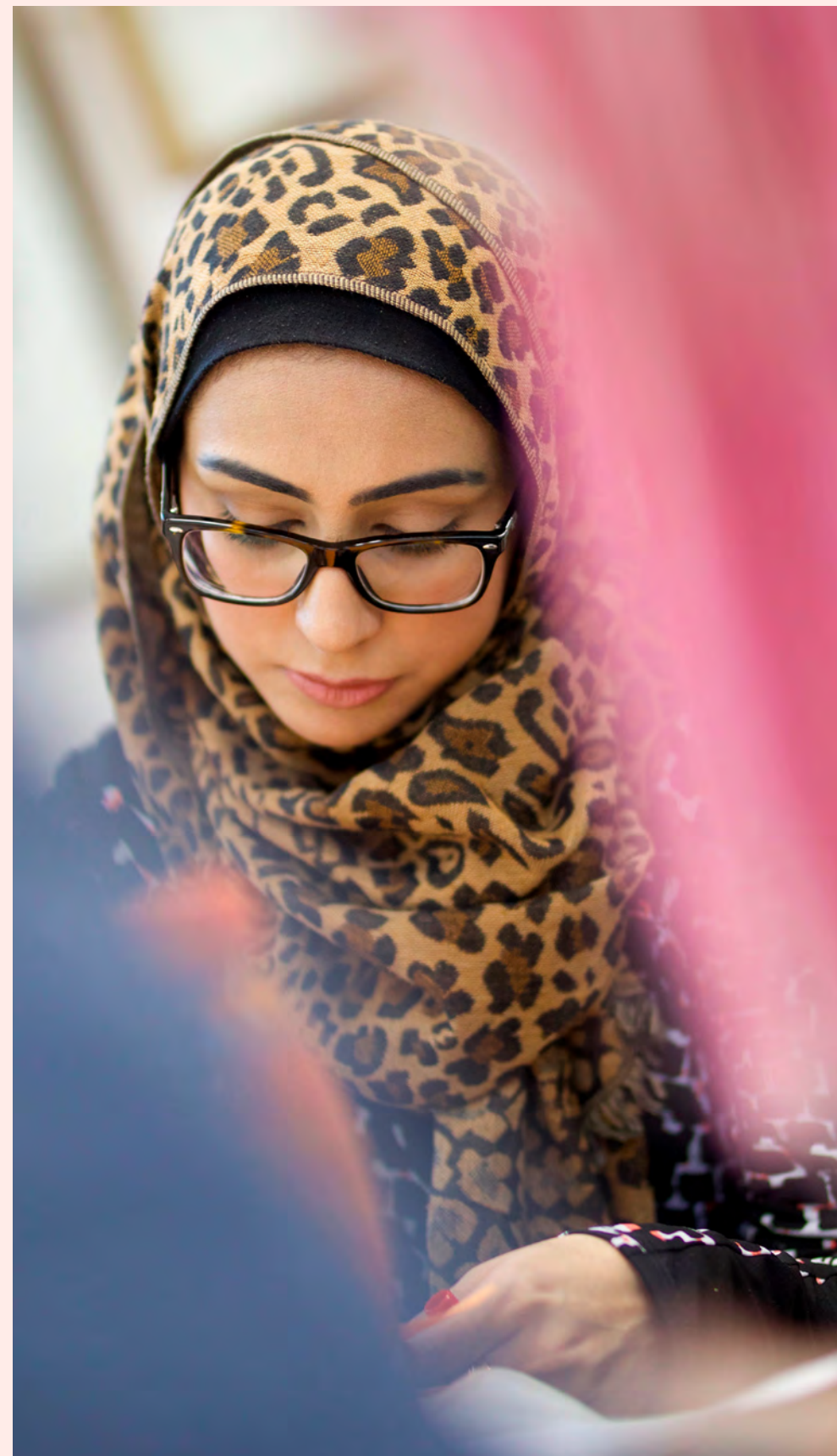
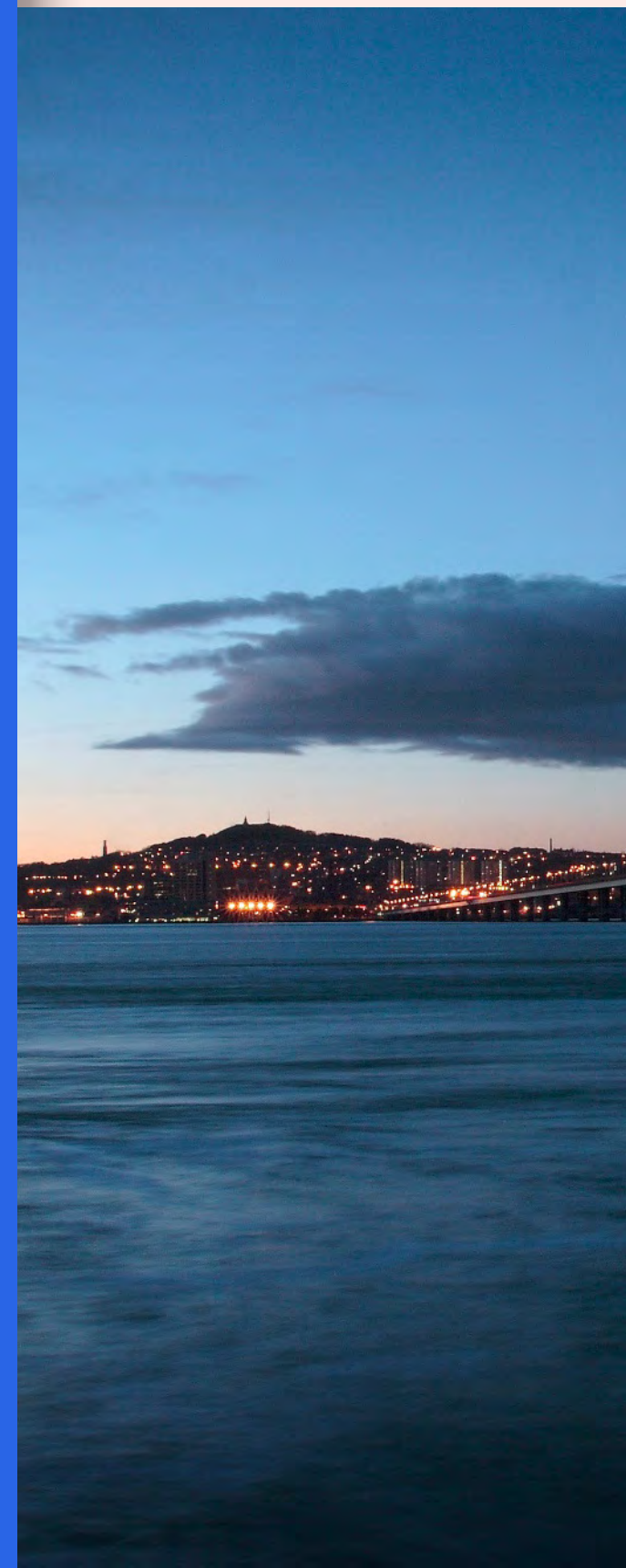




University
of Dundee



University Court Lay member Application Pack





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About the University of Dundee

Granted Royal Charter in 1967, the University of Dundee is approaching its 60th year as an independent university. The University has a demonstrable track record of academic excellence in education, research and enterprise.





About the University of Dundee

We play a key role in the academic, civic, cultural and economic life of the city and region and are very proud of our position not just as a key player but part of the physical and social fabric of Dundee but also our role as educator, neighbour, employer, connector and cultural instigator. Our staff and students choose to work and study in Dundee because Dundee is a creative, vibrant, and hugely welcoming city with a strong spirit of discovery. In the city of Dundee the University supports 6,760 jobs and £449 million Gross Value Added (London Economics, 2022) and is a founding partner of the V&A Dundee, Scotland's Design Museum.

Teaching

The University of Dundee has a long and illustrious history of sending more graduates to the professions than any other Scottish university and is a leading university for shaping the professional life of Scotland and the wider world. Fifty percent of our current students, a much higher proportion than in most research-intensive universities, are studying to enter professions such as medicine, law, nursing, dentistry, engineering, social work, architecture, psychology, business, forensic science and teaching. We are also renowned for the quality of our teaching in Art & Design, with Duncan of Jordanstone College of Art & Design top 10 for Art & Design in the UK (Complete University Guide 2024) and 3rd in Scotland for course teaching (National Student Survey 2025).

Research

Research and innovation lie at the heart of the University of Dundee's mission to transform lives. In the 2021 Research Excellence Framework (REF), the main quality assessment of research across the UK's Higher Education sector, 84 per cent of our research was assessed as 'world leading' or 'internationally excellent'. Across two REFs, and for the past 14 years, our world-renowned School of Life Sciences has been ranked #1 in the UK for Biological Sciences. From finding cures for neglected diseases to addressing the climate crisis, we harness research excellence to confront the world's most urgent issues.

Enterprise

The University has been a dynamic powerhouse of enterprise and knowledge exchange in the city of Dundee for decades. We are top University in the UK for spinouts (Octopus Ventures, 2023). Our new Life Sciences Innovation Hub, a key part of the Tay Cities Biomedical Cluster project, will foster the next generation of start-up and spin out successes in Health and Life Sciences, in line with Scotland's National Innovation Strategy.



Our university by the numbers

24,111

students (15,438 FTE)
in 2023/24

No. 1

for Medicine in Scotland

No. 2 in the UK
The Times and Sunday Times Good
University Guide 2025

No. 2

for Forensic Science in the UK

The Times and Sunday Times Good
University Guide 2025

No. 3

for Course Teaching in Scotland

National Student Survey 2025

First

first city in the world to eradicate Hep C

Beating the WHO target by 10 years

No. 1

for Dentistry in the UK

Complete University Guide 2025

No. 5

for Anatomy and Physiology

World-leading Theil embalming supports
invaluable practical experience.
Sunday Times Good University Guide 2025

Top 20

for Law in the UK

The Times and Sunday Times Good
University Guide 2025

No.1

in UK for Biological sciences

Research Excellence Framework 2021.

84%

of our research is assessed as 'world
leading' or 'internationally excellent'

Research Excellence Framework 2021

Six

drug compounds in clinical
development

Drug Discovery Unit

Largest

teaching hospital in the UK

Top 10

for LLM Programmes for Energy Law

The Centre for Energy, Petroleum
and Mineral Law and Policy (CEPMLP)
LLM Guide 2024



The University Court

The University Court is the governing body of the University and is responsible for overseeing the institution's activities, agreeing its vision and future strategic direction, and ensuring an environment that allows the University to achieve its objectives and all students and learners to reach their full potential.

The Court appoints the Principal & Vice Chancellor; approves the University budget and strategy, as well as the financial, human resources, estates and other operational plans which underpin their successful delivery; and monitors the University's performance in achieving its goals. The Court is responsible for all regulatory compliance, to the Scottish Funding Council for the proper use of public funds and for establishing and monitoring effective systems of internal control and accountability.

In addition, the Court holds ultimate responsibility to the University's stakeholders, including students, funders and customers, and to a number of public bodies such as the Quality Assurance Agency (QAA), Office of the Scottish Charity Regulator (OSCR), Office of the Scottish Information Commissioner (OSIC), the Scottish Public Services Ombudsman (SPSO) and UK Visas and Immigration (UKVI)

The Court has 24 members in total, 14 of whom are lay members and 10 of whom are non-lay members. The individual membership categories are currently as follows:

Lay members (14 members)

- Chairperson
- Deputy Chairperson
- Rector (or a nominated assessor)
- One member nominated by Dundee City Council Executive
- Ten co-opted lay members

Non-lay members (10 members)

- Principal & Vice Chancellor
- Dundee University's Student Association President
- Independent student member nominated by the Students' Association
- One member of academic staff nominated by the Trade Unions
- One member of non-academic staff nominated by the Trade Unions
- Three Senate Assessors (elected by the Senate)
- Two Staff Council Assessors (elected by the Staff Council)

Further information on current members of the Court, including the Skills Matrix are available on the Court Website:
dundee.ac.uk/corporate-information/court

Committees of Court comprise: Finance & Policy, Audit & Risk, Governance & Nominations, People & Organisational Development, Remuneration.
Sub-Committees of Court comprise: Risk Management Oversight Group, University Superannuation Fund Trustees and Welfare & Ethical Use of Animals.



The role

Lay members are drawn from outside the University. They can be from any background; from public, private or voluntary sectors, and will have an understanding of or experience in the governance of such organisations

As the University strives to emerge from a period of significant financial challenge and upheaval our Court members will play a critical role in driving forward an agenda for change, overseeing the implementation of a new operating model, ensuring a pathway to financial sustainability and ensuring that the recommendations of the Gillies report are consulted on and actions implemented.

Our ideal candidate will combine expert knowledge of strategic management with a proven track record of contributing to effective, collective decision-making; good governance; and protecting and upholding the principles of good conduct as defined by the Committee on Standards in Public Life.

They will have an interest in higher education, and an empathy with the mission, vision and objectives of an ambitious University wanting to change the lives of its students and the wider world.





The role

The University of Dundee is a registered charity and as a charity trustee the role holder must ensure that the charity is administered effectively, and is able to account for its activities in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and as set out in the guidance from the Office from the Scottish Charity Regulator (OSCR).

Common sense, an open mind and the ability to engage with complex strategic issues are needed, along with the ability to question intelligently and challenge constructively. Understanding the distinction between governance and executive management is key to the role of the Court member.

All applicants should demonstrate a constructive approach to interpersonal relationships within the Court structure, a commitment to equality and diversity, and an understanding that this is a collaborative role. Experience or a background in the strategic management or governance of large organisations would be beneficial but should not deter interested individuals from applying.

Training is given as part of the role.

Commitment

The Court meets five times a year. These meetings take place on a Tuesday afternoon in September, November, February, April and June and generally last between two and a half and four hours. Once a year, Court members are expected to attend a retreat encompassing one afternoon and the following day, at which they have the opportunity to discuss issues affecting the University in more detail than is possible at regular Court meetings.

Members can take a detailed view of long-term strategic decisions and the future direction of the University. It is also an opportunity for members to build relationships and a rapport with colleagues in an informal setting. Members of the Court are expected to attend all meetings of University Court in person where possible, although arrangements can be made for remote attendance.

Additionally, all members of Court should expect to be invited to play a role on at least one of the committees of Court. These are the Audit & Risk Committee, the Finance & Policy Committee, the Governance & Nominations Committee, the People & Organisational Development Committee and the Remuneration Committee.

The Finance & Policy Committee normally meets five times a year, while the Remuneration Committee usually meets twice, and the remainder meet four times a year.

The Governance & Nominations Committee makes recommendations to Court on the appropriate memberships of each of these committees, based on the relevant skills and experience of Court members. Members of committees are expected to attend all meetings.

From time to time, the Court establishes smaller working groups/additional sub-committees, and Court members are also on occasion invited to take part in staff appointments, appeals and grievance panels.

All Court members are expected to play a full role in debates and discussions at Court. Papers for Court meetings are normally dispatched one week in advance of each Court or Committee meeting, and members are required to ensure they are well prepared for each meeting.



Criteria for appointment

The Governance & Nominations Committee has set the following criteria for membership of the Court:

- Members should act as exemplars of the 'Nine Principles of Public Life in Scotland': selflessness, integrity, objectivity, accountability, openness, honesty, leadership, public service, and respect
 - Candidates must confirm that they are not disqualified from acting as a Charity Trustee in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and as set out in the guidance from the Office from the Scottish Charity Regulator (OSCR).
 - An interest in and empathy with the University and its learning & teaching and research vision
 - Understanding of financial planning, reporting and budgetary processes.
 - A readiness to develop an understanding of the University's internal structure and culture and its relationships with other agencies and funders
- A willingness and capacity to act as an ambassador for the University
 - A commitment to the time available to attend meetings, which for Court involves a commitment that runs to 12-16 days per year
 - Critical objectivity and the ability to question intelligently, challenge constructively and influence decision making
 - The ability to contribute to the Court's strategic thinking and the management of its performance
 - The ability to build relationships with other Court members and with the senior management of the University and to interact effectively with both.

Eligibility

Candidates for appointment as a co-opted (lay) member of Court must not be employed by the University nor be a full-time student of this or any other university.

Additionally, they must also not have been employed by or been a student of the University of Dundee within the four years preceding the start of their term.

Equality, Diversity & Inclusion

We welcome applications from all who meet the criteria, and particularly encourage those from groups that experience under-representation in our society.

Reasonable adjustments will be made for anyone with a disability who may require them.



Terms of appointment

Appointments are made for a period of four years in the first instance, which may be renewable for a further period of four years.

Remuneration & Expenses

Court members are not paid for the work that they do.

However, lay members are reimbursed for reasonable, legitimate travel expenses for travel within the UK and any other necessary costs incurred in attending a meeting. This includes care costs of dependents

Further Information

A set of documents and links providing further information on the role and the process are available from the following website:
dundee.ac.uk/governance/university/court

Any enquiries regarding the role may be made via email to courtadmin@dundee.ac.uk



How to apply

Interested parties are invited to submit a curriculum vitae and covering letter. They should explain why they feel they meet the criteria set out above and how they would be successful in the role.

The University of Dundee requests that all candidates complete and submit an Equality Monitoring Form (please ask for further details).

Completed applications should be sent to CourtLayMemberRecruitment@dundee.ac.uk

Applications should be submitted by Monday 1 September at noon.

The appointing committee will review all applications and determine which of them appear to meet the criteria for the role as set out above.

Those applicants shortlisted will be invited for interview. Interviews are likely to take place in early September.

For a conversation in confidence please contact Interim University Secretary Dr Veena O'Halloran: vohalloran001@dundee.ac.uk

Should you require access to these documents in alternative formats please contact Clerk to Court Dr Alison Ramsay: aramsay002@dundee.ac.uk

Data Protection & Privacy

Please see the University of Dundee's Privacy Policy: dundee.ac.uk/information-governance/data-protection



University
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