his consent; but if the person concerned consents to the alteration he or she shall be entitled to hold the office under the same conditions as if the alteration had been made before her or his election to the office.

**12.** The University shall have power to add or remove Professorships to or from the list of those specified in Schedule C (vii) 1.

**13.** Any person who has not previously held the Slade Professorship of Fine Art may be elected to that Professorship for a period not exceeding three years notwithstanding that he or she has attained the age of sixty-seven years; but no one shall be re-elected to the Professorship for a period such that the tenure of the office will continue beyond the end of the academic year in which he or she will attain the age of sixty-seven years.

**14.** Any person may be elected or re-elected to one of the following Professorships, notwithstanding that he or she has attained, or will attain during the tenure of the office, the age of sixty-seven years: the John Wilfrid Linnett Visiting Professorship of Chemistry, the Alexander Todd Visiting Professorship of Chemistry, the Arthur Goodhart Visiting Professorship in Legal Science, the Pitt Professorship of American History and Institutions, the Simón Bolívar Professorship of Latin-American Studies, the Diane Middlebrook and Carl Djerassi Visiting Professorship of Gender Studies, the Visiting Professorship of Architecture, the Sir Arthur Marshall Visiting Professorship of Urban Design, and the Humanitas Visiting Professorships.

*Part B: Elections to Professorships*

**1.** Elections to all Professorships shall be governed by the provisions of this Special Ordinance (Parts A and B) except for

- (a) the Regius Professorships of Civil Law, Physic, and History, and the King Edward VII Professorship of English Literature, to which appointments are made by the Crown;
- (b) a Professorship limited to the tenure of one Professor only, if established for a particular person by Grace;
- (c) the following Professorships, to which elections are made by the General Board:
  - (i) any Professorships on the John Humphrey Plummer Foundation;
  - (ii) the Quick Professorship of Biology;
  - (iii) the MRC Professorship of Cognitive Brain Sciences;
  - (iv) any Professorship the tenure of which is less than a year or is limited to a specified number of years;

provided that

- (i) any Professorship to which the appointment is to be made under the terms of any trust binding for the time being on the University shall be governed by this Special Ordinance only so far as this Special Ordinance is compatible with the terms of the trust;
- (ii) elections to the Dixie Professorship of Ecclesiastical History shall be made in accordance with the provisions of the Statute relating thereto for the University and for Emmanuel College in common.

**2.** Except as otherwise prescribed in Section 1 above, the election to a Professorship shall be made by a Board of Electors constituted in accordance with either Section 4 or Section 5 below. Subject to the provisions of Section 3, such a Board of Electors may be *either*

- (a) a standing Board, of which the appointed members shall be appointed to serve for four years, *or*
- (b) an *ad hoc* Board, of which the appointed members shall be appointed to serve until the election has been made and the Professor has entered upon the duties of the office, or until the General Board has published a Notice of temporary discontinuance under Part A Section 4(b) above.

**3.** A Board constituted in accordance with Section 4 may be either a standing Board or an *ad hoc* Board, as determined by the General Board under Section 6 below. A Board constituted in accordance with Section 5 shall be an *ad hoc* Board. The Registry or a University officer designated by the Council (or a duly appointed deputy appointed by the Registry or such University officer) shall act



as Secretary to a Board of Electors. The membership of a standing Board shall be published at least once in each year. The membership of an *ad hoc* Board shall be published as soon as conveniently may be after the members have been appointed.

**4.** If a Professorship has been assigned to a Faculty or Department, or other institution under the supervision of the General Board, the election shall be made by a Board of Electors consisting of

- (a) the Vice-Chancellor or a duly appointed deputy;
- (b) eight persons appointed by the Council, two on the nomination of the Council itself, three on the nomination of the General Board, and three on the nomination of the Faculty Board concerned in the case of a Professorship assigned to a Faculty or to a Department within a Faculty, or on the nomination of the comparable authority in the case of a Professorship assigned to a Department independent of any Faculty or other institution under the supervision of the General Board.

**5.** If the General Board considers it desirable that the assignment of a Professorship should be deferred until the election has been made to that Professorship, the election shall be made by a specially constituted Board consisting of

- (a) the Vice-Chancellor or a duly appointed deputy;
- (b) five persons appointed by the Council, two on the nomination of the Council itself and three on the nomination of the General Board;
- (c) such number of additional persons representing the branches of the subject included in the scope of the Professorship as the General Board shall determine, appointed by the Council on the nomination of the bodies deemed by the General Board to be concerned.

**6.** When a Professorship is first established, the General Board shall determine, after consulting such Faculty Boards or comparable authorities as are deemed by the General Board to be concerned, whether elections to the Professorship are to be made by a standing Board of Electors or by an *ad hoc* Board. The General Board shall subsequently have power to review its decision at any time and, after consulting the Faculty Boards or comparable authorities concerned, to reverse its previous decision; such reversal shall take effect from the first day of October next following.

**7.** Nominations for any Board of Electors shall be made on such dates as will enable the General Board to nominate with knowledge of the nominations of the Faculty Boards or comparable authorities concerned.

**8.** When a standing Board of Electors is constituted for the first time the members shall be appointed for periods so determined by the Council that in the year next but one and in every subsequent year (a) two of the eight appointed Electors shall retire on the thirtieth day of September, and (b) none of the nominating bodies shall nominate more than one Elector save when a casual vacancy is to be filled.

**9.** No person shall be appointed or reappointed a member of a standing Board of Electors who at the commencement of her or his period of service or further period of service, as the case may be, would have attained the age of sixty-seven years; and no person shall be appointed a member of an *ad hoc* Board of Electors who at the commencement of her or his period of service would have attained the age of seventy years.

**10.** To ensure the representation of opinion outside the University, every Board of Electors shall include at least two persons who are not the holders of any University office as defined in Statute C I 1(a) and are not habitually resident within twenty miles of the University Church. At least one such person shall be included among those nominated by the General Board, and at least one among those nominated by the Faculty Board or comparable authority (in the case of a Board constituted in accordance with Section 4) or among those nominated by the bodies deemed by the General Board to be concerned (in the case of a Board constituted in accordance with Section 5).

**11.** If a member of a Board of Electors who has been nominated as a representative of opinion outside the University subsequently becomes the holder of a University office as defined in Statute C I 1(a) or becomes habitually resident within twenty miles of the University Church, her or his place on the Board shall not thereby become vacant; but when next the body which nominated that person is to nominate a member of the Board it shall nominate a person qualified as in Section 10, unless there is already such a person among its nominees.

**12.** Whenever a vacancy from any cause other than lapse of time occurs on a Board of Electors (other than on an *ad hoc* Board after the Electors have first met to consider a vacancy in the Professorship), a new Elector shall be appointed to fill the vacant place. If an appointment to a standing Board of Electors is made after the Electors have first met to consider a vacancy in the Professorship, the Elector so appointed shall not take part in that election, and her or his predecessor shall retain the

right, subject to the provisions of Section 13 below, to take part in the election. If the General Board publishes a Notice under Part A, Section 4(b) above temporarily discontinuing the Professorship, the publication of the Notice shall have the same effect for the purposes of this section as if an election had been made.

**13.** If an Elector is or becomes a candidate for a Professorship, he or she shall be disqualified from acting thereafter in the matter of that election, and the remaining Electors shall have power to act.

**14.** A Board of Electors shall have power to act notwithstanding one or more vacancies in the number of its members, and shall have power to adjourn and generally to regulate its own procedure, provided that

- (a) no election shall be made earlier than the day following that on which the qualifications of the candidates have been considered in the first instance at a meeting of the Board;
- (b) no election shall be made unless two-thirds at least of the members of the Board (exclusive of any member disqualified by being a candidate) are present at the time of voting and a majority of the members present vote in favour.

**15.** A Board of Electors shall have power (a) to enquire whether any person or persons other than those who have submitted applications would accept the Professorship if offered, and (b) to offer the Professorship to a person who has not submitted an application, provided that such a person's qualifications have been considered at two meetings held on different days.

**16.** The following provisions shall apply to all Professorships other than those limited to the tenure of a single holder:

- (a) When a Professor is due under Statutes or Ordinances to retire, the Vice-Chancellor shall report the fact to the General Board not later than the division of the Michaelmas Term of the academic year next but one preceding the year at the end of which the retirement is due to take place.
- (b) When it becomes known to the Vice-Chancellor that a vacancy has occurred or will occur in a Professorship otherwise than by the holder's becoming due to retire or by the expiry of the period for which he or she was elected, the Vice-Chancellor shall report the fact to the General Board at the next opportunity.
- (c) If a vacancy is due to occur in a Professorship by the expiry of a period of discontinuance of more than three years, action shall be taken in accordance with subsection (a) above as if the end of that period were the end of the year in which a holder of the Professorship is due to retire. If a period of discontinuance is three years or less, action shall be taken in accordance with subsection (b) above.

**17.** When the Vice-Chancellor has reported under Section 16 above that a vacancy has occurred or is expected to occur in a Professorship, the General Board shall consider whether the conditions relating to the Professorship should be modified, or whether the Professorship should be terminated or temporarily discontinued. For this purpose the General Board shall consult such Faculty Boards or comparable authorities as are concerned, and also the Council of the relevant School, and shall ask whether they recommend that the vacancy should be filled, and if so whether they recommend (a) that candidature for the Professorship should be limited, or alternatively that preference should be given by the Electors, to persons whose work is connected with a particular area of study within the general field of the title of the office, or (b) that candidature should be open without limitation or preference to all persons whose work falls within that general field. In reaching a decision on these questions the General Board shall take into account, but shall not be bound by, the recommendations of the authorities consulted under this section.

**18.** (a) Not later than the end of the eighteenth month after the Vice-Chancellor's report under Section 16 of a vacancy or an expected vacancy in a Professorship, the General Board shall *either*

- (i) agree that the vacancy shall be filled; *or*
- (ii) ask the Council to promote a Grace for the termination or temporary discontinuance of the Professorship from the date of the vacancy; *or*
- (iii) ask the Council to promote a Grace extending by a specified amount the period prescribed by this subsection within which the General Board is required to act under sub-subsection (i) or (ii) above.

(b) Not later than the date specified by subsection (a) above if the Board agrees that the vacancy shall be filled or if the Professorship is one that the University is required by any Statute or trust to maintain, *or* not later than the end of the term next following the term in which a Grace under subsection (a)(ii) above has been rejected, the Board

- (i) may ask the Council to promote a Grace for the amendment of the Statute or Ordinances prescribing the conditions relating to the Professorship; and
- (ii) if the Professorship is one to which no such Statute or Ordinances apply, shall determine the conditions which shall relate to the Professorship at the next election.

**19.** Not later than the end of the twelfth month after

- (a) the General Board has agreed under Section 18(a)(i) that a vacancy shall be filled without the need for approval by Grace under Section 18(b)(i) of any modification of the conditions relating to the Professorship, or
- (b) the University has approved or rejected any Grace submitted under Section 18(b)(i) or has rejected any Grace submitted under Section 18(a)(ii),

the Vice-Chancellor shall publish a Notice inviting applications to fill the vacancy.

**20.** (a) If at the end of two years from the date of publication of the Notice inviting applications for a Professorship the Electors have been unable to make an election they shall report this fact and the reasons for it to the General Board. The General Board shall then *either*

- (i) grant the Electors a further period of not more than two years in which to make an election;  
*or*
- (ii) publish a Notice discontinuing the Professorship for a specified period which shall not extend beyond the end of the seventh academic year following the date of publication under Section 19 of the Notice inviting applications.

(b) If the Electors have been granted a further period of two years under Section 20(a)(i) and within that further period have again been unable to make an election they shall report this fact and the reasons for it to the General Board. The General Board shall then *either*

- (i) recommend the Council to ask the Chancellor, or, if the office of Chancellor is vacant, the High Steward, to appoint the Professor; *or*
- (ii) publish a Notice discontinuing the Professorship for a specified period which shall neither be less than one year nor extend beyond the end of the seventh academic year following the date of publication under Section 19 of the Notice inviting applications.

*Part C: Readerships and Professorships (Grade 11)*<sup>1</sup>

**1.** Save as provided in Section 4,

- (a) every appointment to a Readership or Professorship (Grade 11) of which the work falls preponderantly within the scope of one Faculty or Department or other institution under the supervision of the General Board shall be made by a Committee consisting of the members of the Selection Committee for the institution concerned and two persons appointed by the General Board for the particular occasion, unless a special appointing body has been constituted in the Report proposing the creation of the office;
- (b) every appointment to a Readership or Professorship (Grade 11) of which the work does not fall preponderantly within the scope of any one Faculty or Department or other institution under the supervision of the General Board shall be made by a special appointing body constituted as follows: a Selection Committee constituted in accordance with the provisions of Special Ordinance C (x) and two persons appointed by the General Board for the particular occasion.

**2.** At least one member of every appointing body constituted under Section 1 shall be a person not resident in the University nor officially connected with it. A non-resident member of the Committee appointed for the occasion of an appointment shall be entitled to reimbursement of his or her expenses in respect of any visit connected with such appointment up to a sum not exceeding the return railway fare between Cambridge and the member's normal place of residence or other place approved by the Finance Committee of the Council, together with a subsistence allowance in accordance with rates to be determined from time to time by the Finance Committee.

**3.** Every appointment to a Readership or Professorship (Grade 11) under Sections 1 and 2 shall require the attendance of at least two-thirds of the members of the appointing body and the concurrence of the votes of not fewer than five members.

**4.** When the creation of a Readership or Professorship (Grade 11) for a particular person is contemplated, the proposal shall be submitted to the University on the recommendation of the General Board in the form of a Grace authorising the Board to appoint that person.

<sup>1</sup> Part C also applies to officers at an equivalent level who hold an honorary clinical consultant contract with the relevant NHS Trust/Body and are paid on the relevant clinical scales (see p. 705).

5. The amount of instruction given by a Reader or Professor (Grade 11) on behalf of a College or Colleges shall not, except with the consent of the General Board, exceed eight hours a week, or if the Professor is also a Tutor or Bursar or an Assistant Tutor or Assistant Bursar or Steward, four hours a week.

SCHEDULE C (vii) 1:  
*Professorships*<sup>1</sup>

Amendment of this schedule is made by Grace. Professorships are assigned to this schedule by Ordinance or Grace.

This schedule lists University officers whose offices qualify them to hold Professorial Fellowships.

*Professors*

Abrahamic Faiths and Shared Values (Sultan Qaboos)	Astrophysics (2009)
Accounting (2002)	Astrophysics (2011)
Accounting (2018)	Astrophysics (2016)
Active Tectonics	Astrophysics (2018)
Advanced Materials Engineering	Astrophysics and Cosmology
Aerodynamics	Atmospheric Science
Aeronautical Engineering (Francis Mond)	Autism Research
Aerothermal Technology	Behavioural Ecology
Al-Kindi	Behavioural Economics and Policy (El-Erian)
Algebraic Geometry	Behavioural Neuroscience (2009)
American History	Behavioural Neuroscience (2016)
American History (Paul Mellon)	Behavioural Science
American History and Institutions (Pitt)	Biochemistry (Sir William Dunn)
Anaesthesia	Biochemistry (Herchel Smith)
Analytical Biotechnology	Bioelectronics
Analytical Physics	Biological and Biomedical Chemistry
Anatomy	Biological Chemistry (2002)
Ancient History	Biological Chemistry (2018)
Ancient Philosophy	Biological Physics
Ancient Philosophy (Laurence)	Biology (Quick)
Anglo-Saxon (Elrington and Bosworth)	Biomaterials and Sustainability
Animal Embryology (Charles Darwin)	Biomedical Engineering
Anthropology of Inner Asia (Caroline Humphrey)	Biomedical Magnetic Resonance
Applied Mathematics (1964)	Biomedical Physics
Applied Mathematics (2003)	Biophysics (2010)
Applied Mathematics (2006)	Biophysics (2019)
Applied Mathematics (2013)	Biostatistics (MRC Research)
Applied Mathematics (2017)	Botany (Regius)
Applied Mathematics (2018)	Brain Physics
Applied Mathematics (2020)	Breast Cancer Clinical Oncology
Applied Physics	Business Economics
Applied Thermodynamics (Hopkinson and Imperial Chemical Industries)	Cancer and Developmental Biology
Arabic (Sir Thomas Adams's)	Cancer Biology (Royal Society Napier Research)
Archaeological Science (George Pitt-Rivers)	Cancer Development
Archaeology (Disney)	Cancer Epidemiology
Architecture (1970)	Cancer Prevention
Architecture and the Moving Image	Cancer Research (2001, Grace 10 of 13 December 2000)
Artificial Intelligence	Cancer Research (Ursula Zoëllner)
Arts, Creativities, and Education	Cancer Risk Prediction
Arts, Humanities, and Social Sciences (John Harvard)	Cancer Sciences
Astronomy (2012)	Cancer Therapeutics
Astronomy (2015)	Cardiopulmonary Medicine
Astronomy (2019)	Cardiothoracic Surgery
Astronomy and Experimental Philosophy (Plumian)	Cardiovascular Ageing
Astronomy and Geometry (Lowndean)	Cardiovascular Medicine (British Heart Foundation)
Astrophysics (1909)	Cardiovascular Pharmacology

<sup>1</sup> See also p. 714.

Cardiovascular Sciences (British Heart Foundation)  
 Catalan Studies  
 Cell and Cancer Biology  
 Cell and Membrane Biology  
 Cell Biology (2014)  
 Cell Biology (2017)  
 Cell Physiology  
 Cell Signalling  
 Cellular Biochemistry  
 Cellular Dynamics  
 Cellular Neuroscience  
 Cellular Pathophysiology and Clinical Biochemistry  
 Cellular Pharmacology  
 Celtic  
 Celtic and Medieval Studies  
 Chemical and Molecular Biology  
 Chemical Engineering (1999)  
 Chemical Engineering (2009)  
 Chemical Engineering (Shell)  
 Chemical Engineering Science  
 Chemical Physics (1999)  
 Chemical Physics (2008)  
 Chemical Physics (2011)  
 Chemical Reaction Engineering  
 Chemistry (1968)  
 Chemistry (2014)  
 Chemistry (2014)  
 Chemistry (Yusuf Hamied) (1702)  
 Chemistry (Geoffrey Moorhouse Gibson)  
 Chemistry and Chemical Biology (2012)  
 Chemistry and Chemical Biology (2013)  
 Child and Adolescent Psychiatry  
 Chinese Development (Chong Hua)  
 Chinese History, Science, and Civilization (Joseph Needham)  
 Chinese Management (Sinyi)  
 Civil and Environmental Engineering  
 Civil Engineering (2013)  
 Civil Engineering (2017)  
 Civil Engineering (Sir Kirby Laing)  
 Civil Justice and Private Law  
 Civil Law (Regius)  
 Classical Archaeology (Laurence)  
 Classics (2004)  
 Classics (2019)  
 Classics and Ancient History  
 Climate Change Policy  
 Clinical Autoimmunity  
 Clinical Biochemistry and Medicine  
 Clinical Endocrinology  
 Clinical Microbiology  
 Clinical Neuropsychology  
 Clinical Neuroscience  
 Clinical Oncology  
 Coastal Dynamics  
 Cognitive Brain Sciences (MRC)  
 Cognitive Developmental Neuroscience  
 Cognitive Neurology  
 Cognitive Neuroscience (2018)  
 Cognitive Neuroscience (2019)  
 Cognitive Psychology (MRC Research)  
 Colloid Science  
 Combinatorial Mathematics  
 Commonwealth History (Smuts)  
 Communications Systems (Marconi)  
 Company and Securities Law  
 Comparative Cognition  
 Comparative Developmental Neurobiology  
 Comparative Immunogenetics  
 Comparative Law  
 Comparative Oncology and Genetics  
 Comparative Pathology  
 Comparative Philology  
 Complex Physical Systems (Schlumberger)  
 Composition  
 Computational and Molecular Biology  
 Computational Aerothermal Design  
 Computational Biology  
 Computational Engineering  
 Computational Linguistics (2004)  
 Computational Linguistics (2011)  
 Computational Linguistics (2017)  
 Computational Logic  
 Computational Morphodynamics  
 Computational Multiphysics  
 Computational Neuroscience (2017)  
 Computational Neuroscience (2020)  
 Computational Physics  
 Computer Engineering  
 Computer Science (1994)  
 Computer Science (2012)  
 Computer Science (2016)  
 Computer Science (2020)  
 Computer Science (2020)  
 Computer Science (Robert Sansom)  
 Computer Security  
 Computer Technology (1997)  
 Computer Technology (2005)  
 Computer Vision and Pattern Recognition  
 Computing  
 Computing and Human-Data Interaction  
 Condensed Matter Physics  
 Conservation and Development (Moran)  
 Conservation Biology (Miriam Rothschild)  
 Conservation Science  
 Construction Engineering (Laing O'Rourke)  
 Control Engineering (2002)  
 Control Engineering (2020)  
 Corporate Governance (Adam Smith)  
 Corporate Law (S. J. Berwin)  
 Cosmology  
 Cosmology (Stephen W. Hawking)  
 Cosmology and Astrophysics (2011)  
 Cosmology and Astrophysics (2017)  
 Criminal and Penal Justice  
 Criminology (Wolfson)  
 Criminology and Criminal Justice (2006)  
 Criminology and Criminal Justice (2010)  
 Crop Science (Russell R. Geiger)  
 Cultural History and Aesthetics  
 Cymatogeny  
 Deep History and Archaeology of Africa (Jennifer Ward Oppenheimer)  
 Developmental Biology  
 Developmental Cardiovascular Physiology and Medicine  
 Developmental Endocrinology  
 Developmental Genetics  
 Developmental Mechanick  
 Developmental Psychology  
 Developmental Psychopathology  
 Device Materials  
 Digital Humanities  
 Disability and Inclusive Education

Divinity (Lady Margaret's)	Environmental Systems Analysis
Divinity (Norris-Hulse)	Epidemiology (MRC Research)
Divinity (Regius)	Epidemiology and Medicine
Donor Health (NHSBT)	Epithelial Biology
Early English	Equine and Farm Animal Science (Alborada)
Early Modern European History	European History
Early Modern French Literature and Culture	European Law
Early Modern History	European Prehistory
Early Modern Iberian and Latin American Literature	European Union and Employment Law
Earth and Nuclear Materials	European Union Law
Earth and Planetary Materials	Evolution and Behaviour
Earth Sciences (BP Foundation McKenzie)	Evolutionary Biology (2013)
Earth Sciences (Royal Society Research)	Evolutionary Biology (2014)
East Asian History	Evolutionary Ecology
Ecclesiastical History (Dixie)	Evolutionary Genetics (2008)
Ecological and Developmental Criminology	Evolutionary Genetics (2017)
Ecology and Evolutionary Biology (Prince Philip)	Evolutionary Palaeobiology
Econometrics	Experimental Astrophysics
Economic and Social History	Experimental Combustion
Economic History (1928)	Experimental Haematology
Economic History (2004)	Experimental Medicine (Genzyme)
Economic Theory	Experimental Neuroscience
Economics (1970)	Experimental Particle Physics
Economics (2007)	Experimental Philosophy
Economics (2018)	Experimental Physics (1998)
Economics (Frank Ramsey)	Experimental Physics (2002)
Economics and Game Theory	Experimental Physics (2014)
Economics and Organization	Experimental Psychology (1931)
Education (1938)	Experimental Psychology (2013)
Education (2000)	Experimental Quantum Physics
Education (2000)	Family Research
Education (2004)	Farm Animal Health, Food Science, and Food Safety (Marks & Spencer)
Education (2004)	Finance (2012)
Education (2005)	Finance (2015)
Education (2008)	Finance (Sir Evelyn de Rothschild)
Education (2011)	Finance and Economics
Education and International Development	Financial Economics (Janeway)
Electrical Engineering	Fluid Dynamics
Electron Device Physics (Hitachi)	Fluid Mechanics (2006)
Electronic Engineering	Fluid Mechanics (2006)
Embryonic Pluripotency	Fluid Mechanics (2016)
Empirical Macroeconomics	Fluid Mechanics (Dyson)
Endocrine Physiology	Fluid Mechanics (G. I. Taylor)
Endocrine Signalling	Fluid Mechanics and the Environment
Endocrinology	Forest Ecology and Conservation
Energy and Sustainability	French (Drapers)
Engineering (1875)	French Government (Visiting)
Engineering (1966, Grace 5 of 1 December 1965)	French Linguistics and Language Change
Engineering (2008)	French Literature and the Visual Arts
Engineering (2012)	French Philology and Linguistics
Engineering (Rank)	Gastroenterology
Engineering (Regius)	General Practice
Engineering (Van Eck)	Genetic Epidemiology
Engineering and the Environment	Genetics (Arthur Balfour)
Engineering Design	Genetics and Epigenetics
Engineering Mechanics	Genetics and Genomics
Engineering Sustainability	Genome Biology
English (1966, Grace 2 of 1 December 1965)	Geoarchaeology
English (2001)	Geography (1931)
English and Applied Linguistics	Geography (1993)
English Law (Rouse Ball)	Geology (Woodwardian)
English Literature (King Edward VII)	Geometry
English Private Law	Geophysics (1966)
Enterprise Studies (Margaret Thatcher)	Geophysics (2019)
Environmental and Industrial Fluid Dynamics	German (Schröder)
Environmental Economics and Public Policy	German History and Thought
Environmental History	

Greek	Interdisciplinary Design
Greek (Regius)	International Education
Greek Culture (A. G. Leventis)	International Finance (Pembroke Visiting)
Haemato-oncology	International History
Haematological Medicine	International Law
Haematology	International Law (Whewell)
Health Management (Dennis Gillings)	International Law and International Constitutional Studies
Health Neuroscience (Bernard Wolfe)	International Relations (Sir Patrick Sheehy)
Health Services Research (RAND)	Italian
Healthcare Improvement Studies (Health Foundation)	Italian (Serena)
Hebrew (Regius)	Italian, History of Linguistics, and Women's Studies
High Energy Physics (2003)	Italian and Romance Linguistics
High Energy Physics (2009)	Japanese Studies
Histopathology	Land Economy
Historical Anthropology (2006)	Language Acquisition and Cognition
Historical Anthropology (2015)	Language and Information
Historical and Cultural Geography	Language and Machine Learning
History (Regius)	Laser Engineering
History and Culture of the Maghrib	Late Antique, Medieval and Byzantine Studies
History and Philosophy of Science (2002)	Latin (Kennedy)
History and Philosophy of Science (2010)	Latin American Geography
History and Philosophy of Science (Hans Rausing)	Latin-American Studies (Simón Bolívar)
History and Public Policy	Latin Literature
History of Art	Law (1973)
History of Education	Law (2006)
History of European International Relations	Law and Environmental Policy (Harold Samuel)
History of Medieval Art	Law and Legal History
History of Political Thought	Law and Public Policy
History of Science	Law of Real Property
History of Science and Medicine (2016)	Laws of England (Downing)
History of Science and Medicine (2018)	Legal and Political Philosophy
History of Southeast Asia	Legal Science (Arthur Goodhart Visiting)
Human Evolution (Leverhulme)	Leukaemia Stem Cell Biology
Human Evolutionary Biology and Prehistory	Linguistics
Human Genetics (2011)	Linguistics and Philosophy of Language
Human Genetics (2015)	Literature and Law
Human Geography	Logic
Hypoxia Signalling and Cell Biology	Logic and Algorithms
Igneous Petrology	Machine Learning (2014)
Image and Signal Analysis	Machine Learning (2020)
Immunology	Machine Learning (DeepMind)
Immunology (Sheila Joan Smith)	Machine Learning, Artificial Intelligence, and Medicine (John Humphrey Plummer)
Immunology and Cell Biology	Macroeconomics (2008)
Immunology and Infectious Diseases	Macroeconomics (2017)
Immunology and Medicine	Macromolecular Materials Science
Imperial and Naval History (Vere Harmsworth)	Magnetic Resonance Imaging
Indian Business and Enterprise (Jawaharlal Nehru)	Magnetic Resonance Physics
Industrial Information Engineering	Mammalian Development and Stem Cell Biology
Industrial Relations and Labour Economics (Montague Burton)	Management Studies (2011)
Infectious Disease Informatics	Management Studies (2021)
Infectious Diseases	Management Studies (Beckwith)
Information and Communications	Management Studies (Diageo)
Information Engineering (1994)	Management Studies (KPMG)
Information Engineering (2000)	Manufacturing Engineering
Information Engineering (2002)	Marketing, Business and Public Enterprise
Information Engineering (2004)	Marketing and Decision Sciences
Information Engineering (2012)	Materials Chemistry
Information Engineering (2013)	Materials Engineering
Information Systems and Innovation Studies	Materials Physics (2013)
Infrastructure Geotechnics	Materials Physics (2019)
Innate Immunity	Materials Science (2001)
Innovation and Organization	Materials Science (2007)
Inorganic Chemistry	Materials Science (2008)
Intellectual History	Materials Science (2009)
Intellectual Property Law (Herchel Smith)	Materials Science (2009)
Interactive Systems Engineering	

Materials Science (2016)  
 Materials Science (2018)  
 Materials Science (Sir Alan Cottrell)  
 Materials Science (Goldsmiths')  
 Materials Science (Royal Academy of Engineering Research)  
 Materials Science and Metallurgy  
 Mathematical Astrophysics  
 Mathematical Biology (1999)  
 Mathematical Biology (2017)  
 Mathematical Foundations of Computer Science  
 Mathematical Physics (1967)  
 Mathematical Physics (1978)  
 Mathematical Physics (1998)  
 Mathematical Sciences (2001)  
 Mathematical Sciences (2013)  
 Mathematical Sciences (N. M. Rothschild & Sons)  
 Mathematical Statistics (1961)  
 Mathematical Statistics (2016)  
 Mathematics (2008)  
 Mathematics (2014)  
 Mathematics (2015)  
 Mathematics (2018)  
 Mathematics (2020)  
 Mathematics (Lucasian)  
 Mathematics (Rouse Ball)  
 Mathematics Education  
 Mathematics for Operational Research (Churchill)  
 Mechanical Engineering (1993)  
 Mechanical Engineering (1997)  
 Mechanical Engineering (2006)  
 Mechanical Engineering (2013)  
 Mechanics of Materials (1997)  
 Mechanics of Materials (1999)  
 Media, Culture, and Environment  
 Medical Genetics (1997)  
 Medical Genetics (2007)  
 Medical Genetics (2020)  
 Medical Genetics and Genomic Medicine  
 Medical Genetics and Neurodevelopment  
 Medical Oncology  
 Medical Physics  
 Medicinal Chemistry (Herchel Smith)  
 Medicine (1962)  
 Medicine (1987)  
 Medicine (2010)  
 Medicine (Sheila Joan Smith)  
 Medieval and Renaissance English  
 Medieval Archaeology  
 Medieval French Literature  
 Medieval History  
 Medieval Music  
 Medieval Music and Literature  
 Metabolic Medicine  
 Metabolic Technology  
 Metabolism and Medicine  
 Metabolism and Nutrition  
 Metallurgy (Tata Steel)  
 Metamorphic Petrology  
 Microbial Genomics and Veterinary Science  
 Microbial Pathogenesis (GlaxoSmithKline)  
 Microstructure Engineering  
 Microsystems Technology  
 Mineral Physics  
 Mineralogy and Mineral Physics  
 Mineralogy and Petrology  
 Mitochondrial Medicine (MRC Research)  
 Mitochondrial Redox Biology  
 Mobile Systems  
 Modern and Contemporary History  
 Modern and Medieval German Studies  
 Modern Arabic Studies (His Majesty Sultan Qaboos Bin Said)  
 Modern British History  
 Modern Chinese History  
 Modern Cultural History  
 Modern German and Comparative Culture  
 Modern History  
 Molecular and Cellular Biochemistry  
 Molecular and Cellular Biology  
 Molecular Biology (2004)  
 Molecular Biology (2011)  
 Molecular Biology (Herchel Smith)  
 Molecular Cancer Biology (Royal Society Research)  
 Molecular Cell Biology  
 Molecular Endocrinology  
 Molecular Genetics (Herchel Smith)  
 Molecular Haematology  
 Molecular Haemostasis  
 Molecular Imaging Chemistry  
 Molecular Medicine and Stem Cell Genomics  
 Molecular Metabolism  
 Molecular Microbiology  
 Molecular Modelling  
 Molecular Neurobiology  
 Molecular Neurogenetics  
 Molecular Neurology  
 Molecular Nutrition and Metabolism  
 Molecular Oncology  
 Molecular Pathology  
 Molecular Physiology and Pathology  
 Molecular Sciences Informatics (Unilever)  
 Molecular Virology  
 Music  
 Music and Science  
 Music History  
 Music Theory and Analysis  
 Musical Performance Studies  
 Nanoengineering Science  
 Nanomaterials  
 Nanotechnology (1999)  
 Nanotechnology (2011)  
 Nanotechnology (2016)  
 Natural Language Processing  
 Natural Philosophy (Jacksonian)  
 Nephrology  
 Network Modelling  
 Networked Systems  
 Neural Intelligence  
 Neurobiology  
 Neuroendocrinology  
 Neuroimmunology (Genzyme)  
 Neuroinformatics (Gnodde Goldman Sachs)  
 Neurological Genetics  
 Neurology  
 Neuronal Mechanics  
 Neurorehabilitation  
 Neurosurgery  
 Neurotechnology  
 New Testament and Early Christianity  
 Nineteenth-Century French Literature and Culture  
 Nonlinear Mathematical Science (2000)  
 Nonlinear Mathematical Science (2017)  
 Nuclear Medicine



Number Theory	Plant and Microbial Biochemistry
Number Theory and Algebra (Kuwait)	Plant Biochemistry
Nursing	Plant Biochemistry and Cell Biology
Observational Cosmology and Astrophysics	Plant Development (2011)
Obstetrics and Gynaecology (1975)	Plant Development (2013)
Obstetrics and Gynaecology (2000)	Plant Development (2021)
Old Age Psychiatry	Plant Ecology
Oncological Imaging	Plant Molecular Genetics
Oncological Pathology	Plant Systematics and Evolution
Oncology (Li Ka Shing)	Plant Virology
Operations and Technology Management	Play in Education, Development, and Learning (LEGO)
Operations Research	Political Economy (1863)
Ophthalmology	Political Economy (2016)
Optical Fibre Communication	Political Economy (2017)
Organic Chemistry (Herchel Smith)	Political Philosophy
Organic Chemistry (2001)	Political Thought and History
Organic Chemistry (2017)	Political Thought and Intellectual History
Organisation Studies (Diageo)	Political Thought and International Relations
Organizational Ethnography	Politics
Orthopaedic Surgery	Politics and Public Policy
Otology and Skull Base Surgery	Polymer Physics
Ovarian Cancer Medicine	Polymeric Materials Chemistry and Physics
Paediatric Epidemiology	Population Health and Nutrition
Paediatrics	Population Health Research
Palaeography	Portuguese Literature and Culture
Paleoproteomics (McDonald)	Postcolonial Studies
Pathogen Dynamics	Prehistoric Europe and Heritage Studies
Pathology	Primary Care Research
Pathophysiology	Private International Law
Penal Theory and Ethics (Andreas von Hirsch)	Probability (2015)
Penology and Criminal Justice	Probability (2019)
Perinatal Physiology	Protein Crystallography
Petroleum Science (BP)	Psychiatry (1998)
Petrology	Psychiatry (2000)
Petrology and Geochemistry	Psychology (2007)
Pharmacology (Sheild)	Psychology in the Social Sciences
Philosophy (2012)	Public Health and Microbiology
Philosophy (2013)	Public Health Medicine
Philosophy (Knightbridge)	Public Innovation (Dr John C. Taylor)
Philosophy (Bertrand Russell)	Public Law
Philosophy of Religion	Public Law (Sir David Williams)
Philosophy of Science	Public Law and Jurisprudence
Phonetics	Public Policy
Phonetics and Phonology	Public Policy (Bennett)
Photonic Engineering	Pure Mathematics (2005)
Photonic Systems and Displays	Pure Mathematics (2009)
Photonics	Pure Mathematics (2020)
Photosynthesis	Pure Mathematics (Herchel Smith)
Physic (Regius)	Pure Mathematics (Sadleirian)
Physical and Computational Surface Chemistry	Quantum Electronics
Physical Chemistry	Quantum Physics (2005)
Physical Chemistry and Biophysics	Quantum Physics (2014)
Physical Geography	Quantum Physics (2014)
Physical Metallurgy	Quantum Physics (Leigh Trapnell)
Physics (1966, Grace 7 of 1 December 1965)	Radio Astronomy
Physics (2005)	Radiology
Physics (2006)	Real Estate and Urban Economics
Physics (2009)	Real Estate Finance (Grosvenor)
Physics (2014)	Reformation History
Physics (2015)	Regenerative Medicine
Physics (2015)	Renaissance Literature
Physics (2020)	Representation Theory
Physics (Cavendish)	Reproductive Biology
Physics (Herchel Smith)	Reproductive Physiology
Physiology	Respiratory Biology
Physiology of Reproduction (Mary Marshall and Arthur Walton)	Respiratory Science

Rheumatology (Versus Arthritis)	Superconducting Engineering
RNA Molecular Biology	Supramolecular and Polymer Chemistry
RNA Virology	Surface Science
Rural Economy	Surgery
Russian and European Art	Surgical Oncology
Russian and Film Studies	Sustainable Design
Science Education	Sustainable Reaction Engineering
Security and Privacy	Synthetic and Chemical Biology
Security Engineering	Synthetic Biology
Semiconductor Engineering	Tax Law
Senobiology	Technology (Prince Philip)
Slavonic Studies	Technology and Innovation (Nanjing)
Small Animal Surgery	Theoretical and Computational Physics
Social Anthropology (2014)	Theoretical Astrophysics
Social Anthropology (2019)	Theoretical Chemistry (2004)
Social Anthropology (Sigrid Rausing)	Theoretical Chemistry (2011)
Social Anthropology (William Wyse)	Theoretical Chemistry (2013)
Social Sciences	Theoretical Computer Science
Social Theory	Theoretical Geophysics
Sociology	Theoretical Mineral Physics
Sociology and Political Economy	Theoretical Physics (2001)
Soft Matter Physics	Theoretical Physics (2003)
Soft Solids and Surfaces	Theoretical Physics (2005)
Solid Mechanics (Hibbitt)	Theoretical Physics (2007)
South Asian History	Theoretical Physics (2007)
Spanish	Theoretical Physics (2010)
Spatial Planning	Theoretical Physics (2011)
Statistical Science	Theoretical Physics (2013)
Statistical Science for Health	Theoretical Physics (2017)
Statistical Signal Processing	Theoretical Physics (2018)
Statistics	Theoretical Physics (2019)
Statistics (MRC)	Theoretical Physics (2020)
Statistics in Biomedicine	Theoretical Physics (2020)
Statistics in Public Life (Harding)	Therapeutics
Stellar Evolution	Thermofluid Dynamics
Stem Cell Biology	Toxicology (MRC)
Stem Cell Medicine	Transfusion Medicine
Stochastic Analysis	Translational Imaging
Strategy and Innovation	Translational Immunology
Stress Signalling	Transplant Surgery
Stroke Medicine	Transplantation
Structural and Molecular Biology	Urban and Regional Economics
Structural Biology (2000)	Veterinary Diagnostic Pathology
Structural Biology (2010)	Viral Pathogenesis
Structural Biology (2017)	Virology
Structural Engineering	Volcanology
Structural Mechanics	Volcanology and Petrology
Structural Pharmacology	World History
Superalloys	Zoology (1866)
	Zoology (2010)

*Professors (subject specified on the occasion of an election)*

BBV Foundation Visiting Professor  
 Humanitas Visiting Professors  
 Jawaharlal Nehru Visiting Professor

*Other University officers specified in Schedule C (i) 1*

Director of the Botanic Garden  
 Director of the Institute of Criminology  
 Director of the Melville Laboratory for Polymer Synthesis  
 Executive Director of Research in the Faculty of Economics

*Other University officers*

Director of the Fitzwilliam Museum  
 Director of the Cambridge Endowment for Research in Finance  
 The Director of the M.B.A. course

## SPECIAL ORDINANCE C (viii):

*Readers (Special Ordinance under Statute C XIV)*

1. The University may from time to time prescribe the minimum amount of instruction to be given by a Reader and the character of such instruction.
2. The stipend of a Reader shall be determined by the University from time to time.
3. The University may from time to time by Ordinance impose restrictions on the nature of College offices that may be held by Readers and on the teaching which Readers may give otherwise than on behalf of the University.

## SPECIAL ORDINANCE C (ix):

*Associate Professors (Grade 10), University Senior Lecturers,  
Associate Professors (Grade 9), University Lecturers and Assistant Professors<sup>1,2</sup>  
(Special Ordinance under Statutes C XII 2 and C XIV 2)*

*Amended by Grace 5 of 29 July 2020*

1. Appointments or reappointments to the office of Associate Professor (Grade 10), University Senior Lecturer, Associate Professor (Grade 9), University Lecturer and Assistant Professor shall be made by a Selection Committee constituted under Special Ordinance C (x), provided that where an appointment to the offices of Associate Professor (Grade 10) or University Senior Lecturer at Grade 10 is made through promotion the appointment shall be made by the General Board.
2. The provisions in this Special Ordinance shall apply to Associate Professorships (Grade 10), University Senior Lectureships, Associate Professorships (Grade 9), University Lectureships and Assistant Professorships, unless their application to an office is expressly excluded.
3. (a) The appointment to an Associate Professorship (Grade 10), University Senior Lectureship, Associate Professorship (Grade 9), University Lectureship and Assistant Professorship shall be subject to the satisfactory completion of a period of probation under arrangements approved from time to time by the University unless the waiver of this requirement is recommended by the Selection Committee and approved by the Head of the School.  
(b) On confirmation of an appointment, an Associate Professor (Grade 10), University Senior Lecturer, Associate Professor (Grade 9), University Lecturer and Assistant Professor shall hold office, subject to the provisions of Statute C or any Special Ordinance made under it, until the retiring age, so long as the person appointed satisfactorily performs the duties of the office.
4. The Council of the School incorporating the institution in which the office is established shall have power to direct, either of its own motion or on the recommendation of the Faculty Board, comparable authority, or Selection Committee concerned, or in order to comply with a trust binding on the University for the time being, that in a special case an appointment or a reappointment to be made by a Selection Committee shall be for a fixed term, which shall be prescribed by the General Board and which may be shorter than the period specified in Section 3(b) above.
5. The General Board, after consulting the Faculty Board or other authority concerned, shall fix for each institution the limits within which the amounts of teaching to be given by all Associate Professors, University Lecturers and Assistant Professors in the institution shall be determined. The lower limit of such teaching shall not be less than thirty hours' lectures a year; provided that  
(a) an equivalent amount of other teaching may be substituted for lectures, the equivalence of such teaching being determined by the General Board;  
(b) the General Board shall have power, in exceptional circumstances and on the recommendation of the Faculty Board or comparable authority concerned, to prescribe for an Associate Professor, University Lecturer or Assistant Professor, for periods not exceeding three years at a time, and under such conditions as the General Board may specify, an amount of teaching which is less than that specified above.
6. The amount of teaching to be undertaken by an Associate Professor, University Lecturer or Assistant Professor shall be determined by the Faculty Board or comparable authority concerned within

<sup>1</sup> This Special Ordinance also applies to officers at an equivalent level who hold an honorary clinical consultant contract with the relevant NHS Trust/Body and are paid on the relevant clinical scales (see p. 705).

<sup>2</sup> Subject to the approval by Her Majesty in Council of the amendments of Statute approved by Grace 1 of 12 May 2021 the word 'University' will be inserted before the following titles: Associate Professor (Grade 10), Associate Professor (Grade 9), Assistant Professor.

the limits fixed by the General Board in accordance with Section 5 above. Such teaching shall normally be given during full term, but the Faculty Board or comparable authority, with the approval of the General Board and with the officer's consent, may prescribe that some of it shall be given during the Long Vacation.

7. If an Associate Professor, University Lecturer or Assistant Professor undertakes administrative work in connection with a Faculty, Department, or other institution, the General Board shall have power, on the recommendation of the Faculty Board or comparable authority concerned, to allow them to count such administrative work as part of the duties for which he or she receives a pensionable stipend as an Associate Professor, University Lecturer or Assistant Professor.

8. In prescribing the amount of teaching to be given by an Associate Professor, University Lecturer or Assistant Professor in any year the Faculty Board or comparable authority shall have regard to the character of the subject-matter of the lectures or other teaching, to the time which will be involved in preparation therefor, to any University administrative work approved by the General Board under Section 7 above, and to any College administrative work. If an Associate Professor, University Lecturer or Assistant Professor considers that the amount of teaching prescribed is unreasonable he or she may appeal to the General Board, whose decision shall be final.

9. An Associate Professor, University Lecturer or Assistant Professor shall not undertake for remuneration during full term without the consent of the General Board any teaching other than teaching given on behalf of the University or a College or Colleges or the delivery of occasional lectures. The amount of teaching given by an Associate Professor, University Lecturer or Assistant Professor on behalf of a College or Colleges shall not, except with the consent of the General Board, exceed twelve hours a week, or, if they are a Tutor or Bursar, eight hours a week. The General Board may on account of the nature of the subject or the circumstances of the particular case extend the maximum number of hours a week to fifteen, or if the Associate Professor, University Lecturer or Assistant Professor is a Tutor or Bursar to ten. For the purposes of this section the terms Tutor and Bursar shall include Assistant Tutors and Assistant Bursars unless in a particular case the General Board shall decide otherwise.

10. The prime stipends or scales of stipends for Associate Professors, University Lecturers and Assistant Professors shall be determined by the University on the recommendation of the General Board.

11. When there is an incremental scale of prime stipends the General Board shall determine an Associate Professor, University Lecturer or Assistant Professor's place on the scale on appointment. If a revised scale of stipends is approved by the University, it shall be competent for the General Board to alter an Associate Professor, University Lecturer or Assistant Professor's place on the scale in accordance with the objects and conditions of the revision.

12. The prime stipend of an Associate Professor, University Lecturer or Assistant Professor shall be subject, in respect of payments received from a College or Colleges other than payments for teaching and the direction of studies and such occasional payments as may be exempted by the General Board, to deductions to be determined by Ordinance.

#### SPECIAL ORDINANCE C (x):

##### *Selection Committees (Special Ordinance under Statute C XIII 2)*

1. Save to the extent expressly set out below, and unless expressly excluded by the provisions of any trust for the time being binding on the University, the process for the appointment of established academic officers (other than Professors) in each School shall be determined by the Council of the School, and responsibility for overseeing compliance with that process shall rest with the Head of that School.

2. The selection for appointment for every established academic office (other than Professorships) shall be made by a Selection Committee at which a minimum of five members and normally a maximum of nine members are present, unless the Head of the School has determined that the maximum number of members shall be higher in an individual case.

3. The constitution of the Selection Committee shall be determined by the process established under Sections 8 and 10 below, but the majority must be established academic officers in the University and at least one member must be external to the institution in which the appointment is being made.

4. Notwithstanding the minimum of five members specified in Section 2, if notice has been given that a member will be absent from a meeting of a Selection Committee for good cause and that absence

would bring the number present below the specified minimum, the Head of the School shall have authority to appoint another person to serve as a member of the Selection Committee for that meeting provided all other requirements of this Special Ordinance C (x) for the constitution of the Selection Committee are met.

5. Those responsible for the constitution of Selection Committees shall endeavour to ensure that there are as nearly as possible equal numbers of men and women on any Selection Committee and consideration should be given to the racial and ethnic diversity of the Committee.

6. Decisions of a Selection Committee shall be made by a two-thirds vote of members (rounded up to the nearest integer) unless unanimity is prescribed for any decision by the process in any School. The Chair shall not have a casting vote.

7. Each member of a Selection Committee shall seek to ensure that the selection process has been conducted fairly and complies with the required procedure and the Recruitment Key Principles. Any member can raise a concern with the Chair of the Committee, orally or in writing, if that member considers that it is not being conducted in accordance with the required procedure or the Recruitment Key Principles as adopted by the University from time to time. In the event that the member's concern is not satisfactorily answered, the member shall be entitled to refer the matter to the Head of the School, who shall have discretion to resolve the matter as the Head of the School considers appropriate. This shall not affect any remedy available to a candidate affected by any defect in process.

The University members of a Selection Committee shall normally have undertaken recruitment training and training in equality and diversity matters as specified from time to time by the General Board. Where a Head of School is not satisfied that a Selection Committee has made a decision fairly, transparently, or in accordance with the required procedure or the Recruitment Key Principles as adopted by the University from time to time, the Head of the School may remit the decision back to the Selection Committee citing concerns and asking that remedial action be taken. In exceptional circumstances, where the Head of the School remains dissatisfied, the Head of the School may veto the making of an appointment, but in those circumstances a full report shall be made to the Council of the School.

8. The process to be established pursuant to Section 1 shall specify at least the following:

- (a) The method and criteria for the appointment of members to a Selection Committee;
- (b) How the chair of the Selection Committee shall be appointed;
- (c) Whether there shall be an *ad hoc* Selection Committee(s) and if so, in what circumstances a Standing Selection Committee(s) may be established, if any;
- (d) The process to be adopted for advertising the appointment, and the procedure for short-listing, interviewing and final selection by the Selection Committee;
- (e) The training requirements for members of Selection Committees within the School.

The above information shall be published by the Schools on their respective websites. The memberships of individual Selection Committees shall also be published on the Schools' websites or on the websites of the institutions concerned.

9. For appointments and reappointments to a University office of Clinical Lecturer, the relevant School under Section 1 shall be the School of Clinical Medicine, in consultation with the School in which the Clinical Lectureship is established.

10. The Council and the General Board shall, by Notice issued from time to time, specify the Selection Committee and process to be adopted in the appointment of established academic officers in institutions under the direct supervision of the Council or the General Board, or of certain officers whose duties concern more than one School or institution.

#### SPECIAL ORDINANCE C (xi):<sup>1</sup>

##### *Associate Lecturers (Special Ordinance under Statute C XIII 2)*

1. The General Board may create Associate Lectureships and assign each Associate Lectureship to a Faculty or Department, as appropriate. The Board shall have power to direct a Selection Committee to make an appointment or reappointment to a particular Associate Lectureship conditional on the holding of a post specified by the Board in an institution connected with the University.

2. Every appointment or reappointment to a University office of Associate Lecturer shall be made by a Selection Committee. An Associate Lecturer shall be appointed and may thereafter be reappointed

<sup>1</sup> This Special Ordinance will be rescinded with effect from 1 October 2025 subject to the approval by Her Majesty in Council of the amendments of Statute approved by Grace 1 of 6 May 2021.

for such periods not exceeding five years at a time as the Selection Committee shall determine; provided that if an Associate Lecturer ceases to hold the post in an institution connected with the University which has been specified by the General Board in accordance with Section 1 that person shall thereupon vacate the Associate Lectureship.

3. All Associate Lecturers shall be required to devote themselves to the advancement of knowledge in their subject, to give instruction therein to students, and to promote the interests of the University as a place of education, religion, learning, and research. Every Associate Lecturer shall be required in each academic year to deliver a course or courses of lectures during a number of hours prescribed by the Faculty Board or comparable authority concerned, which shall be not less than sixteen, or to do such amount of other teaching as the General Board on the recommendation of the Faculty Board or comparable authority shall determine to be equivalent thereto, in a subject or subjects prescribed annually by the Faculty Board or comparable authority.

4. Associate Lecturers shall be subject to such conditions of residence as may be imposed from time to time by Ordinance. They shall not be subject to any of the restrictions imposed by Statute on the teaching which may be given by University Lecturers otherwise than on behalf of the University.

5. No Associate Lecturer shall be paid a stipend by the University unless for a particular Associate Lecturer, after consultation with the Faculty Board or comparable authority concerned and with the approval of the Council, the General Board decides otherwise and determines the stipend to be paid and whether it shall be pensionable.

#### SPECIAL ORDINANCE C (xii):

##### *Redress of Grievances*

##### *(Special Ordinance under Schedule to Statute C Chapter V 2)*

##### *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 Chair 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 C 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 who, in consultation with the Chair of the Human Resources Committee (or, if the Director of Human Resources is the Responsible Person, the Chair of the Human Resources Committee), will appoint a person to act in place of the Responsible Person in the Formal Stage of the Grievance Procedure. Where such an appointment is to be made by the Director of Human Resources, he or she will act in consultation with the Chair of the Human Resources Committee.

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 C 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 his or her 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 colleague 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 paragraph 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:

- (i) 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.
- (ii) The aggrieved officer shall be entitled to be represented or accompanied for that purpose by a trade union officer or a colleague, on the same basis as described in paragraphs 12–16 above.
- (iii) Subject to the above rules, the person or persons conducting the enquiry shall use all reasonable endeavours to ensure that the conduct of the inquiry is just and fair.

**27.** This procedure is established pursuant to the Schedule to Statute C, Chapter V 2.

#### *Transitional provision*

**28.** This Ordinance shall apply to all grievances submitted in writing by officers on or after 13 March 2013. The former arrangements contained in former 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.<sup>1</sup> When no longer required this provision may be repealed by Grace.

<sup>1</sup> The regulations were last published in *Statutes and Ordinances* 2012, p. 212.



## SPECIAL ORDINANCE C (xiii):

*Appeals*

1. This Special Ordinance establishes procedures for hearing and determining appeals by members of the academic staff who are dismissed or under notice of dismissal or who are otherwise disciplined.

2. References in this Special Ordinance to the Schedule are to the Schedule to Statute C and references to Chapters are to Chapters within that Schedule.

3. This Special Ordinance applies to appeals against, or arising from,

(a) any decision of a competent authority (or of a delegate of such a body) to dismiss in the exercise of its powers under Chapter II;

(b) any proceedings, or any decision reached, under Chapter III;

(c) any dismissal otherwise than in pursuance of Chapter II or Chapter III;

(d) any disciplinary decision of a University authority otherwise than in pursuance of Chapter III;

(e) any decision reached under Chapter IV;

(f) any proceedings, or any decision reached, under Statute C III 11–14 including any decision reached in pursuance of Statute C III 14;

and ‘appeal’ and ‘appellant’ shall be construed accordingly; provided that the following shall not be subject to appeal:

(i) a decision of the Regent House under Chapter II, Section 4;

(ii) any finding of fact by the Tribunal under Chapter III or Statute C III, or any medical finding by a Medical Board under Chapter IV; save where, with the consent of the Septemviri, fresh evidence is called on behalf of the appellant at the hearing of the appeal.

4. A member of the academic staff may institute an appeal under this Special Ordinance in accordance with Statute D II 4 *save that*

(a) for the purposes of any appeal to the Septemviri pursuant to this section against a decision of an Appointments or Selection Committee to terminate the appointment of an officer at the end of his or her probationary period, the quorum for the Septemviri shall be reduced to three, including the Chair. If the Chair is unavailable, he or she shall designate one of the members to act as Chair in her or his stead;

(b) the provisions of (a) above may be applied in any other appeal to the Septemviri pursuant to this section, at the option of the appellant and with the concurrence of the Chair.

5. The Septemviri may allow or dismiss an appeal in whole or in part and, without prejudice to the foregoing, may:

(a) remit an appeal from a decision under Chapter II (or any issue arising in the course of such an appeal), to the competent authority for further consideration as they may direct;

(b) remit an appeal from a decision under Chapter III to be heard again either by the same Tribunal or by a differently constituted Tribunal to be appointed under the provisions of that Chapter;

(c) substitute any lesser alternative penalty that might have been imposed in respect of the original charge or charges under the provisions of Chapter III;

(d) remit an appeal arising under Chapter IV to be heard again either by the same Medical Board or by a differently constituted Medical Board to be appointed under the provisions of that Chapter.

6. The Clerk of the Septemviri shall notify the decision of the Septemviri on any appeal, including any decision reached in the exercise of their powers under Section 5 above, together with any findings of fact different from those reached by the competent authority under Chapter II or by a Tribunal under Chapter III, as the case may be, to the Vice-Chancellor, to the University Advocate, and to the appellant.