Vacancies on the University Court

University of Dundee
Contents

3 About the University of Dundee
7 About the Court
10 About the role
17 Application process
The University of Dundee has a clear mission — to transform lives, locally and globally, by the creation, sharing and application of knowledge. We do this with world-class teaching, pioneering research and with work that has social, cultural and economic impact.

We are a Scottish institution operating on a global stage. Our impact is felt from the centre of Dundee, where we are absolutely central to the city’s future plans and prosperity, to the countries of the developing world where we are helping cure devastating diseases like malaria, and giving people life-changing opportunities for education.

We are home to a community of 17,000 students and over 3,000 staff. Around 25% of our students are from outside the UK.

Our ambition is to become Scotland’s leading university. In many areas – from widening access to innovation – that is a claim we can already make. Our Vison and values set out our ambitions.

We are looking for additional members on our governing body, the University Court, to help the University achieve its ambitious goals.
About the University of Dundee

We are committed to excellence in research, teaching and student experience. All three really matter to us and we have a track record of success in each.

The excellence of our education has earned us a Gold Award, the highest possible, in the United Kingdom’s (UK) Teaching Excellence Framework.

We place students at the heart of our activity, with representation on every decision-making committee.

We provide one of the best student experiences in the UK, consistently ranking in the Top 10 of the National Student Survey, and we have recorded our best rankings for graduate employment over the past two years.

We are a leader in research and innovation. The most recent national assessment of research prowess in the UK, the Research Excellence Framework 2014, confirmed that 76% of our research is of ‘world leading’ or ‘internationally excellent’ standing.

We are one of the major employers in east and central Scotland and our activity is a cornerstone of the economy. More than one in 12 jobs in Dundee are connected to the University and we contribute nearly £750 million to the Scottish economy each year.

We are a key provider of highly skilled professional opportunities.

The University is one of the founding partners of the V&A Museum of Design, at the heart of Dundee’s £1 billion waterfront redevelopment, and has worked with local partners to help drive the city’s regeneration.
University of the Year for Student Experience
The Times & The Sunday Times Good University Guide 2020
Our history extends back to 1881 when we were founded as University College Dundee, thanks in the main to a donation from benefactor Miss Mary Ann Baxter.

The deed establishing University College stated that it should promote “the education of persons of both sexes and the study of Science, Literature and the Fine Arts”. That vision of an institution with equality and fairness at its heart has been carried on to the present day.

Our Strategy to 2022 sets out this ambitious future, and is captured in the framework diagram shown.
The University Court is the governing body of the University and is responsible for overseeing the institution’s activities, determining its vision and future strategic direction, and creating an environment that allows the University to achieve its objectives and all students and learners to reach their full potential.

The Court approves the University strategy, as well as financial, human resources, estates, and other operational plans which underpin them, and monitors the University’s performance in achieving its goals. It is also responsible to the Scottish Funding Council for the proper use of public funds and for establishing and monitoring effective systems of internal control and accountability.
The Court has 24 members in total, 14 of whom are lay members and 10 are non-lay members. The individual membership categories are currently as follows:

Lay members (14 members)
- Chairperson
- Deputy Chairperson
- Rector (or a nominated assessor)
- The Lord Provost of Dundee City Council (or a nominated assessor)
- Two Graduates’ Association members
- Eight co-opted lay members.

Non-lay members (10 members)
- Principal
- Two students nominated by the Students’ Association
- Two members of 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, and the Skills Matrix for members of the Court are available on the Court Website.
dundee.ac.uk/governance/governance/court
The top-ranked UK university under 50 years old and in the global top 20

Times Higher Education Young University Rankings 2017
About the role

Lay members are members from outside the university. They can be from any background, for example the public, private or voluntary sectors, and will have an understanding or experience in the strategic management or governance of such organisations, an interest in higher education, and an empathy with the mission and objectives of an ambitious university wanting to transform the lives of its students and the wider world.

The University values and embraces diversity and inclusion among staff and students by encouraging all individuals to realise their full potential and contribute as fully as possible to our community. We aim to create conditions whereby the treatment of students, staff and other stakeholders is on the basis of their relative merits, abilities and potential. The University feels it is important that the Court and its committees reflect that diversity.

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. Therefore, while experience or a background in the strategic management or governance of large organisations is helpful, it is not necessary and applicants with the ability and qualities identified above should not be dissuaded from applying.

Training is given as part of the role(s).
About the role

Commitment

Court: The Court meets five times a year. Four of these meetings take place on a Tuesday afternoon: in November, February, April and June and generally last between two and a half and four hours. Once a year, in early September Court members are expected to attend a 24-hour residential retreat at which they have the opportunity to discuss issues affecting the University in much 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 the University Court in person, including the residential retreat in September.

Additionally, all members of Court should expect to be invited to play a role on at least one of the committees of Court, those being the Finance & Policy Committee, People & Organisational Development Committee, Audit & Risk Committee, Governance & Nominations Committee and Remuneration Committee. The Finance & Policy Committee meets five times a year, 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 dispatched a week in advance of each Court or Committee meeting, and members are expected to ensure they are well prepared for each meeting.
Ranked 20th in the world in the Times Higher Education Impact Rankings 2019
About the role

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

• An understanding and commitment to accepted high standards of behaviour in public life, to the extent that 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
• An interest in and empathy with the University of Dundee and its learning & teaching and research vision
• 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
• The time available to attend meetings, which for Court involves a commitment that runs to 10-16 days per year
• 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.
About the roles

Skills
The Court Skills Matrix outlines the broad range of skills and attributes which are desirable amongst the membership of the Court. At the present time there is a particular interest in appointing individuals from the private or cultural sector with an interest in the higher education sector and skills/experience which would support them in understanding, analysing, challenging and taking responsibility for the business considered by the Court. An interest in, and ability to contribute to the governance of the follow areas is particularly desirable:

- Finance and borrowing
- Leadership - including people and change management
- Productivity and performance
- Cost management
- Commercialisation and consultancy (including commercialisation of high-level research)
- Risk and audit
- Digital technologies (particularly those relevant to the HE sector
- Academic research

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 and Inclusion
We welcome applications from all who meet the criteria and from groups that experience under representation in our society. Reasonable adjustments will be made for anyone with a disability who may require them.

Term of the appointment
The appointments are made for a period of four years in the first instance, which may be renewable for a further period of four years.
About the role

Remuneration and 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 dependants.

Further information
A set of documents and links providing further information on the role and the process are available from the following website: uod.ac.uk/Courtappointments, via email to Courtadmin@dundee.ac.uk or by telephone: 01382 386459.

These include:
• The University Strategy to 2022
• The University Statute which regulates the function of the Court Statute 9
• Handbook for Court Members
• The Scottish Code for Good HE Governance (2017)
• The Higher Education Governance (Scotland) Act 2016
• Nine Principles of Public Life in Scotland

The website also contains the forms which applicants should complete and submit alongside their CV.
Application process

Information
The application and appointment process, comprises three distinct stages:

1. Application
To make an application, please submit a curriculum vitae and a completed application template. Applicants are also asked to complete the Equal Opportunities Data Collection form (available at: uod.ac.uk/court-appointments). This form will be used for monitoring purposes only and will not be made available to those engaged in shortlisting for the position.

All documents should be submitted together to Christine Milburn (Clerk to Court), either electronically to courtadmin@dundee.ac.uk, or in hard copy to the Clerk to Court, level 4, Tower Building, University of Dundee, Nethergate, Dundee, DD1 4HN.

2. Shortlisting
Applications for appointment as lay members will be considered by an appointing panel established by the Governance & Nominations Committee, which will draw up a shortlist of preferred candidates for interview. The appointing panel normally consists of members of the Governance & Nominations Committee as follows: two lay members, one academic member and one student member.

3. Visits and Interview
Those applicants invited for interview will meet with the panel for a traditional interview which will explore each candidate’s qualities, attributes and experience.

In addition, shortlisted applicants will be invited to meet the Principal & Vice-Chancellor and the University Secretary, whose views will contribute to those of the appointing committee.

Timeline
The closing date for the receipt of completed applications (CV, application template, and with equalities monitoring form) is midnight on XXXXXX, with lay court interviews taking place on XXXXXX.
Thank you