

# **REGULATIONS**

## **APPOINTMENT OF CHIEF OFFICER**

*Adopted by Governing  
Authority 28 April 1998*

# REGULATIONS

## *Procedures for the Appointment of Chief Officer*

The procedures for the appointment of the chief officer shall be as follows:

### **1. Search Board**

- 1.1 A search board consisting of members drawn from both the members of the University and those who are not members of the University, whose composition shall be approved by the governing authority, shall be established by the governing authority to initiate a search process, including public advertising, to best ensure participation in the selection process by high quality candidates both internal and external to the University. The search board may, if it deems it appropriate, utilise the services of professional search consultants in the search process.
- 1.2 The search board shall identify a shortlist of the most suitable candidates for consideration by a selection board.

### **2. Selection Board**

- 2.1 A selection board consisting of members drawn both from the members of the University and those who are not members of the University, whose composition shall be approved by the governing authority, shall be established by the governing authority and shall carry out such interview and any other procedures deemed appropriate to make a suitable selection from those candidates identified by the search board.
- 2.2 The selection of the chief officer shall be based solely on the academic and managerial needs of the University and on the merits of the candidate chosen and shall be without influence by any form of canvassing.
- 2.3 The selection board shall furnish a report on its recommendation of one candidate for the post of chief officer to the governing authority. The governing authority shall either accept the recommendation or refer the matter back for further consideration by the selection board and, if necessary, the search board. The governing authority may reconstitute either the search board or selection board should it so decide.
- 2.4 The chief officer shall be appointed by the governing authority on the advice of the selection board.

### **3. Confidentiality**

- 3.1 Members of the governing authority search board or selection board or any person privy to the search and selection process shall treat as confidential all particulars and matters in relation to candidates for the post of chief officer howsoever arising. This obligation shall extend to the selection board report to the governing authority.
- 3.2 Each person who is privy to the proceedings of the search and selection process shall be required to sign a confidentiality agreement providing for the matters hereinbefore set out.