Dear [Name]

[Position on Court]

I am pleased to confirm your appointment to membership of the University Court for the period [Date] to [Date] in the first instance.

The Court usually meets on six occasions per academic year, normally on a Monday afternoon in each of October, December, February, April and June, with the annual Court Retreat at which strategic matters are discussed taking place over the course of 2 days within early September. Your first meeting as a member of the Court will be at the Court Retreat on [Date], and the Clerk to Court will be in touch shortly to provide you with a full timetable for meetings during the academic year.

The University subscribes to the Scottish Code of Good HE Governance (2017) for its governing body, and strives to develop best practice in corporate governance. University Court, as the governing body, is responsible for overseeing the University’s activities, ensuring compliance with the statutes, ordinances and provisions which regulate it, and determining the future direction of the University. The Scottish Code of Good HE Governance also notes that members of governing bodies should at all times conduct themselves in accordance with the accepted standards of behaviour in public life which embrace selflessness, integrity, objectivity, accountability, openness, honesty, leadership, public service and respect (the Nine Principles of Public Life in Scotland). Given these extensive responsibilities, the University arranges an induction programme for all new members to ensure that they are fully briefed on the terms of their appointment, roles and responsibilities of the Court and its members, and the University’s Strategic Plan. We will be in touch shortly to arrange your induction session.

In the meantime, it is common practice for new members to be invited to attend a meeting in a shadow capacity prior to their first meeting, and I would like, on behalf of the Chair of Court, to extend an invitation to you to attend the meeting of Court scheduled for the afternoon of [Date].
Our Governance & Nominations Committee will next meet on [Date], at which time membership of the Committees of Court for the coming year will be considered¹ – as such, if you have an interest in serving on a particular committee then please contact myself or the Clerk to Court [insert contact details] who supports the Court in these matters.

I look forward to working with you in the future.

Yours sincerely

Dr Jim McGeorge
Secretary of the University

¹ Further information on the Committees of Court can be found at https://www.dundee.ac.uk/governance/governance/court/. Committees include the: Finance & Policy Committee, Governance & Nominations Committee, Audit Committee, People & Organisational Development Committee, Remuneration Committee, and Welfare & Ethical Use of Animals Committee.