**Application form for appointment to a Departmental Committee**

The Nuffield Department of Clinical Neurosciences (NDCN) is committed to open and transparent governance.

The Department welcomes applications and nominations to vacant Committee posts and in line with the new policy, Committee membership is initially for a 3-year term, renewable once. See *Appendix 1* for a copy of the full policy.

**Who should complete this form?**

This form is to be completed by an individual wishing to apply for an advertised vacant position on an NDCN Committee. Please email your completed application to hr@ndcn.ox.ac.uk.

Where membership of a committee is attached to your job role or description, you are not required to complete this form, and membership will continue for the duration of your time in post. If you are unsure of your status, please contact hr@ndcn.ox.ac.uk.

**Section 1 – Personal details**

|  |  |
| --- | --- |
| Name: | Job Title: |
| Division: | Date joined NDCN: |
| Line Manager: |
| Application/Nomination for Committee vacancy (vacancy number): |
| Please outline the skills you have that make you suitable for this committee (Maximum 200 words): |
| Signed: | Date: |

**Section 2 – for Line Manager use**

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| --- |
| I fully support this application and will allow the necessary time for the applicant/nominee to actively participate in the Committee.Yes No |
| Additional comments in support of this application (maximum 150 words): |
| Signed: | Date: |
| Name: |

**Section 3 – Head of Division Approval**

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| --- |
| I endorse the recommendations of the Line Manager and am content that the candidate, if selected, will act as a Divisional representative on the Committee. |
| Signed: | Date: |
| Name: |

**Section 4 – Departmental use only**

|  |
| --- |
| Date application received: |
| Ranking: |

***Appendix 1***

**Departmental Committee Membership Policy**

1. This document sets out the Department’s Committee Membership policy. Any questions relating to this policy should be directed to the HR Team: hr@ndcn.ox.ac.uk.

**Background:**

1. The Nuffield Department of Clinical Neurosciences (NDCN) is committed to open and transparent governance. In line with this commitment, the procedure for Committee appointments has been ratified by the Senior Management Group.

**Categories of Committee Membership & Terms**

1. There are three categories of Committee Membership in NDCN:
* Committee Chair;
	+ Appointed by the Head of Department.
	+ The initial appointment is for a term of 3 years, renewable once.
* Post-related Membership:
	+ This is applicable when an individual’s post is directly related to the work of the Committee and membership of that Committee is included in an individual’s Job Description. e.g. the Staff Development Officer is required to sit on the Staff Development Committee.
* Co-Opted Membership:
	+ These members are nominated by a Head of Division based on a specific expertise they may have for a project or task.
	+ These appointments are made by the Senior Management Group.
	+ Appointments last for a maximum of 3 years and are not renewable.
	+ There is a maximum of one Co-Opted Member per committee at any given time.
* Standard Membership:
	+ Open to all members of staff in the Department.
	+ Term length is to 3 years, renewable once.
	+ Membership for a second term is not guaranteed and the candidate will need to reapply in line with the application process laid out below.
* SMG Chair’s Action:
	+ In exceptional cases, the Head of Department reserves the right under SMG Chair’s Action to appoint a committee member for maximum term of 12 months.
1. Terms usually commence from 1st October of the appointment year, or after completion of the nomination and appointment process.

**Vacancies**

1. Members of Committees approaching the end of their term (ending that year) will be notified by email before the vacancy is advertised. The upcoming vacancy will still be advertised even if the member is wishing to re-apply for the vacancy.
2. Vacancies will be advertised on an annual basis. A list of all Committee positions becoming available that year will be advertised to department staff.
3. Vacancies are limited to a maximum of 33% of a Committee in any given year. Should more than 33% of the terms expire in a single year, the Head of Department will use Chair’s action to approve extensions of 1 year.

**Application Process**

1. Applications will be accepted following the advertisement of upcoming vacancies. A specific deadline will be issued each year.
2. Applications and nominations are welcome from the advertisement until the closing date.
3. Applications will be reviewed and ranked by the relevant Committee Chair, HR Manager and Head of Administration and Finance.
4. The Head of Department will be asked to approve the rankings and formally appoint the candidates based on the number of available posts and the relevant ranking. That is, if there are 3 vacancies on the Personnel Committee, candidates 1,2 and 3 will be appointed for the 3-year terms.
5. Candidates will be notified of the decision by email and successful candidates will take up membership of the relevant committee on the appointed year.
6. If serving on the Committee requires knowledge of University policies, successful candidates will be notified of training opportunities during the appointed year.

Updated Oct 2019

**FAQs:**

**Q:** How are Post-Related Memberships decided?

**A:** These are two of categories. Firstly, each committee requires a Secretary and this is generally a Core Admin function. The second is where a committee role or function is specifically listed in an individual’s job description.

**Q:** Do I need to be on a contract that lasts for the duration of a term?

**A:** No, any member of the department with a current contract of employment is eligible to apply.

**Q:** Do I have to serve a full term if appointed?

**A:** No, you are free to step down from a Committee at any point during your term. The terms are a maximum as opposed to a minimum.

**Q:** If I am not appointed, will I get priority next time?

**A:** No, committee appointments are made on the application submitted to the panel during that particular opening.

**Q:** If a vacancy arises throughout the year, will that post be advertised?

**A:** The vacancy will not be advertised until the next round of annual applications. In exceptional circumstances, the Head of Department may use SMG Chair’s action to appoint a member of the committee for a maximum of 12 months.

**Q:** Will committees be expanded to include more people?

**A:** No, committees will not be expanded and membership numbers are limited to the current number. Posts will be advertised on a rolling basis once terms have expired.