

SCHOOL OF MEDICINE
ROLES, APPOINTMENTS AND COMMITTEES

1. This policy uses the terms; 'role', 'appointment' and 'co-opted committee member' which are defined below. The Policy describes the School's committee structure and how appointments are made. Associated documents are:

- a. The [names](#) of role holders, appointees and committees members.
- b. The [Terms of Reference for the School's Committees](#) .
- c. The policy on [recoding committee and working group decisions](#) .
- d. The '[Appointment Specifications](#)' outline context, purpose, duties, tenure, pre-requisite qualifications and resource. For some Committee Chair appointments the Ts of R for that committee define the Chair's duties and no further appointment spec is required¹.

2. **Definitions:**

- a. **'Role'**. A post or job that is established on the University establishment table and filled after advertisement.
- b. **'Appointment'**. An additional duty or function filled by a member of staff who is an existing role holder in the School. Normally filled by a volunteer after a competitive process. The specifications for these appointments are listed later in this document.
- a. **'Co-opted committee member'**. Committee members who serve on a committee for a fixed period. Normally these are volunteers but sometimes they may be subject matter experts. There are no specific terms for these appointments other than the Ts of R for the committee. Student Committee members volunteer, or are elected by their peers, and serve for a fixed duration, normally one academic year.

Roles

3. Those individuals in specific roles are; the Head of School, Clinical Lead, ScotGEM Prog Director, School Manager etc.

Appointments

4. Appointments fall into 4 generic types:

- a. **Leadership**. Deputy Heads of School, Divisional leads, Directors of Admissions, Teaching, Research and EDI.
- b. **Managerial**. Chairs of Space Planning, Safety, Ethics, Professionalism and Welfare Committees.

¹ Some specifications were not written when the individual was appointed. This is work in hand.

c. **Teaching.** Course Directors, Academic lead for Assessment, Module Controllers, Disability officer.

d. **Research.** DoPG R and DoPG T.

5. **Appointment Process:**

a. The Ops Group will keep the appointment list under review in order to identify when individuals are coming to the end of a tenure or when new appointments are required for other reasons. Good sequencing, resilience, opportunities for advancement and succession planning are all considerations when identifying replacements and timing. Committee chairs should alert the Ops Gp if appointees are leaving or if there are insufficient co-opted members.

b. An advert will go out to the whole school inviting suitably qualified and / or experienced individuals to apply when there are vacancies to fill. The advert will point to the appointment spec which will define the role, the time commitment and the tenure of the appointments. The tenure may be extended up to a maximum of twice the normal terms. The advert will normally invite interested parties to consult with the Head of School, their line manager or supervisor and / or the individual who is vacating the appointment in order to understand the duties.

c. A closing date for written applications will normally be set. Interested parties should submit a short application explaining why the role is of interest to them and what qualities / expertise they would bring.

d. Chair appointments are normally selected by a panel selected by the HoS and include external representation where possible and appropriate. Other appointments will be selected by a panel drawn from the Ops Group. Committee members are normally selected by a panel identified by that committee chair.

e. The selection criteria used to identify the successful applicant should be clearly defined.

f. Should there be no applicants then the HoS / Head of Division will re-advertise and / or prompt suitable candidates to apply. In extremis, and to facilitate the operation of the school, an individual who did not volunteer may be asked to fill the appointment.

Committees

6. There are 4 levels of Committee or working group:

b. **School Leadership.** School Ops Gp.

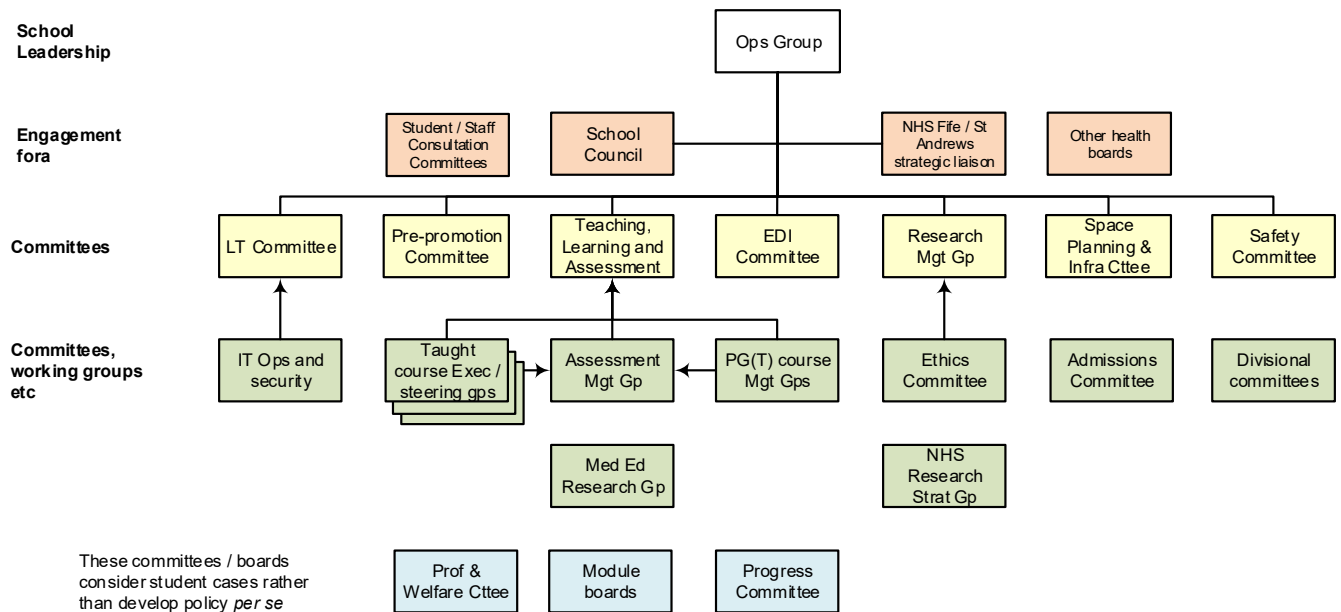
c. **Engagement Fora.** School Council, NHS Fife Strategic Liaison Committee and Student – Staff Consultative Committees (UG and PG).

d. **Committees.** School level policy proposal and delivery.

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- e. **Ad hoc committees and working groups.** These exist for a specific purpose and usually feed up to the Committees.

There are multiple linkages in this model which are hard to reflect while retaining clarity so only key lines are drawn



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Consultees:			
Location/s (Med Handbook):			
Location of source file:			
Access Level: (Public/University/School Staff)			
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Version Control Record (expand table as required)

Date	Revision Description	Major Changes
	Published version	
2 Oct 2019	Revision regarding Appointment to Role	