Exeter College, Oxford

BYLAWS

Bylaws from date 10th October 2021
Approved by Governing Body on 6th October 2021
And revised 1st December 2021, 18th May 2022, 15th June 2022
This version of the Bylaws is the first to refer to the 2021 Statutes
Table of Contents

INTERPRETATION .............................................................................................................................................. 4

I. Preamble and Objects ............................................................................................................................................. 5

II. The College .......................................................................................................................................................... 6

III. Powers of the College ......................................................................................................................................... 7

IV. The Constitution .................................................................................................................................................. 8
  1. Delegable and Non Delegable Matters .............................................................................................................. 8
  2. Conflict of Interest ............................................................................................................................................. 10

V. The Rector .......................................................................................................................................................... 11
  1. The Election of the Rector ................................................................................................................................. 11
  2. Terms of Employment of Rector ....................................................................................................................... 12

VI. Fellows ............................................................................................................................................................. 13
  1. Generally about Fellows ..................................................................................................................................... 13
  2. Election to Fellowships, Tenure and Renewal ................................................................................................. 13
  3. Rights, Responsibilities and Benefits of Fellowships ..................................................................................... 17

VII. The Officers of the College .............................................................................................................................. 20
  1. Concerning Officers .......................................................................................................................................... 20
  2. Sub-Rector ........................................................................................................................................................ 21
  3. Welfare Dean ................................................................................................................................................... 22
  4. Chattels Officer ................................................................................................................................................ 23
  5. Dean of Degrees ............................................................................................................................................... 23
  6. Prevent Lead ..................................................................................................................................................... 23
  7. Safeguarding Lead .......................................................................................................................................... 23
  8. Keeper of the Archives .................................................................................................................................. 23
  9. Fellow Librarian ............................................................................................................................................. 24
 10. IT Fellow .......................................................................................................................................................... 24
 11. Equality and Diversity Lead ............................................................................................................................ 24
 12. Deputy Safeguarding Lead ................................................................................................................................ 24
 13. Disability Lead ................................................................................................................................................ 24
 14. Harassment Officers ....................................................................................................................................... 24
 15. Boat Club Senior Member .............................................................................................................................. 24
 16. The Senior Treasurer of Amalgamated Clubs ............................................................................................... 25
 17. College Advisors to Graduate students ........................................................................................................ 25
 18. Panel of Undergraduate Advisors ................................................................................................................ 25
 19. Stipendiary and Retained Lecturers Lecturers ............................................................................................. 25

VIII. Students .......................................................................................................................................................... 26
  1. Scholars and Exhibitioners ................................................................................................................................. 26
  2. Admission of Students ..................................................................................................................................... 26
  3. Prizes ................................................................................................................................................................ 26
  4. COLLEGE DISCIPLINE: Non-Academic Misconduct .................................................................................. 27
  5. Disciplinary Procedure ..................................................................................................................................... 30
  6. Disciplinary Code ............................................................................................................................................ 40
  7. Appeals.......................................................................................................................................................... 42

IX. The Governance of the College .......................................................................................................................... 47
  1. College Meetings .............................................................................................................................................. 47
  2. Decisions of the Governing Body between Meetings ...................................................................................... 48
  3. Miscellaneous Provisions ................................................................................................................................ 49
BYLAWS OF EXETER COLLEGE, OXFORD

4. The College Seal .................................................................49
5. Conduct of Committee Meetings ........................................49
6. Finance and General Purposes Committee ............................51
7. The Investment Committee .................................................52
8. Buildings and Gardens Committee ......................................53
9. Health and Safety Committee ...........................................53
10. IT Committee .......................................................................54
11. Development Committee ..................................................54
12. Staff Committee ..................................................................55
13. Education, Research and Welfare Committee .......................56
14. Cases Committee ..................................................................57
15. Library, Archives and Special Collections Committee ..........58
16. Fellowships Committee ......................................................59
17. Remuneration and Benefits Committee ...............................59
18. The Chapel Committee .......................................................60
19. The Fellows’ Rooms Committee .........................................61
20. The Governance and Policy Committee ..............................62
21. The Gift Acceptance Committee ........................................62
22. Board for the Exeter College Summer Programme ...............62
23. Amelia Jackson Awards Committee ....................................63
24. Strategy Committee ..........................................................63
25. Safeguarding Committee ....................................................64
26. Freedom of Speech Committee ..........................................64
27. Pensions Committee ...........................................................64
28. Appeals Committee ............................................................64
29. Selection Committees in Relation to Fellowships ...................64

X. Financial Powers and Responsibilities .................................67
1. Expenditure of College .......................................................67
2. Expenditure Powers in relation to Endowment .......................67
3. Accounts ...........................................................................68
4. Investments .......................................................................69
5. Investment Managers .........................................................69
6. Borrowing and indebtedness ...............................................70
7. Trusts ...............................................................................70
8. Delegation of Financial Decision Making ..............................71
9. Pensions ............................................................................71

XI. The Visitor ........................................................................73

XII. Provisions Relative to the University .................................74

XIII. Academic Staff .................................................................75

XIV. Health and Safety ..............................................................76

XV. Prizes ..............................................................................77

XVI. Teaching Duties .................................................................79
1. Lecturers who are Official Fellows of the College .................79

XVII. Stipends, Allowances and Common Room .......................81
1. Stipends ............................................................................81
2. Allowances in Addition to Stipends ....................................82
3. Summary of Common Room Entitlements ............................82
4. Payment of College Officers during Sickness .......................83
BYLAWS OF EXETER COLLEGE, OXFORD

XVIII. Leave ................................................................................................................. 85
  1. Rector’s Leave of Absence ................................................................. 85
  2. Leave as of Right ........................................................................... 85
  3. Discretionary Leave ...................................................................... 87
  4. Attendance at Meetings of the Governing Body ....................... 88
  5. Statutory Maternity Leave and Pay ........................................... 88
  6. College Maternity Pay ................................................................. 89
  7. Statutory Adoption Leave and Pay ....................................... 90
  8. College Adoption Pay ................................................................. 91
  9. Maternity Leave and Pay ............................................................. 91
 10. Shared Parental Leave ................................................................. 92
 11. Shared Parental Pay ................................................................. 93
 12. College Parental Leave ................................................................. 94
 13. Time Off for Dependents .......................................................... 94

XIX. Redundancy ........................................................................................................... 96
  1. Stage 1 – Governing Body Meeting ....................................... 96
  2. Stage 2 – Redundancy Procedure: Initial Stage ............... 97
  3. Stage 3 – Decision to Dismiss .................................................. 98

XX. Staff Discipline ....................................................................................................... 100
  1. Informal Stage ........................................................................... 100
  2. Disciplinary Warnings .......................................................... 100
  3. Dismissal .................................................................................. 101

XXI. Removal on Medical Grounds ............................................................................. 106
  1. Preliminary Stage ................................................................. 106
  2. Medical Incapacity ................................................................. 106
  3. Medical Board ................................................................. 108
  4. Procedures for a Medical Board Hearing ......................... 108

XXII. Appeals Procedure .............................................................................................. 110

XXIII. Grievance Procedure .......................................................................................... 113
  1. Bringing a Complaint .......................................................... 113
  2. Investigating a Complaint .................................................... 113
  3. Informal Resolution ............................................................ 114
  4. Grievance Committee ........................................................... 114

XXIV. Employer Justified Retirement Age ..................................................................... 116
  1. The College’s Commitment ................................................... 116
  2. Introduction ........................................................................... 116
  3. Aims of the EJRA ................................................................. 117
  4. Scope .................................................................................... 117
  5. Consideration of requests to work beyond the EJRA .... 118
  6. Steps: Notification and Discussion ................................ 119
  7. Formal Process: Submission and Consideration ........... 121
  8. Appeal ................................................................................... 124
INTERPRETATION

Unless otherwise specified, all references to members of staff shall apply to those staff who are subject to the Statutes including those non-academic members of staff who are employed at Grade 7 or above.
I. PREAMBLE AND OBJECTS

The relevant section of the Statutes applies.
1. Members of College

For the purposes of electing Proctors and Assessors

1.1 For the purposes of electing Proctors and Assessors, members of the College are defined as Fellows entitled to membership of GB, Supernumerary Fellows (but not Emeritus or Honorary Fellows), Stipendiary Lecturers (but not Retained Lecturers), and student members of the College enrolled for a higher degree or diploma of the University: in every case they must also be members of congregation.
III. POWERS OF THE COLLEGE

The relevant section of the Statutes applies.
IV. THE CONSTITUTION

1. Delegable and Non Delegable Matters

Delegable

1.1 The following items will normally be decided by Governing Body. However, provisions in Bylaw IX.2 allow for these decisions to be taken other than by GB.

a) Governance
   (i) Approving changes, additions and deletions to the College’s statutes and Bylaws, that will include a scheme for the delegation of powers to the committees and Officers;
   (ii) Establish/review/amend terms of reference and reporting arrangements of all committees of the Governing Body, including any ad hoc committees. This includes the Remuneration and Benefits Committee;
   (iii) Ratify urgent decisions taken by the Rector and other College Officers;
   (iv) Approve arrangements for dealing with complaints.

b) Appointments
   (i) Appoint Officers and members of Committees.

c) Strategic and Budgetary matters
   (i) Approve/amend the College’s policies and procedures for internal control and the management of risk and protection of the College’s property (including insurance);
   (ii) Approve and amend budgets;
   (iii) Approve/reject proposals for the acquisition/disposal of land/buildings, or change in their use, following the receipt and consideration of professional guidance;
   (iv) Approve fundraising and income generation programmes;
   (v) Approve and appoint the College’s professional advisers and consultants and determine their remuneration.

d) Approval of all College Policies

e) Audit arrangements: to appoint and review the external auditors, their reappointment or removal, in line with legal and regulatory requirements and those of the College’s governing document.

Non delegable

1.2 The following items must be decided by the Governing Body and must not be delegated to Committees or Officers. Committees and Officers may consider the matters and make recommendations to Governing
Body, but the final decision always belongs to Governing Body and cannot be taken without reference to Governing Body.

a) Governance
   (i) Authorise the use of Seal.

b) Appointments
   (i) Elect the Rector;
   (ii) Elect Fellows of all types; (except as provided in VI.2.1)
   (iii) Consider and decide on any proposal to remunerate a trustee, subject to the restrictions of the College’s governing document and the requirements of the Charities Acts.

c) Strategic and Budgetary matters
   (i) Responsibility for the overall management of the College, ensuring compliance with the College’s objects and relevant legislation;
   (ii) Define and agree the strategic aims and objectives of the College;
   (iii) Approve/amend proposals for the delivery/cessation of delivery of programmes to further the charitable objects or changes to the College’s activities;
   (iv) Apply charitable property to the furtherance of the College’s objects including making social investments. Seek, obtain and consider professional advice;
   (v) Approve/amend proposals for capital investment or expenditure, including the spending of capital from an endowment fund and making social investments. Seeking, obtaining and considering professional advice;
   (vi) Approve annual budget;
   (vii) Authorise delegated powers and limitations to the Rector and other College Officers where appropriate;
   (viii) Major decisions relating to court proceedings against or on behalf of the College.

d) Audit arrangements
   (i) Receive and note the annual management letter from the external auditor and agree the proposed course of action.,

e) Reporting arrangements
   (i) Receive the College’s annual report and accounts), and that of any subsidiary companies.
   (ii) Approve the filing of the annual report, accounts with the appropriate regulator(s).
   (iii) Ensure that appropriate financial reporting arrangements and records are established and maintained and approve any significant changes in accounting policies or practices.

1.3 The arrangements for decisions on items when the Governing Body cannot meet are set out in Bylaw IX.2.2.
2. Conflict of Interest

2.1 The College shall have a policy and procedure that sets out how it manages actual or potential conflicts of interest on the Governing Body.

a) There shall be a Code of Practice governing the management of conflicts of interest. The Code applies to all committees, in addition to the Governing Body. Members of committees must declare material conflicts of interest, as required by the code.

b) All Members of Governing Body and/or Committees must complete an annual statement of Declaration of Interests.
V. THE RECTOR

1. The Election of the Rector

1.1 The Electoral Officer shall be the Sub-Rector unless the Sub-Rector is a candidate or otherwise unable to act as the Electoral Officer, in which case the election shall be supervised by a Fellow who shall be elected by the Governing Body from among their number but who shall not be a candidate.

1.2 If the Sub-Rector is Electoral Officer and demits office during the election period, then the Electoral Officer shall be transferred to the new Sub-Rector, or, if they are a candidate or otherwise unable to act as the Electoral Officer, to a Fellow who shall be elected by the Governing Body from among their number but who shall not be a candidate.

1.3 A Selection Committee, chaired by the Electoral Officer, will be appointed by Governing Body. The Committee may take external advice.

Responsibilities of Selection Committee

1.4 The Selection Committee will be responsible for setting a timetable for the process of advertisement, interview, and election, subject to the requirements of the College Statutes.

1.5 The Selection Committee, in consultation with the HR Officer, shall draft the advertisement and further particulars, for approval or amendment by Governing Body.

1.6 The Selection Committee will produce a shortlist of candidates. The Committee may choose to hold a first round of interviews before producing the shortlist.

1.7 Shortlisted candidates shall be interviewed by Governing Body. They shall have an opportunity to meet representatives of the wider College Community.

1.8 The Selection Committee is responsible for negotiating the terms of the Rector’s contract to be approved by Governing Body.

1.9 Following Governing Body interviews, the election may be held according to the procedure laid down in the College Statutes.

1.10 The Selection Committee will write up its own procedures and recommendations for the next election process, including changes to the Bylaws – to be completed, where possible, before the new Rector takes up their post.
2. **Terms of Employment of Rector**

2.1 The Rector shall have an Employment Contract and a job description consistent with the Statutes, which must include a provision for the Rector to be able to raise a grievance, and may include eligibility for a Research Support Allowance.

2.2 The Rector shall receive such stipend as the Governing Body shall determine, and in addition shall receive a sum for the expenses of establishment and entertainment, and shall have the use of lodgings free of all rent and exempt from all rates, levies, and charges.
VI. FELLOWS

1. Generally about Fellows

1.1 Statute 6 sets out that there are the following types of Fellows: Official Fellows, Professorial Fellows, Fellowships by Special Election, and Research Fellows, who comprise GB: and Supernumerary Fellows, Emeritus Fellows, Honorary Fellows and Visiting Fellows, who are not members of Governing Body.

1.2 Where the term “Tutorial Fellows” is used in Bylaws, this is defined to mean all Official Fellows and Lecturers with a defined teaching stint for the College.

Precedence

1.3 Fellowships begin on the date stated in the letter of appointment.

1.4 The Order of Precedence for Governing Body Fellows, for Fellowships starting after 10th October 2021, shall be calculated as follows

   a) The Sub-Rector, for the period that he, she or they are Sub-Rector, shall be the most Senior Fellow.
   b) For the remaining Fellows, precedence will be established firstly, by the date that the election to the Fellowship takes effect;
   c) Secondly, for two Fellows whose Fellowships start at the same time, the order shall be determined by the order of election by Governing Body. If more than one election takes place at the same meeting of Governing Body, they shall be taken in the same order as the dates of their respective interviews.

1.5 Governing Body Fellows shall make the written declaration as soon as practical after the commencement of their Fellowship. The GB Fellows will make the Oral Promise (as described in Statutes 6.4) at the next convenient Governing Body meeting.

2. Election to Fellowships, Tenure and Renewal

2.1 Decisions on appointments which relate to Professorial, Official and Research Fellowships and Fellowships by Special Election, which arise from properly-constituted Selection Committees (as described in IX.29), are delegated to the Rector on the advice of the Selection Committee. The decision, including the length of appointment and arrangements, if any, for renewal, must be reported to the next meeting of Governing Body.

2.2 All other elections to Fellowships shall be made by GB as set out in IX.1.4.
Official Fellowships

2.3 An Official Fellow may be elected for any period, as the Governing Body may at the time of the Fellow's first election determine. At the time of the Fellow's first election the Governing Body may make any of the following determinations namely,

a) that the Fellow shall be elected until his, her or their retirement; subject to the successful completion of an initial period of office, or equivalent probationary period;

b) that the Fellow shall not be eligible for re-election at all without the express written permission of the Governing Body which the Governing Body shall have an absolute discretion to give or withhold; or

c) that the Fellow shall be eligible for re-election but only for a specified number of years to be fixed at the time of his, her or their first election and that after the expiration of that specified period the Fellow shall not again be eligible for re-election without the express written permission of the Governing Body as aforesaid;

The Fellow shall at the time of his, her or their election be given written notice of which of the foregoing determinations the Governing Body intend to make.

2.4 Any re-election of an Official Fellow shall be decided by the Governing Body at least one year before the expiration of his, her or their term of Fellowship.

2.5 At the Meeting of the Governing Body at which the re-election of a Fellow is in question the Fellow shall not be present during the time when the question is taken.

2.6 The Bylaws setting out the entitlement of an Official Fellow to Leave of Absence are set out in Bylaw XVIII.

2.7 An Official Fellowship shall be vacated when the appointment expires and in particular if an Official Fellow shall have received notice at the time of his, her or their first election that he, she or they shall not be eligible for re-election or that he, she or they shall only be eligible for re-election for a specified fixed period then he, she or they shall vacate his, her or their Fellowship at the expiration of the period for which he, she or they was first elected or at the expiration of the specified fixed period (as the case may require) unless the Governing Body determines otherwise.

Professorial Fellowships

2.8 Every Professorial Fellow shall continue to hold their Fellowship until he, she or they resigns or otherwise vacates their qualifying office.

2.9 A Professorial Fellow, whose Professorship is not permanently attached to the College or allocated to the College by any University
Statute is elected *ad hominem*, and may resign from his her or their Fellowship at any time.

2.10 A Professorial Fellow, whose Professorship is permanently attached to the College or allocated to the College by any University Statute and whose election is made by an Electoral Board, shall become *ex officio* a member of the Governing Body if and when the College has the right to be represented on the Board of Electors to that Professorship.

### Fellowships by Special Election

2.11 A Fellow by Special Election may be elected for such period as the Governing Body may at the time of the Fellow's first election determine.

2.12 At the time of the Fellow's first election the Governing Body may make any of the following determinations namely,

a) that the Fellow shall be elected until his, her or their retirement;

b) that the Fellow shall be elected until his, her or their retirement;

c) that the Fellow shall be elected but only for a specified number of years to be fixed at the time of his, her or their first election and that after the expiration of that specified period the Fellow shall not again be eligible for re-election without the express written permission of the Governing Body which the Governing Body shall have an absolute discretion to give or withhold; or

The Fellow shall be given written notice of which of the foregoing determinations the Governing Body intend to make.

2.13 Any re-election of a Fellow by Special Election shall be decided by the Governing Body at least one year before the expiration of his term of Fellowship.

2.14 At the Meeting of the Governing Body at which the re-election of a Fellow by Special Election is in question the Fellow shall not be present during the time when the question is taken.

2.15 A Fellow by Special Election shall vacate his, her or their Fellowship:

a) on accepting any office whether paid or unpaid or engaging in any occupation either of which, in the opinion of the Governing Body, interferes with the satisfactory discharge of his, her or their duties to the College.

b) on ceasing to hold any University or College office in virtue of which he, she or they was elected to the Fellowship, or on ceasing to undertake the educational or administrative work specified under 6.2 (c) of the Statutes.
Research Fellowships

2.16 A Senior Research Fellow shall be elected for a fixed period, and shall be eligible for re-election.

2.17 A Junior Research Fellow shall be elected for a period of three or four years, subject only to the successful completion of a probationary period, which will normally terminate after four terms. The Governing Body shall have the power to extend this where leave has been granted. Junior Research Fellows will not normally be eligible for re-election.

2.18 A Research Fellow shall vacate his, her or their Fellowship on accepting any office whether paid or unpaid or engaging in any occupation either of which, in the opinion of the Governing Body, interferes with the satisfactory discharge of his, her or their duties to the College.

Emeritus Fellowships

2.19 Any GB Fellow with ten or more years’ service to the College is eligible to be elected as an Emeritus Fellow for life.

2.20 An Emeritus Fellow shall not be a member of the Governing Body.

Honorary Fellowships

2.21 An Honorary Fellow shall be elected for life by Governing Body.

2.22 An Honorary Fellow shall not be a member of the Governing Body.

Visiting Fellowships

2.23 A Visiting Fellow shall be elected for a period not exceeding one year and shall not be re-eligible. Each Visiting Fellow shall be elected upon the condition of the Fellow undertaking during the term of the Fellowship to engage in academic activity which in the opinion of the Governing Body is likely to produce valuable results.

2.24 A Visiting Fellow shall not be a member of the Governing Body.

Supernumerary Fellow

2.25 Recommendations to Governing Body for election of Supernumerary Fellows would normally be made by the Fellowships Committee, either at the suggestion of individual members of Governing Body, or after an annual competition for up to three Supernumerary Fellowships per year.

2.26 The Governing Body may elect such Supernumerary Fellows as it sees fit, provided that the election does not bring the total number of Supernumerary Fellows to be greater than one third of the number of members of Governing Body.
2.27 A Supernumerary Fellow may be elected for up to five years, as the Governing Body may at the time of the Fellow's first election determine.

2.28 At the time of a Supernumerary Fellow's first election the Governing Body may make either of the following determinations namely, (i) that the Fellow shall not be eligible for re-election at all without the express written permission of the Governing Body which the Governing Body shall have an absolute discretion to give or withhold; or (ii) that the Fellow shall be eligible for re-election but only for a specified number of years to be fixed at the time of his first election and that after the expiration of that specified period the Fellow shall not again be eligible for re-election without the express written permission of the Governing Body as aforesaid.

2.29 A Supernumerary Fellow is not a member of Governing Body.

2.30 At the invitation of the relevant Official Fellow and Lecturer or the Rector, Supernumerary Fellows may, but are not required to,

- Teach the College's undergraduates (at the usual hourly rate),
- Serve as interviewers for undergraduate admissions
- Act as advisers to the College’s graduate students
- Serve as members of College committees.

3. **Initial Periods Of Office (IPO)**

3.1 The Fellowships Committee has delegated authority from the Governing Body to review the performance of Associate Professors in their IPO

3.2 The Academic Dean, acting on the instruction of the Fellowships Committee, is responsible for input to the University’s review.

3.3 The Academic Dean is responsible, with the relevant faculty/department for supporting the post holder through their IPO. The College also offers informal mentorship to Associate Professors in their IPO, and the

3.4 The Fellowships Committee will formally sign off the completion of the IPO after the relevant Division has signed off, and reserves the right to take a contrary view from that of the Division, where the facts require it to do so;

3.5 The decision of the Fellowships Committee when complete will be reported to the Governing Body, and when the decision is success, then the Rector will invite GB to congratulate the Fellow.
4. Rights, Responsibilities and Benefits of Fellowships

Stipends

4.1 No stipend shall be payable in respect of their Fellowship to any Professorial, Emeritus, Honorary, Visiting, Supernumerary Fellow or Fellow by Special Election.

4.2 An Official Fellow or Research Fellow, shall, in respect of his, her or their Fellowship, receive such annual stipend as the Governing Body may determine.

Academic Support Allowances

4.3 Tutorial Fellows are entitled to an Academic Support Allowance, whose value will be set at the last GB meeting of Trinity term each year.

4.4 Supernumerary Fellows, Fellows by Special Election, Professorial Fellows and the Monsanto and Staines Fellows will be entitled to an Academic Support Allowance at 50% the above rate, unless the Governing Body determines when the post is created that they shall receive the full Allowance.

4.5 Fixed-Term Fellows can carry forward unspent Academic Support Allowances to be spent by the date on which they vacate their Fellowship, and can apply to draw down an allowance and spend it in advance of entitlement if there is a compelling reason that supports the development of their academic career.

4.6 Other Fellows, and all Lecturers, can roll forward unspent Academic Support Allowances from one financial year to the next, to a maximum value of 100% of their annual Allowance, but they cannot claim expenses against such an allowance for costs incurred after they have left their College post.

Accommodation

4.7 Governing Body may, if it is considered in the best interests of the College, assign rooms in College, or accommodation outside the College, whether furnished or unfurnished, at market rates, to any Fellow who declares that he, she or they intend to make use of such rooms for residence.

Teaching rooms

4.8 Governing Body may, if it is considered in the best interests of the College, assign rooms in College, to any Fellow for teaching or other work approved by the College.

Meals

4.9 Governing Body Fellows are entitled to take lunch and dinner free of charge at the Common Table each day for which the Governing Body
makes such provision. This entitlement must be used within each week in which it arises, and is not transferable to subsequent weeks.

4.10 The rights of Lecturers and non-academic staff to meals will be set out in their contracts of employment.

4.11 The rights of other types of Fellows to meals and other privileges are set out in paragraph XVII.3.3.

Membership of SCR

4.12 Honorary, Emeritus, Visiting and Supernumerary Fellows are eligible for membership of the SCR.

Responsibilities

4.13 No Fellow shall act in any way as would bring the College in to disrepute.

4.14 All Fellows must adhere to College policies.

4.15 The Governing Body shall have the power to end the Fellowship of any Honorary, Emeritus, Supernumerary, or Visiting Fellow.
VII. THE OFFICERS OF THE COLLEGE

1. Concerning Officers

1.1 An Officer is a Fellow of the College who takes on responsibility for some aspect of the College’s operations.

1.2 The Full time, directly employed Officers of the College are

the Finance and Estates Bursar,
the Domestic Bursar,
the Academic Dean,
the Director Of Development and Alumni Relations and
the Chaplain (Statutory).

They will be employed in accordance with the College’s Recruitment, Selection and Employment Policies, and they will have employment contracts setting out their duties.

1.3 The additional Officers of the College shall be

Sub-Rector (Statutory)
Welfare Dean
Chattels Officer
Dean of Degrees
Prevent Lead
Safeguarding Lead
Keeper of the Archives
Fellow Librarian
Boat Club Senior Member
IT Fellow
Equality and Diversity Lead
Deputy Safeguarding Lead
Disability Lead
Harassment Officers.

The duties of these Officers are set out below.

1.4 All Additional Officers (as listed in 1.3) shall be appointed annually by the Governing Body at a General Meeting as hereinafter defined, and shall be such persons as in the judgement of the Governing Body are qualified to fulfil the duties of their respective offices. The same person shall be eligible to hold more than one Office at the same time at the discretion of the Governing Body.

1.5 The statutory position of Senior Tutor shall be held by the Academic Dean, and the statutory position of Bursar shall be held by the Finance and Estates Bursar.

1.6 If a Fellow so wishes, they may hold an Officer post while on Sabbatical Leave.
1.7 The Governing Body shall, from time to time and on the advice of the Remuneration and Benefits Committee, set out the principles for determining the pay and benefits of College Officers.

1.8 The Governing Body, by a majority of two-thirds of those present and voting at a Meeting specially called for the purpose, shall have the power at any time to deprive any additional College Officer (as listed in 1.3 above) of his, her or their Office. Not less than one week's notice of such meeting shall be given. Provided that, subject to the provisions of Appendix to the Statutes, nothing in this sub-clause shall apply to the removal of any member of the academic staff as set out in Statute 13.

2. **Sub-Rector**

2.1 The Sub-Rector shall be a Fellow of the College, and shall always rank next in precedence to the Rector. The Sub-Rector shall assist the Rector when present, and act as his, her or their representative in his, her or their absence, or during illness, and shall be competent to act for the Rector at such times, provided that no Vice-Rector has been appointed, and provided that in all matters relating to College property, and in all other matters which shall appear to the Governing Body of great moment, the Sub-Rector shall, so far as is practicable, consult with the Rector.

2.2 At all College Meetings and Committees of which the Sub-Rector is a member, in case of an equality of votes, the Sub-Rector shall, in the absence of the Rector and Vice-Rector, have a second or casting vote. But this clause shall not be construed to give the Sub-Rector a second or casting vote in case of an equality of votes in the election of a Rector otherwise than is provided by Statute 5 paragraph 5.3.

2.3 The Sub-Rector shall be physically present in or near the College for significant parts of the year, especially in Full Term;

2.4 The Sub-Rector shall have overall responsibility for discipline of the undergraduate and graduate members of College, including, but not limited to: overseeing disciplinary processes instigated against students of the College, including investigation, suspension, and implementation of disciplinary sanctions (as appropriate); overseeing, directing and selecting (in conjunction with the Welfare Dean) the Junior Deans, in relation to disciplinary matters and serving as their line manager; liaising with the Academic Dean and/or the Welfare Dean (and other members of the welfare team) in those cases where discipline issues are interrelated either with academic conduct and/or welfare issues; ensuring that difficult student cases are dealt with in a humane and joined-up way; taking complex disciplinary cases to the Cases Committee and overseeing follow-up from that committee; liaising with the University Proctors and the Deans of other Colleges on matters relating to student conduct;
2.5 The Sub-Rector shall incorporate in the “Red Book” of rules and regulations all College Orders and other regulations affecting undergraduates, and submit at the General Meeting in June each year for approval amendment or rejection any revisions which are recommended by the Education, Research and Welfare Committee;

2.6 The Sub-Rector shall arrange the assignment of accommodation to Students in accordance with agreed protocols;

2.7 The Sub-Rector shall grant, at their discretion, permission for the non-academic and non-residential student use of rooms (including student-organised parties and meetings) as appropriate, except in the instance of invitations to external speakers, which must be approved by the Prevent Lead;

2.8 The Sub-Rector shall arrange for the award of non-academic grants to student members;

2.9 The Sub-Rector shall deputise for the Rector when required;

2.10 The Sub-Rector shall receive complaints from any Senior or Junior member or employee of the College about the Rector, and determine how within the Statutes and Bylaws of the College to proceed with them.

2.11 The Sub-Rector shall discharge such other disciplinary and administrative duties and have such other powers as Governing Body shall from time to time determine.

3. Welfare Dean

3.1 The Welfare Dean shall support the College Welfare team as it delivers appropriate welfare support to undergraduate and graduate members of College, with particular emphasis on academic welfare support;

3.2 The Welfare Dean and / or Welfare Coordinator shall bring the more complex welfare cases to the attention of the College’s Cases Committee, and oversee follow-up action from that committee in relation to individual cases or to policy recommendations;

3.3 The Welfare Dean shall work closely with the Academic Registrar in handling students’ requests for Hardship Funding and to make awards as permitted under Standing Orders;

3.4 The Welfare Dean shall oversee the College’s Harassment Policy, and related procedures;

3.5 The Welfare Dean and / or Welfare Coordinator shall bring matters of policy, regulatory change, and best practice relating to student welfare to the attention of the College, through the relevant channels, by preparing committee papers recommending revisions to current policy and practice.
3.6 The Welfare Dean shall have certain responsibilities in relation to fitness to study, as outlined in the College’s Fitness to Study Policy.

4. **Chattels Officer**

4.1 The Chattels Officer is responsible for maintaining a list of the College portraits and historic objects owned by the College.

4.2 GB delegates to the Chattels Officer responsibility for day to day decisions concerning the storage, display and repair of portraits and historical objects owned by the College.

4.3 GB delegates to the Chattels Officer, Rector and the Finance and Estates Bursar jointly, responsibility for decisions about the use of Chattels outside the College, including the reproduction of pictures or the loan of objects.

4.4 The Chattels Officer is responsible for supervision of the Chattels Assistant.

5. **Dean of Degrees**

5.1 The Dean of Degrees shall present candidates for Degrees or make such other arrangements for their presentation in his, her or their absence as may be approved by the Governing Body. This includes liaising with the Academic office, running the degree days, presenting at the Sheldonian, and hosting hospitality afterwards. The Dean of Degrees is also responsible for organising matriculations both in October and ad hoc during term.

6. **Prevent Lead**

6.1 The Prevent Lead assists with the formulation of Prevent and Freedom of Speech policies and provides guidance to students, staff and Fellows on their interpretation.

6.2 GB delegates to the Prevent Lead responsibility for making decisions about External Speakers (as set out in the relevant polices).

6.3 The Prevent Lead is responsible for preparing the annual statement of Prevent Responsibilities for approval by GB.

7. **Safeguarding Lead**

7.1 The Safeguarding Lead assists with the formulation of safeguarding and other related policies, and is responsible for co-ordinating the response to safeguarding complaints.

8. **Keeper of the Archives**

8.1 The Keeper of the Archives shall have oversight of the care, maintenance and conservation of the College Archives, and shall have authority to supervise their use. This may include taking a larger
part in specific development projects, and some supervision of the College Archivist.

9. **Fellow Librarian**

9.1 The Fellow Librarian shall have oversight of the Library of the College; in particular, contributing to planning, helping to develop the collections, devising policy on the use of collections, and liaising with the Bodleian, in particular in relation to book storage, collection management and digitisation.

10. **IT Fellow**

10.1 The IT Fellow is responsible for helping develop policy on the use and acquisition of IT equipment including some interaction with external contractors. From time to time, and in consultation with Finance and Estates Bursar, the IT Fellow may take a larger part in specific IT related development projects (e.g. cybersecurity).

11. **Equality and Diversity Lead**

11.1 The Equality and Diversity Lead assists with the development and monitoring of equality and diversity and related policies and for ensuring equality and diversity implications of decisions are represented in the College decision making process. From time to time the Equality and Diversity Lead may take part in specific projects to develop the equality and diversity of the College.

12. **Deputy Safeguarding Lead**

12.1 The Deputy Safeguarding Lead assists with the formulation of safeguarding and other related policies, and deputises for the Safeguarding Lead where they are not available.

13. **Disability Lead**

13.1 The Disability Lead assists with the development and monitoring of policies concerned with disability.

14. **Harassment Officers**

14.1 The Harassment Officers assist with the development of harassment and related policies. They are a contact for Fellows, staff and students who may be victims of harassment and can give advice on the implementation of the harassment policy in particular cases.

15. **Boat Club Senior Member**

15.1 The Boat Club Senior Member has oversight of the College Boat Club and the College Boat House, and line manages the staff at the Boat House.
16. **The Senior Treasurer of Amalgamated Clubs**

16.1 The Senior Treasurer of Amalgamated Clubs has oversight of the financial and commercial aspects of College sports and other clubs. GB delegates to the Senior Treasurer of Amalgamated Clubs responsibility for agreeing minor expenditures.

*Other Roles in the College*

17. **College Advisors to Graduate students**

17.1 A College Advisor shall be assigned by the Academic Dean to each student of the College who is reading for a higher degree or diploma of the University;

17.2 Graduate Advisors shall be drawn from among the Professorial Fellows, Official Fellows, Fellows by Special Election, Research Fellows, Supernumerary Fellows, and Stipendiary Lecturers of the College;

17.3 No person shall act as a graduate College Advisor to a student for whom they are the University Supervisor.

18. **Panel of Undergraduate Advisors**

18.1 There will be Panel of Undergraduate advisors, elected annually by Governing Body.

19. **Stipendiary and Retained Lecturers Lecturers**

19.1 Other Lecturers shall be appointed by the Education, Research and Welfare Committee (under Bylaw IX.13.4g), which will report such decisions to Governing Body. Appointments which need to be made urgently may be made under the Rector, as Chair of that Committee, under Chair’s Action.

19.2 The Lecturers shall perform such duties of tuition and of lecturing as may be assigned to them on their appointment or re-appointment by ERWC.

19.3 The Governing Body may at their discretion assign to any Lecturer who is not a Fellow of the College such privileges in respect of rooms and meals as may, under the provisions of these Statutes, be granted to a Fellow.
VIII. STUDENTS

1. Scholars and Exhibitioners

1.1 Elections to undergraduate Scholarships and Exhibitions shall be made by the Governing Body.

1.2 The emoluments of Scholars and Exhibitioners shall be as follows:
   a) Undergraduate Scholarship: £200 per annum;
   b) Undergraduate Exhibition: £150 per annum;
   c) Senior Scholarship: £200 per annum;
   d) Organ Scholarship: £320

provided that the emoluments of a Scholar or Exhibitioner who holds their Scholarship or Exhibition for less than one year shall be reduced pro rata.

2. Admission of Students

2.1 The Academic Dean acting as the Tutor for Undergraduate Admissions shall conduct all correspondence respecting candidates for admission to the College who will receive College tuition and shall have the power to reject such applications as they think unworthy of further consideration.

2.2 The Academic Dean acting as the Tutor for Graduates shall conduct all correspondence respecting candidates for admission to the College as graduates who will not receive College tuition and shall have authority to reject such applications as they think unworthy of further consideration.

2.3 Subject to paragraph 2.1 and 2.2 the Cases Committee shall control the admission of Students and shall have authority to grant or refuse admission.

2.4 Visiting students admitted through the Williams–Exeter Programme in Oxford, are permitted to take such courses as are sanctioned by the Director of that programme, acting in their capacity as the College’s Tutor for Visiting Students.

2.5 All other students, apart from those in 2.4 above, or admitted to study for an advanced degree of the University, shall admitted for the purpose of pursuing a specified course of study and shall not pursue any other course of study without the permission of the Cases Committee (see Bylaw IX.14), such permission being normally restricted to courses of study which the College usually provides.

3. Prizes

3.1 A list of prizes is in Bylaw XV
4. COLLEGE DISCIPLINE: Non-Academic Misconduct

Definitions

4.1 In the rest of Section VIII, the following definitions apply

a) Suspension of Status: this is a period in which the College “stops the clock” for all elements of a Student’s degree studies, including residence and fees. A student whose status is suspended is not (unless explicitly allowed to do so) permitted to use College facilities by their own right, to occupy College accommodation, to be in receipt of grants or loans or awards from College, or to receive tuition.

b) Sent out of Residence: suspension of status imposed by the College as an outcome of a panel hearing under academic disciplinary procedure. The College will, at the time of sending a student out of residence, specify which, if any, College facilities the student can access during their period of suspension of status.

c) Rustication: suspension of status imposed by the College for non-academic reasons. A student who is rusticated will have all access to College premises and facilities withdrawn, subject to any exceptions agreed by the Sub-Rector.

d) Sent Down: to be sent out of residence permanently. A Student who is sent down has their course of study terminated by the College (and therefore by the University). The Student’s name remains on the books of the College and University (i.e. they become an Old Member of the College). They retain the formal right to apply to the College (and thereby the University) for reinstatement at a date in the future, subject to the usual processes.

e) Expulsion: the termination of the membership of the College, and therefore the irrevocable termination of any degree course, or other studies, for which the person is at that time engaged. Someone who has been expelled from membership of the College is not considered an Old Member, and does not receive any of the rights and privileges of an Old Member. The College may rule that a Student who has been expelled from the College has access to the College restricted for a set period or until further notice.

Responsibility for Discipline

4.2 The Governing Body is responsible for maintaining and regularly reviewing policies, codes and processes relating to discipline, harassment and the appeals process. For the avoidance of doubt, it may delegate such responsibilities to one or more committees from time to time.
4.3 College discipline is the responsibility of the Cases Committee, but its day-to-day administration is the duty of the Sub-Rector assisted by the Junior Deans.

Conduct of Student Members

4.4 Student Members of the College shall observe a standard of conduct appropriate to the purpose of the College as an academic and residential community.

4.5 In particular, Student Members of the College shall observe the rules included in the current Handbook for Students (the Red Book), and shall observe the Disciplinary Code (Bylaw VIII.6).

General Principles

4.6 Reports will usually be dealt with confidentially by all parties involved and details will not be disclosed except where it is necessary to do so to carry out a fair investigation, to effect an interim measure or the outcome, to protect members of the College community and/or to comply with the College’s legal obligations. The identity of the person making an allegation will usually be disclosable to the student against whom the allegation is made; relevant members of staff, including tutors, will be informed when a student is suspended, and the HR manager may be informed where a report is made by a member of staff. The outcome of any disciplinary process should be considered confidential by all those to whom it is disclosed.

4.7 In cases of alleged bullying or harassment, students making a report of an alleged breach may, depending on the seriousness of the alleged behaviour, be encouraged to follow the initial stages of the College’s harassment code in the first instance. The Welfare Dean can advise students on the operation of the harassment code.

4.8 All College staff involved in this procedure will act with impartiality and discretion.

4.9 All parties involved in this procedure are required to act reasonably and fairly towards each other and to respect the College’s procedures.

4.10 Time limits, as set out in the rest of this bylaw, should usually be met by all parties. Time limits may only be extended by the relevant decision-maker where it is necessary to do so in order to ensure a fair outcome. It will usually be necessary to extend time limits for complex cases and/or where external specialists are required. Where time limits are extended, the student against whom an allegation is made (and the person making the allegation, where appropriate) should be kept updated about the progress of the case.

4.11 Throughout any disciplinary procedure the College will bear in mind its obligations and duties of care towards both the student against whom an allegation is made and any student or staff member making
an allegation. Students will be directed to College and University welfare services where appropriate.

4.12 Anonymous allegations will only be considered under this procedure in exceptional circumstances where there are compelling reasons to do so. While some investigation may be possible in certain cases, it will usually be very difficult to proceed with disciplinary action because of the need to allow the student against whom the allegation is made to respond to the allegation. If a witness to alleged misconduct does not agree to the student against whom the allegation is made knowing their identity, it may not be appropriate to rely on their evidence.

4.13 Malicious or vexatious allegations may result in disciplinary action against the person making the allegation.

4.14 Students involved in procedures under this Bylaw are not normally allowed to have legal representation.

4.15 If a case falls across more than one College procedure, the College will deal with the matter as flexibly, fairly and proportionately as possible.

4.16 Where an allegation of a breach of College discipline is made against more than one student, the College will seek to deal with the case consistently and fairly.

4.17 The standard of proof is “on the balance of probabilities” (i.e. whether it is more likely than not that the action or event occurred). In determining whether or not a breach of the Disciplinary Code or other College rules has occurred, the burden of proof will be on the College. This means that it is necessary to prove that it is more likely than not that a student has breached the Disciplinary Code or other College rules in order for them to be found responsible for doing so. In determining a penalty, the burden of proof for the setting out of any mitigating factors will be on the student against whom an allegation is made.

4.18 Non-compliance with a penalty imposed under this procedure will constitute a disciplinary offence in its own right (under Bylaw VIII.6.1j) of the Disciplinary Code, and may attract further penalties accordingly, up to and including rustication and expulsion.

4.19 In determining a penalty under this Bylaw the Sub-Rector or Panel appointed by Cases committee may take into account any mitigating and/or aggravating factors (including where there is a hate element related to a protected characteristic) when determining the appropriate penalty. When the Sub-Rector or Panel of Cases Committee find that a hate element related to a protected

---

1 Protected characteristics include: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race including ethnic or national origin, religion or belief, sex and sexual orientation.
characteristic was present in the breach, they will, on announcing penalty, be obliged to specify an uplift that has been given to the penalty to mark that finding of hate.

4.20 Being under the influence of alcohol, drugs or otherwise intoxicated is not an excuse for misconduct, and may be considered an aggravating factor.

4.21 No member of College staff involved in this procedure should have any conflict of interest in the matter or should act if there is any reasonable perception of bias. If the Sub-Rector is unavailable to act, the Rector will appoint an appropriate substitute.

4.22 Any Student Member who has been rusticated by the University will be rusticated for the same period by the Cases Committee; and the Cases Committee will advise the Governing Body to expel any Student Member who has been expelled by the University. In these cases, the Student Member will not be given a hearing.

4.23 A student who is subject to rustication (i.e. non-academic disciplinary suspension from the College) as a result of this disciplinary procedure, or who is suspended as a precautionary measure (under Bylaw VIII.5.1b), may not access College properties, facilities, or events (including those taking place outside Oxford) without the express written permission of the Sub-Rector.

4.24 Where a Student Member has been found to have breached the Disciplinary Code, an official record will be kept. Where this was a decision taken by the Sub-Rector or by the Minor Appeals Committee, this record shall remain on file for six months. Where this was a decision taken by a Panel appointed by Cases Committee or by the Major Appeals Committee, this record shall remain on file for 18 months after the expiry of any punishment.

4.25 Previous breaches held on file shall not be considered during the disciplinary proceedings except in the case of determining the penalty, if any, to be imposed.

4.26 Students reporting a complaint of sexual misconduct against another student can access support from the University’s Sexual Harassment and Violence Support Service. This may involve a specialist advisor offering support at each stage throughout the disciplinary process, including accompanying the relevant student to interviews and hearings, if appropriate. Support for students who are the subjects of such reports is available from Student Welfare and Support Services or the Oxford SU Student Advice Service.

5. Disciplinary Procedure

5.1 Preliminary stages of the disciplinary procedure

   a) Alleged breaches of College discipline may be reported by any member, employee or agent of the College, acting on their own
behalf or following a complaint made by any other person, who has good reason to believe that a Student Member has breached the Disciplinary Code or other College rules. This person shall refer the matter to the Sub-Rector as soon as reasonably possible, naming the Student member and giving details of the alleged breach.

b) The Sub-Rector may at any time impose temporary precautionary measures on a student against whom an allegation is made for as long as disciplinary proceedings remain in operation. Such precautionary measures do not indicate any finding of misconduct. Precautionary measures should only be made following a risk assessment, and could include:

(i) a temporary No Contact Order (which may also be imposed on the student(s) making the allegation)
(ii) a ban from, or time constraints on, accessing particular College buildings or services,
(iii) recommending a ban from, or time constraints on, accessing particular University buildings or services (subject to endorsement by the University),
(iv) alternative teaching arrangements,
(v) moving the student to alternative College accommodation, and
(vi) where no other option is appropriate, a temporary suspension of status, to be reviewed periodically. A student who disagrees with the imposition of a temporary suspension of status may appeal to the Rector, who will review the decision within one week, bearing in mind considerations of fairness and proportionality.

c) The Sub-Rector may refer an alleged contravention or offence to the Police or the Proctors. If an alleged contravention or offence is under investigation by the Police or the Proctors, whether referred by the Sub-Rector not, College discipline (except for any necessary precautionary measures) will normally await the decision not to prosecute or the conclusion of any criminal proceedings or University disciplinary process. If the decision of the Police or Proctors is not to proceed, then the matter shall be dealt with by the Sub-Rector as if the matter had not been referred. If a student is acquitted of a criminal charge, or found not to have breached the University’s disciplinary code, the student may still subsequently face disciplinary proceedings under this Bylaw if there is sufficient evidence that unacceptable behaviour which constitutes a breach of the College’s Disciplinary Code occurred. If a student accepts a caution for or is convicted of a criminal charge, provisions 6.4 and 6.5 of this Bylaw may apply.
BYLAWS OF EXETER COLLEGE, OXFORD

VIII

32

d) Upon receipt of a report of an alleged breach of College discipline, the Sub-Rector will determine whether to initiate the College’s disciplinary procedure. The Sub-Rector will not normally initiate the College’s disciplinary procedure (but retains discretion to do so in exceptional circumstances) in cases where:

(i) the alleged breach does not fall under the scope of this bylaw.
(ii) the allegation is vexatious and/or frivolous.
(iii) the alleged misbehaviour, except in cases of alleged sexual misconduct, occurred more than 6 months previously.
(iv) there are ongoing criminal, regulatory or other proceedings in relation to the same matter.
(v) there are ongoing disciplinary or other proceedings within the University in relation to the same matter.
(vi) the allegation has already been decided under this procedure.

e) If an alleged breach took place in the University Context and not the College Context, as defined below at 6.6 and 6.7, and if, in the view of the Sub-Rector, the College is not well-placed to investigate, the Sub-Rector has the discretion to refer the complainant to the Proctors’ Office instead of initiating the College’s disciplinary procedure.

f) Following a decision to initiate disciplinary proceedings, the Sub-Rector will determine, taking into consideration the seriousness and/or complexity of the allegation and its attendant circumstances, whether to hear the matter under Bylaw VIII.5.2 without further investigation, or to proceed to Bylaw VII.5.3. Bylaws VII.5.3 (formal investigation) and VII.5.5 (a hearing before a Panel appointed by Cases Committee) will usually be appropriate in cases of particularly serious and/or complex allegations, but may also be appropriate in other cases. This determination will usually be made within ten working days of receiving the report. If necessary, in order to make this determination the Sub-Rector may undertake preliminary inquiries with the person making the allegation, or with other Exeter staff or students as appropriate.

5.2 Disciplinary proceedings before the Sub-Rector

a) Upon determining to initiate disciplinary proceedings before the Sub-Rector, the Sub-Rector shall summon the student against whom an allegation has been made to an interview, giving at least 24 hours’ notice. The summons shall give particulars of the alleged breach of the Disciplinary Code and/or other College rules.
b) At the interview the Sub-Rector shall inform the student of the alleged breach of the Disciplinary Code, and provide them with an opportunity to answer the case against them.

c) If the Sub-Rector finds the charge proved, they may impose such penalty, if any, as they think fit, short of rustication or recommendation of expulsion.

d) Disciplinary penalties that may be imposed by the Sub-Rector include any one or more of:

   (i) A written warning
   (ii) A requirement to write a letter of apology
   (iii) Written work and/or other written assignment
   (iv) Community service
   (v) A requirement to attend a programme of education or training
   (vi) A fine, not to exceed £300 (not including any compensation order)
   (vii) A compensation/reparation order
   (viii) A no contact order
   (ix) A restriction from entering certain parts of the College estate, or from accessing or attending certain College facilities or events
   (x) Removal of the right to occupy College accommodation in future years

e) If before or during the interview it becomes clear that more evidence is needed in order to reach a determination, the Sub-Rector may pause proceedings and initiate further investigation, under Bylaw. Following the conclusion of such an investigation, the Sub-Rector may adopt any of the routes permitted at.

f) If, following the initiation of disciplinary proceedings before the Sub-Rector, further information comes to light that increases the seriousness of the allegation, the Sub-Rector may pause proceedings and proceed to a formal investigation under Bylaw VIII.5.3. Following the conclusion of such an investigation, the Sub-Rector may adopt any of the routes permitted at 5.3m).

g) The Sub-Rector shall in all cases take an adequate written note of the proceedings at the interview and any evidence presented. Another member of College staff may sit in on the interview to take notes.

h) Should a student who is summoned to an interview with the Sub-Rector fail to attend without providing good reason, the Sub-Rector may make a determination in their absence.

i) If, as a result of this procedure, a student is found to have breached the disciplinary code or other College rules, the Sub-Rector will write to the student within one week setting out (i) which provisions of the Disciplinary Code or other College rules
have been broken, (ii) details of the penalties imposed, if any, and (iii) information regarding the right to appeal.

j) Following the completion of disciplinary proceedings before the Sub-Rector, if the initial allegation was made by a member of College who can reasonably claim to have suffered personal harm or detriment due to the behaviour complained about, the Sub-Rector will usually write to the member of College who made the initial report within one week setting out (i) whether the student against whom the allegation was made has been found to have breached the Disciplinary Code or other College rules, (ii) brief reasons and details of any penalty imposed (but will not include information which is not about the disputed facts and which is confidential to the student against whom the allegation was made), (iii) any further remedy the College proposes to make (for example, reviewing its own procedures), and (iv) sources of support and advice, where appropriate.

5.3 Formal Investigation of Alleged Breaches of College Discipline

a) A Formal Investigation may be initiated by the Sub-Rector under the terms of Sections 5.1f), 5.2e) or 5.2f) of this Bylaw.

b) Any investigation undertaken under these regulations shall be carried out with all reasonable expedition and in a manner which is just, fair, and reasonable in the light of all the circumstances.

c) An investigation under this regulation may be carried out by the Sub-Rector, or by an investigator appointed by them, who may or may not be a member of the College.

d) If at any time the Sub-Rector, or appointed investigator, is of the opinion that the evidence available appears to disclose the commission of a serious criminal offence, they shall consider whether it is appropriate to seek the views of the police before proceeding further internally.

e) Once a formal investigation is initiated, the Sub-Rector or appointed investigator will write to the student against whom the allegation is made, setting out the details of the allegation.

f) The Sub-Rector or appointed investigator may take any step to investigate and to assemble relevant evidence. This will usually include interviewing the person reporting the allegation, and interviewing the student against whom the allegation is made, at an early stage, as well as interviewing any witnesses. The Sub-Rector or appointed investigator shall have the power to summon any member of the College to help in their inquiries.

g) A student against whom an allegation is made will be informed of the interview time and location of an interview at least two days before it is due to take place.

h) The student may be accompanied to an interview by any other member of the College.
i) Before interviewing the student against whom an allegation has been made, the Sub-Rector or appointed investigator will explain that the student does not have to answer questions and that any responses or documents provided may be used in evidence against them. If the student refuses to answer questions this may be taken into account in a subsequent disciplinary hearing, with the proviso that it would not be appropriate to draw negative inferences from a student exercising the right to silence in cases where the reported conduct could constitute a criminal offence. If the reported conduct could constitute a criminal offence, the Sub-Rector or appointed investigator will explain that the police might be able to obtain any records from the disciplinary process in a future investigation.

j) Interviews may be contemporaneously recorded, and notes may be taken. Following an interview, an account of the interview will be written up, and the person interviewed will be sent a copy and will be invited to agree it.

k) Once the person making the allegation and the student against whom the allegation is being made have both been interviewed and have reviewed the note of the interview, each will be given the opportunity to comment on the other person’s account. Confidential information which is not about the disputed facts may be redacted.

l) The Sub-Rector or appointed investigator shall compile a report of the investigation, which shall include: (i) the act or acts or omission or omissions alleged to constitute the breach; (ii) the date or dates or approximate date or dates on which or between which each breach is alleged to have been committed; (iii) where relevant, the time and place at which each breach is alleged to have been committed; (iv) where relevant, the person or property alleged to have been affected by each breach; (v) copies of all statements and any other evidence obtained in the course of their investigation.

m) Following the completion of a formal investigation, the Sub-Rector shall decide to either:
   (i) Take no further action,
   (ii) Initiate, or return to, disciplinary proceedings before the Sub-Rector, or
   (iii) Refer the matter to the Cases Committee
If no further action is taken, and if the initial allegation was made by a member of College who can reasonably claim to have suffered personal harm or detriment due to the behaviour complained about, the Sub-Rector will write within two weeks to the member of College who made the initial allegation giving brief reasons, but will not disclose information which is not
relevant to the disputed facts and which is confidential to the student against whom the allegation was made.

5.4 Special considerations for formal investigations into allegations of sexual misconduct

a) A specially trained and/or experienced investigator may be appointed for carrying out such investigations.

b) Any investigator considering allegations of lack of consent should enquire as to the steps taken to obtain consent, including how the student against whom the allegation is made knew or believed the reporter of the allegation was (i) consenting to the sexual behaviour and (ii) continued to consent.

c) Decision-makers and support staff at all stages of the procedure in such cases should be mindful that:

(i) Reports of sexual misconduct and/or violence are more likely to exceed the six-month timeframe, than other types of misconduct.

(ii) Delays in reporting, or reluctance to involve the Police, should have no bearing on determining the veracity of the report.

(iii) The College does not have the legal investigatory powers of the Police and cannot make a determination on criminal guilt. A College investigation can determine only whether a breach of the Disciplinary code or other College rules has occurred.

d) Appropriate welfare support will be offered to both parties in such an investigation.

5.5 Disciplinary hearing before a Panel appointed by the Cases Committee

a) If an alleged breach against the Disciplinary Code is referred to the Cases Committee, the committee shall appoint a panel consisting of three persons including at least two fellows of the College to hear the case. The panel will not include the Rector, the tutor(s) of either party, or anyone previously involved in the case. The Sub-Rector will present the case against the student to the Panel. The Academic Registrar, or Deputy Academic Registrar, shall act as secretary to the Panel.

b) The investigation report (5.3l)) will be sent to the Panel.

c) No more than three weeks after the case is referred to the Panel, and at least seven days before the date set for the hearing, the Secretary to Panel will send to the student against whom the allegation is made notice of the Panel’s proceedings and will set out the next steps, the constitution of the Panel, the details of the alleged breach(es), the full investigation report (from which confidential information which is not about the disputed facts may be redacted by the Panel), information
about the right to be accompanied (including that legal representation is not normally allowed), and the relevant provisions of the Disciplinary Bylaw and Disciplinary Code. The Secretary will also repeat that the student does not need to speak at the hearing, together with the further information found at Bylaw VIII.5.3i).

d) At least three days before the hearing the student against whom the allegation is made shall send to the secretary copies of any evidence on which they intend to rely, and the names of any witnesses they intend to call, which will be shared with the Panel and the Sub-Rector.

e) Excepting the explicit provisions of this policy, the Panel shall determine its own format and procedure.

f) Should the student against whom an allegation is made fail to attend the hearing without offering good reason, the hearing may proceed in their absence. Should a witness fail to attend without explanation, the Panel will determine whether to adjourn and reschedule or to proceed in the absence of the witness.

g) A student against whom an allegation is made may be accompanied to, and/or represented at the hearing by any other member of the College. At least three days before the hearing the student should write to the secretary of the Panel stating who, if anyone, shall be accompanying them to the meeting, and in what capacity (i.e. as support or as a representative). The Sub-Rector may also be represented at the hearing, and should write to the Secretary at least three days before the hearing should this be the case.

h) There shall be no entitlement to legal representation, but in exceptional circumstances the Panel may allow such representation equally to the student against whom an allegation is made and to the Sub-Rector.

i) All evidence or material submitted as part of the investigation shall be regarded as strictly confidential unless, following consideration of submissions, the Panel decides otherwise.

j) The Secretary shall keep a sufficient record of the proceedings.

k) If the student accepts the allegation in full:
   (i) The Sub-Rector may make a recommendation as regards an appropriate penalty, and may submit relevant evidence.
   (ii) The student may offer a statement in mitigation, and submit evidence in support of mitigation.
   (iii) The Panel will adjourn to determine an appropriate penalty, which it will subsequently communicate to the student and the Sub-Rector. If the Panel considers that the appropriate penalty is expulsion, it shall so inform the
BYLAWS OF EXETER COLLEGE, OXFORD

student and shall advise the Governing Body to expel the student.

l) If the student denies all or part of the allegation:
   (i) The Sub-Rector and the student against whom the allegation is made shall be entitled to give evidence at the hearing, to make an opening statement, to call witnesses, and to question any person who gives evidence. The Panel will usually require that any such questions are asked through the Chair and may require them to be put in writing.
   (ii) The Sub-Rector's case shall be presented first.
   (iii) Unless the Panel otherwise permits, the parties shall not be entitled to call any witness whose evidence has not been previously disclosed to the other party.
   (iv) Closing statements may be made, with the student being given the opportunity to speak last.
   (v) The Panel may proceed with a hearing in the absence of the Sub-Rector or the student against whom an allegation is made except where, in the case of the student, it considers that their absence is due to circumstances beyond their control.
   (vi) The Panel may at any stage during the hearing, if it considers it just to do so, permit the Sub-Rector to amend the notice of hearing by adding, omitting, or varying the terms of an alleged breach as it considers to be fair and reasonable.
   (vii) Once closing statements have been made all except the Panel and its secretary shall withdraw while the Panel considers its findings. The hearing will be reconvened for the Panel to announce its findings.

m) Where the case is found proved:
   (i) The Sub-Rector may make a recommendation as regards an appropriate penalty, and may submit relevant evidence.
   (ii) The student may offer a statement in mitigation, and submit evidence in support of mitigation.
   (iii) The Panel will adjourn to determine an appropriate penalty, which it will subsequently communicate to the student and the Sub-Rector. If the Panel considers that the appropriate penalty is expulsion, it shall so inform the student and shall advise the Governing Body to expel the student.

n) Disciplinary penalties that may be imposed by a Panel appointed by Cases Committee include any one or more of:
   (i) A written warning.
   (ii) A requirement to write a letter of apology.
   (iii) Written work and/or other written assignment.
(iv) Community service
(v) A requirement to attend a programme of education or training
(vi) A fine
(vii) A compensation/reparation order
(viii) A no-contact order
(ix) A restriction from entering certain parts of the College estate, or from accessing or attending certain College facilities or events
(x) Temporary or permanent removal from College accommodation
(xi) Removal of the right to occupy College accommodation in future years
(xii) Rustication (i.e. non-academic disciplinary suspension of status)
(xiii) Recommendation to Governing Body of expulsion

O) The Panel shall supply a reasoned decision in writing, normally within two weeks of the conclusion of the hearing. The Secretary shall provide copies of the decision to the Sub-Rector and to the student. The decision shall include details of penalties imposed (if any), and information on how to appeal.

P) Following the completion of a disciplinary hearing before a Panel appointed by Cases Committee, if the initial allegation was made by a member of College who can reasonably claim to have suffered personal harm or detriment due to the behaviour complained about, the Panel will usually write to the member of College who made the initial report within one week setting out (i) whether the student against whom the allegation was made has been found to have breached the Disciplinary Code or other College rules, (ii) brief reasons and details of any penalty imposed (but will not include information which is not about the disputed facts and which is confidential to the student against whom the allegation was made) (iii) any further remedy the College proposes to make (for example, reviewing its own procedures), and (iv) sources of support and advice, where appropriate.

5.6 Special considerations for a hearing into alleged sexual misconduct:

A) Where a reporter of sexual misconduct is to be a witness at any hearing, the Panel can put practical arrangements in place to safeguard that individual. This could include:

(i) separate waiting areas for the reporter and the student against whom the allegation is made;
(ii) the reporter bringing a supporter to sit with them whilst giving evidence;
(iii) the reporter giving evidence from behind a screen so that the reporter does not need to see the other student;
BYLAWS OF EXETER COLLEGE, OXFORD

(iv) the reporter responding to written questions from the other student, or questions via the Chair, rather than an oral cross examination;
(v) the reporter responding to questions via video link from a different location;
b) Appropriate welfare support will be offered to both parties throughout any such procedure.

5.7 Disciplinary proceedings before the Governing Body

a) The Governing Body may expel a Student Member from membership of the College, on the advice of the Cases Committee (under Bylaw VIII.6.5), a Panel appointed by Cases Committee, or the Major Appeals Committee.
b) The Student Member shall have no right to make further representations (whether oral or written) to the Governing Body.

6. Disciplinary Code

6.1 No member of the College shall, in a College or University context, intentionally, negligently or recklessly:

a) disrupt or attempt to disrupt teaching or study or research or the administrative, sporting, social or other activities of the College;
b) disrupt or attempt to disrupt the lawful exercise of freedom of speech by members or employees of the College, by visiting speakers, or by any others who have protected freedom of speech;
c) obstruct or attempt to disrupt any employee or agent of the College in the performance of their duties;
d) damage, deface or destroy any property of, or in the custody of, the College or of any member, officer or employee of the College, or knowingly misappropriate such property;
e) occupy or use or attempt to occupy or use any property of the College except as may be authorised by the University or College authorities concerned;
f) forge or falsify expressly or impliedly any University certificate or document or knowingly make false statements concerning standing or results obtained in examination;
g) engage in any activity likely to cause injury or to impair safety;
h) engage in violent, indecent, disorderly or threatening or offensive behaviour or language;
i) engage in any fraudulent or dishonest behaviour in relation to the College or the holding of any College office;
j) disobey a reasonable instruction given within their authority by an officer or an employee or an agent of the College;
k) refuse to disclose their name and other relevant details to an officer or an employee or an agent of the College in
circumstances where it is reasonable to require such information to be given;

l) possess, use, offer or sell or give drugs to any person, the possession or use of which is illegal;
m) engage in the harassment of or sexual misconduct towards any member, visitor, employee or agent of the College;
n) engage in verbal abuse, physical abuse and/or disorderly behaviour not amounting to harassment that is significantly distressing to any member, student, visitor, employee or agent of the College;
o) engage in conduct in breach of the Statutes and Regulations of the University published from time to time;
p) engage in conduct in breach of any College regulations regarding the use of the College Library;
q) engage in any other conduct which is detrimental to the interests of the College;

6.2 ‘Sexual misconduct’ means any behaviour of a sexual nature, or which is sexually motivated, which takes place without consent where the individual alleged to have carried out the misconduct has no reasonable belief in consent. This may include behaviour carried out over any medium, including online. Sexual misconduct includes but is not limited to:

a) Sexual intercourse or engaging in a sexual act without consent
b) Attempting to engage in sexual intercourse or engaging in a sexual act without consent
c) Sharing private and personal sexual images or video footage belonging or relating to another person without consent
d) Touching inappropriately through clothes without consent
e) Inappropriately showing sexual organs to another person
f) Making unwanted remarks of a sexual nature

6.3 Consent is defined as the free agreement by choice to participate in a sexual act where the individual has both the freedom and the capacity to make that choice. Consent cannot be assumed on the basis of a previous sexual experience or previously given consent, or from the absence of objection. Consent may be withdrawn at any time.

6.4 If a student member accepts a caution for, is charged with, or is convicted of an alleged offence for which the statutory maximum penalty on conviction is imprisonment, they shall promptly inform the Sub-Rector in writing. In the case of a student who has been charged with such an offence, college discipline (except for any necessary suspension) will normally await the conclusion of criminal proceedings.

6.5 If a student member has accepted a caution for or has been convicted of a criminal offence for which the statutory maximum penalty on
conviction is imprisonment (and whether or not such a sentence was in fact imposed on the student member) the Sub-Rector will refer the matter to the Cases Committee, which may impose such penalty or other conditions as it thinks fit, up to and including a recommendation to Governing Body of expulsion. The Committee may, if it chooses, invite the student to make written representations to it before it determines a penalty.

6.6 For the purposes of this Bylaw, the phrase ‘in a College context’ means ‘on Exeter College premises or facilities; in the course of Exeter College activity within or outside Oxford, or any activity, including online activity and activity on social media, that is identifiable with Exeter College, whether academic, sporting, social, cultural, or other’.

6.7 For the purposes of this Bylaw, the phrase ‘in a University context’ means ‘on University or College premises; in the course of University activity within or outside Oxford, or any activity, including online activity and activity on social media, that is identifiable with the University, whether academic, sporting, social, cultural, or other’. For some cases of alleged misconduct committed in a ‘University context’, the most appropriate authorities to deal with the matter may be the University Proctors. In such cases, the Sub-Rector has discretion to refer a complainant to the Proctors’ Office rather than handling it under Exeter College procedures (see VIII.5.1e).

6.8 Electronic communications and online activity are within a College or University context if they pass through the College’s or the University’s network or use a College or University email address, or are otherwise identifiable with the College or University.

7. **Appeals**

*Appeals generally*

7.1 Student Members have rights of appeal to the Minor Appeals Committee against disciplinary decisions of the Sub-Rector, and to the Major Appeals Committee against the disciplinary decisions of a Panel appointed by Cases Committee or its advice to the Governing Body to expel a Student Member. There is no right of appeal against a decision to suspend or send down a Student Member for failure to pay fees that are due, or for failure to pass the First Public Examination in the time allowed by the College.

*The Minor Appeals Committee*

7.2 The Minor Appeals Committee shall consider appeals by Student Members against the disciplinary decisions of the Sub-Rector under Bylaw VIII.5.2. Appellants must deliver notice of appeal to the Sub-Rector within one week of the decision being communicated to them.
7.3 The Committee shall consist of the Rector (or in the absence of the Rector, a fellow of the College nominated by the Rector), who shall act as chair; one fellow appointed by the Rector; and one Student Member of the College, appointed by the Rector, who shall sit only if the appellant so wishes. The Academic Registrar, or member of College staff appointed by them, shall act as secretary to the Committee.

7.4 The student must first seek permission to appeal to the Minor Appeals Committee. The Minor Appeals Committee will usually decide whether to grant permission having reviewed a written account of the case provided to it by the Sub-Rector, including copies of relevant evidence, and any further submission by the student. The Minor Appeals Committee will consider whether there are prima facie grounds for appeal, taking into account all the relevant circumstances, the seriousness of the matter, and the prospects of success. The Minor Appeals Committee may ask any of the parties for more information to help in deciding whether to grant permission. Decisions of the Committee to grant permission to appeal shall be taken by a simple majority of those members present and voting. The decision will normally be communicated to the appellant within two weeks of the receipt of application to appeal. If the Committee decides that there is no prima facie case for appeal, the appeal will not be pursued further by the College and a Completion of Procedures letter will be issued containing the final decision and the reasons for it.

7.5 If the Minor Appeals Committee grant permission to appeal, its role shall be to determine:

a) if there has been a proper application of rules to the facts;
b) if the penalty is appropriate;
c) if the proper procedures have been followed;
d) that, with respect to the facts, the conclusion reached has not been perverse;
e) Subject to d) above, there shall be no appeal on the facts, and the Committee shall not make a finding on the facts.

7.6 In hearing an appeal, the Committee shall determine its own procedure, provided that:

a) the appellant shall have an opportunity to appear before it to state their case and to answer the case against them in writing or orally or through a member of the Undergraduate Adviser Panel, their Tutor, or their College Adviser; the appellant may choose to be accompanied by any member of the College;
b) the Sub-Rector shall have an opportunity to appear before it to justify their actions;
c) there shall be no entitlement to legal representation;
d) decisions of the Committee shall be taken by a simple majority of those members present and voting.

7.7 The Committee shall have power to reverse, confirm or alter the decisions appealed against, and to annul, reduce, confirm or increase the penalties imposed by the Sub-Rector, provided that it shall not advise a penalty of expulsion.

The Major Appeals Committee

7.8 The Major Appeals Committee shall consider appeals by Student Members against the disciplinary decisions of a Panel appointed by Cases Committee or against the advice of such a Panel to the Governing Body to expel the appellant. Appellants must deliver application to appeal to the Rector within one week of the decision or notice of advice being communicated to them.

7.9 The Committee shall consist of a chair, who shall be either the Rector or a person (who may but need not be a fellow of the College) appointed by the Rector, and two fellows of the College, drawn by lot from a list drawn up before the end of Trinity Term and taking effect from the following Michaelmas Term and the two terms following and who shall signify their willingness, if chosen, to serve on the Committee. The lot will be conducted in such a way as to: exclude Fellows who have previously been involved in the case; ensure there the selected Fellows include at least one tutor and at least two genders. The Academic Registrar, or member of College staff appointed by them, shall act as secretary to the Committee.

7.10 The student must first seek permission to appeal to the Major Appeals Committee. The Major Appeals Committee will usually decide whether to grant permission having reviewed the documents seen by the Panel appointed by Cases Committee, the Panel’s written decision, and any further submissions by the student. The Major Appeals Committee will consider whether there are prima facie grounds for appeal, taking into account all the relevant circumstances including the prospects of success. The Major Appeals Committee may ask any of the parties for more information to help in deciding whether to grant permission. Decisions of the Committee to grant permission to appeal shall be taken by a simple majority of those members present and voting. The decision will normally be communicated to the appellant within two weeks of the receipt of application to appeal. If the Committee decides that there is no prima facie case for appeal, the appeal will not be pursued further by the College and a Completion of Procedures letter will be issued containing the final decision and the reasons for it.

7.11 The role of the Committee shall be to determine:

a) if there has been a proper application of rules to the facts;
b) if the penalty is appropriate;
c) if the proper procedures have been followed;
d) that, with respect to the facts, the conclusion reached has not been perverse;
e) Subject to d) above, there shall be no appeal on the facts, and the Committee shall not make a finding on the facts.

7.12 The Committee shall determine its own procedure, provided that:
a) the appellant shall have an opportunity to appear before it to state their case and to answer the case against them in writing or orally or through a member of the Undergraduate Adviser Panel, their Tutor, or their College Adviser; the appellant may choose to be accompanied by any member of the College;
b) there shall be no entitlement to legal representation, but in exceptional circumstances the committee may allow such representation equally to the appellant and to the Cases Committee;
c) the Sub-Rector or other representative of Cases Committee shall have an opportunity to appear before it;
d) if the Committee receives information which it believes to be relevant and believes not to have been considered by the Cases Committee, it shall ask the Cases Committee to reconsider its decision or its penalty or both, and shall proceed with determining the appeal after that reconsideration has been reported to it;
e) decisions of the Committee shall be taken by a simple majority of those members present and voting.

7.13 If the Committee considers that the decision or advice to the Governing Body appealed against was unreasonable, or was arrived at by a flawed procedure, it shall have power to reverse, confirm or alter that decision or advice; and if the Committee considers that the penalties imposed or advised by the Cases Committee were unreasonably harsh or lenient, it shall have power to annul, reduce, or increase those penalties provided that if the penalty appealed against was less severe than rustication it shall not impose any penalty of rustication, nor advise a penalty of expulsion.

Further appeals

7.14 This section applies to Further Appeals beyond the Minor Appeals Committee, the Major Appeals Committee, or following a disciplinary decision by Governing Body.

7.15 A determination by either the Minor Appeals Committee following an appeal against a decision of the Sub-Rector, or the Major Appeals Committee following an appeal against a decision of a Panel appointed by the Cases Committee, represents the completion of procedures within the College. Following such a determination, a Completion of Procedures Letter will be sent to the student within 28
days. Where advice is tendered to the Governing Body, completion of procedures occurs once the Governing Body has made its decision. On completion of procedures within the College, a student member may appeal to the Conference of Colleges’ Appeals Tribunal (CCAT), of which Exeter is a member. The student should file such an appeal with the Secretariat of the Conference of Colleges within five days of the ad hoc Committee’s determination. Information on the procedure for applying to the Tribunal is available from the Exeter College Academic Office. On completing consideration of a complaint, the Tribunal will issue its decision and this concludes the College procedures for the formal examination of a complaint.


7.16 If a complaint remains unresolved after the CCAT procedures have been exhausted a student may ask for the complaint to be reviewed by the Office of the Independent Adjudicator for Higher Education (OIAHE; see www.oiahe.org.uk for further information). Application forms and guidance notes are available from Exeter College’s Academic Office. Please note that complaints relating to student discipline and academic matters are also within the scope of the OIAHE. However, complaints relating to matters of academic judgement (i.e. about academic performance) or admissions cannot be dealt with by the OIAHE.
IX. THE GOVERNANCE OF THE COLLEGE

1. College Meetings

1.1 A College Meeting is a meeting of the Governing Body of the College as defined in Statute 9. Such meetings are:

(i) General Meetings
(ii) Special Meetings
(iii) Extraordinary General Meetings

1.2 There shall be a General Meeting on the Wednesday afternoon of the 4th and 8th Week of each term, and on such other days as the Governing Body may from time to time resolve. A General Meeting may also be held on the Wednesday before the start of Michaelmas Term (Week 0) if the Rector, or in their absence the Sub-Rector, certifies that there is sufficient business to merit this and gives notice at least three days in advance of the business to be transacted thereat.

1.3 The following standing items are to be approved by the Governing Body at its meetings:

a) Week 0, MT, which may be by circulation
   (i) elections to Scholarships and Exhibitions for the present academic year;
   (ii) the award of prizes relating to academic performance and other achievements during the previous academic year
b) Week 4, Michaelmas Term
   (i) a table setting out the terms of qualifying service, under Bylaw XVIII.2.3, of each Official Fellow who is a Lecturer of the College;
c) Week 8, Trinity Term, a Year Book containing at least
   (i) the Officers of the College for the forthcoming academic year;
   (ii) memberships of each College Committee for the forthcoming academic year;
   (iii) College Allowances and Stipends for the forthcoming academic year.

1.4 Voting at GB: The Rector, or in the absence of the Rector, the Sub-Rector, shall preside at all College Meetings, and shall, in case of an equality of votes, have a second or casting vote. Subject to the provisions of these Statutes, the Chair of the meeting shall decide on every occasion at their discretion whether voting shall be by show of hands or by ballot, provided that in the election or re-election of any Fellow, or in the election of any College Officer and where more than one name has been proposed and seconded, the votes shall always be taken by ballot.
1.5 The **Minutes** of each meeting shall be circulated and shall be considered at the next meeting. If confirmed, the Minutes shall be signed by the Rector (or, in their absence, by the Sub-Rector).

1.6 **Leave of absence** from General Meetings may be granted by the Governing Body on any grounds which it deems sufficient. Applications for leave shall state the grounds on which leave is sought, and shall whenever practicable be delivered in writing to the Rector in advance of the Meeting.

1.7 The Governing Body may invite the attendance at a College Meeting of any person who in its opinion may be able to assist it in coming to a decision on any matter. Such a person shall not have the right of voting.

1.8 The Governing Body shall invite the President and Secretary of the Junior Common Room and the President and Vice President of the Middle Common Room to attend such portions of each General and Special Meeting as the Rector (or in their absence the Sub-Rector) shall on each occasion decide. Such persons shall not have the right of voting.

2. **Decisions of the Governing Body between Meetings**

2.1 The Governing Body may, subject to the provisions of Bylaw IV.1, delegate to Officer(s) or Committee(s) the responsibility for certain decisions. The minute should record which Officer(s), Committee(s) or other individual is being given authority; what the authority is and any boundaries on those decisions (e.g. financial authority limits). It is to be expected that Governing Body will subsequently receive a report of how this power has been exercised.

2.2 Where a decision is urgently needed between meetings, and the matter is something that is not considered delegable (as set out in Bylaw IV.1), then a decision may be agreed by email, subject to the following rules:

- a) Sufficient information must be provided to allow GB Fellows to consider the matter, including the proposed wording of the resolution or minute.
- b) During term time, GB Fellows must be allowed at least one whole day (not counting Saturdays, Sundays or English Bank Holidays) to consider the matter: outside of term, this should be three days (not counting Saturdays, Sundays or English Bank Holidays).
- c) Any Fellow may request that the matter should be considered at a formal meeting of Governing Body.
- d) A simple majority of Fellows replying is required.
- e) Any decision made by email will be reported to the next meeting of Governing Body and recorded in the minutes.
2.3 Where a decision is urgently needed between meetings, and the matter is something that is considered delegable (see Bylaw IV.1.1) but delegation arrangements are not in place, then it is expected that the process described above will be followed, but it may be appropriate to consult only with a committee of Governing Body, or at a minimum, three Fellows.

3. **Miscellaneous Provisions**

3.1 Unless other specific provision is made under these Bylaws, every matter concerning the administration, policy, and interests of the College shall be determined by the Governing Body at a College Meeting by order of that Meeting or by Bylaw. And all College Orders and Bylaws, which shall have been duly passed at such Meeting, shall bind the Rector and all Fellows of the College individually, students of the College; provided that no College Order or Bylaw which affects the Rector shall be passed in the absence of the Rector, until the Sub-Rector shall have consulted the Rector on the subject by letter.

3.2 In these Statutes wherever the context so admits the expression “the Sub-Rector” shall, in case the Sub-Rector is unwilling or unable to discharge the functions thereby conferred upon him, her or them, be taken to refer to the Senior member of the Governing Body present in Oxford able and willing to perform such functions.

4. **The College Seal**

4.1 The Common Seal and its keys shall be in the charge of the Finance & Estates Bursar. Save in exceptional circumstances, and with the specific authority of the Governing Body, the Seal shall remain securely attached to a part of the Bursary. The keys, when not in use, shall be kept in a safe.

4.2 A record of the use of the Seal must be kept.

5. **Conduct of Committee Meetings**

5.1 **Duties of the Convener:** The Convener of each of the College Committees shall:

- a) notify members of the time and place of meetings that have been arranged;
- b) summon any extra meetings which the Rector, or the convener in consultation with the Rector, shall deem necessary;
- c) circulate any papers that may be necessary;
- d) submit the proceedings of the Committee to the Governing Body at the College Meeting next after a meeting of the Committee, or to the next meeting of the Finance and General Purposes Committee or Education, Research and Welfare Committee, if the Committee reports through one of these two Major Committees, such part of the Committee’s proceedings
as requires consent and recommend in advance to the Rector which parts of the Committee’s business, concerning an individual or otherwise requiring a high level of confidentiality, should be considered in the absence of Students;

e) keep Minutes of the Committee’s proceedings, which shall be signed by the Rector.

5.2 Chair of meeting: Unless otherwise stated, Committees will be chaired by the Rector or, in their absence the Sub-Rector or, in their absence, the senior Fellow attending.

5.3 Election to Committees (apart from Fellowship selection committees and the Committee to Search for a new Rector). A list of the Committees showing their composition and which members are due to retire shall be provided to members of the Governing Body at the last College Meeting of Trinity Term and the elected members of these committees shall be elected annually at that meeting to serve from the first day of September following. At any Meeting the Governing Body may fill up vacancies as they occur, but members so appointed shall serve only until the last day of August following the next annual election of Committees.

5.4 Committees will normally have a majority of Governing Body members. (Exceptions are: The Investment Committee, the Health and Safety Committee.) In general, unless stated in the composition of committees following, only Governing Body Fellows are voting members of committees.

5.5 Quorum
The quorum shall be defined as three members including the chair. If there is no quorum, business may still be transacted but in order to have effect it must be confirmed by a subsequent meeting of the committee, or the committee to which it reports, or the Governing Body.

5.6 Decisions
The decision of every Committee shall be that of a majority of its members present and voting; provided that in the case of an equality of votes the Rector (or in their absence the Sub-Rector if they are member of the Committee or in the absence of the Rector and Sub-Rector the senior Fellow present) shall have a casting vote. Unless otherwise stated, persons in attendance at a Committee meeting shall not have a vote.

5.7 Administration
a) Scheduled meetings of Committees shall be cancelled if there is no significant business and no business that requires a decision.
b) Such cancellation shall be communicated forthwith to all the members of the Committee and shall be ineffective if any member of the Committee requests that the meeting be held.

c) Urgent business arising between scheduled meetings may be transacted by email.

d) Routine and non-controversial business may be transacted by email.

e) Any business transacted by email shall be reported as such at the next scheduled meeting of the Committee.

f) Papers shall ordinarily be circulated in hard copy at least two week-days in advance of each meeting of a Committee. Later circulation of information for a meeting shall not preclude the discussion of, or the taking of a vote on, an item.

5.8 The delegated financial authority of Committees is set out in X.8.

6. **Finance and General Purposes Committee**

6.1 The membership of the Committee shall be the Rector, the Sub-Rector, the Finance & Estates Bursar, the Domestic Bursar, the Academic Dean, the College Accountant, the Development Director and five other Fellows of the College. Two representatives each from the MCR and JCR shall be in attendance on the Committee, for unreserved items of business, but shall have no voting rights. In addition, the Equality representative of the MCR and JCR shall be invited to attend for items relevant to them. The convener shall be the Finance & Estates Bursar.

6.2 The Committee shall:

a) recommend and review the criteria for expenditure set out in Statute 10;

b) exercise a general supervision over the finances of the College and advise the Governing Body on resource strategy and financial policy;

c) approve the budget for the forthcoming year for recommendation to the Governing Body during Trinity Term;

d) review periodic (termly) management accounts; review progress against budget and investigate and report on any anomalies;

e) approve the audit process and review the final statutory accounts and final management accounts with the auditors by the middle of Michaelmas Term so that the accounts can be submitted to the University by 30 November;

f) annually recommend to the College the appointment or re-appointment of Auditors to the College;

g) review risk management procedures and report annually thereon to College;

h) supervise the appointment and work of professional advisers to the College including investment managers, land agents, legal
advisers including the authority to determine their remuneration

i) Decide on the number, purpose and mandates of bank accounts and other depot media (noting that many banks require the approval of signatories to be carried out by Governing Body);

j) review major contracts relating to the business of the College and, where appropriate, approve contractual terms or refer them to the Governing Body for approval;

k) supervise College trading subsidiaries;

l) Agree the remuneration of the College’s auditors.

6.3 The Committee may authorise extraordinary expenditure not exceeding in annual total such amount as the Governing Body may from time to time determine, and shall report to the Governing Body at least once in each academic year upon such expenditure.

6.4 The Committee shall report to the Governing Body.

7. The Investment Committee

7.1 The membership of the Committee shall be the Rector, the Finance & Estates Bursar, the College Accountant, three other Fellows of the College, and eight persons who are not members of the College. The convener shall be the Finance & Estates Bursar.

7.2 The Committee shall:

a) recommend to the College, through the Finance & General Purposes Committee, an Investment Policy Statement for the investment of the endowment and any other assets;

b) periodically review the Investment Policy Statement and recommend to the College, through the Finance & General Purposes Committee, any changes;

c) oversee the management of these assets in a manner consistent with the approved policy, including the appointment of one or more investment managers to manage the investments;

d) periodically review the investment managers based on performance and suitability and on an ad hoc basis in relation to any one-off events (e.g. change of control or material loss of business);

e) periodically review the sustainability of investment returns and the appropriate level of spend under Statute 10.

7.3 The Committee may invite persons to visit the Committee to help it interpret and understand the proper advice it has received and to frame its Terms of Reference to its Investment Manager. Such individuals shall be in attendance on the Committee but shall have no voting rights.

7.4 The Committee shall report to the Finance and General Purposes Committee.
8. Buildings and Gardens Committee

8.1 The membership of the Committee shall be the Rector, the Sub-Rector, the Finance & Estates Bursar, the Domestic Bursar, Academic Dean, the College Accountant, the Chaplain, the Director of Development and three other Fellows. The convener shall be the Domestic Bursar.

8.2 The Committee shall:
   a) recommend to the College, through the Finance & General Purposes Committee, proposals for major refurbishment of existing College buildings and plans for new College buildings;
   b) propose and oversee matters connected with structural alterations, redecoration and furnishing of the College;
   c) make recommendations upon matters affecting the College gardens.

8.3 The Committee may invite external persons with relevant expertise (e.g. architect, lawyer, alumnus) to attend meetings to provide informal advice or guidance to the Committee in its decision making. Such individuals shall be in attendance on the Committee but shall have no voting rights.

8.4 The Committee shall report to the Finance and General Purposes Committee.

9. Health and Safety Committee

9.1 The membership of the Committee shall be the Rector, the Domestic Bursar, one other Fellow of the College, the Health & Safety Administrator, the Welfare Officer, the Catering Services Manager, the Head Chef, the Steward, the Head Porter, the Buildings Manager, the Hostels Supervisor, the Cohen Quad Operations Manager, the Accommodation Manager and one member of the clerical staff. A representative from each of the JCR and the MCR shall be in attendance on the Committee but shall have no voting rights. The convener shall be the Domestic Bursar.

9.2 The Committee shall:
   a) regularly review and develop, and draw to the attention of all employees and members of the College, a Statement of the College’s Health and Safety Policy, and ensure that this policy is implemented;
   b) oversee the arrangements for the safety of College premises and in particular the safety of Fellows, Students and employees of the College and visitors to College premises;
   c) report at least once a year to the College, through the Finance & General Purposes Committee, on health and safety arrangements as required under Bylaw IX.9.2c).
9.3 The Committee shall report to the Finance and General Purposes Committee.

10. **IT Committee**

10.1 The membership of the Committee shall be the Rector, the Finance & Estates Bursar, the IT Fellow, the Development Director and three other Fellows including, if possible, one from the Sciences and one from the Arts. The Academic Registrar, College Accountant, IT Manager, and a representative each from the MCR and JCR shall be in attendance on the Committee but shall have no voting rights. The convener shall be the IT Manager.

10.2 The Committee shall:
   a) provide IT policy advice to Governing Body, through the Finance & General Purposes Committee, and consider long-term strategic developments in College IT;
   b) review and advise the Finance & General Purposes Committee on the annual IT budget and any significant capital items;
   c) monitor progress of all IT projects within College;
   d) monitor computing activities and endorse any changes to the College Rules regarding IT;
   e) agree equipment and resource allocation priorities.

10.3 The Committee shall report to the Finance and General Purposes Committee.

11. **Development Committee**

11.1 The membership of the Committee shall be the Rector, Finance & Estates Bursar, Academic Dean, the College Accountant, the Development Director and four other Fellows. The Chair of the Campaign Committee or Development Board (whichever of the two are in existence at any time) shall also be members of the Committee. The convener shall be the Development Director.

11.2 The Committee shall:
   a) oversee the activities of the Development Office with regard to fundraising and relations with Alumni;
   b) keep under review and make recommendations regarding fundraising objectives, ensuring alignment between Development Office goals and activities and those of the Fellowship;
   c) consider and keep under review fundraising strategies;
   d) examine resources available for meeting those goals and make recommendations to the Finance & General Purposes Committee;
   e) report at least once a year to the Governing Body, through the Finance & General Purposes Committee on the operation of the
Development Office, fundraising objectives and sums pledged and received.

11.3 The Committee shall report to the Finance and General Purposes Committee.

12. **Staff Committee**

12.1 The membership of the Committee shall be the Rector, the Sub-Rector, the Finance & Estates Bursar, the Domestic Bursar, and four other Fellows of the College, with the HR Manager in attendance. The convener shall be the Domestic Bursar.

12.2 The Committee shall:

a) ensure the College operates in compliance with employment law, and incorporates best employment practice by developing and implementing personnel policies in accordance with statutory requirements;

b) review employment terms and conditions, and employee benefits that are provided in addition to salary for staff;

c) make recommendations to the relevant committee or Head of Department and supervise the implementation of arrangements for effective and economical employment of staff through staff planning, training, and development;

d) consider proposals for new non-academic posts, for the abolition of non-academic posts, and for changes to the terms and conditions of existing or vacant non-academic posts and refer them to the Finance & General Purposes Committee if there are significant cost implications;

e) keep under review and monitor employee welfare, and disciplinary and grievance issues, ensuring effective communication and consultation with appropriate staff;

f) ensure the College complies with legal obligations in providing equality of opportunity and access to employment for Fellows, staff; and take responsibility for the management of duties under all equality of opportunity legislation;

g) provide reports, and ensure that Governing Body, through the Strategy Committee, is made aware of equal opportunities monitoring results;

h) review changes in salary as recommended by any Head of Department if these fall outside normal cost of living increases or grade progression and to submit recommendations to the Finance & General Purposes Committee.

12.3 The Committee shall report to the Finance and General Purposes Committee.
13. Education, Research and Welfare Committee (ERWC)

13.1 The membership of the Committee shall be the Rector, the Sub-Rector, the Academic Dean, the Welfare Dean, the Finance & Estates Bursar, one Official Fellow representing each subject area taught by the College, and four Professorial Fellows (one each from Humanities, Social Sciences, Mathematical, Physical Sciences and Engineering, and Medical and Life Sciences) with the Academic Registrar and Deputy Academic Registrar in attendance. Notwithstanding the above, any Governing Body Fellow of the College may attend and vote at a meeting of the Committee. Two representatives each from the MCR and JCR shall be in attendance on the Committee, for unreserved items of business, but shall have no voting rights. In addition, the Equality representative of the MCR and JCR shall be invited to attend for item 8.4.iii below. The convener shall be the Academic Dean.

13.2 The Committee may at its discretion invite to its meetings any Lecturer of the College who is not a Fellow in the circumstance that no Fellow in that subject is available to attend, but no such Lecturer shall have a vote on any question under consideration by the Committee.

13.3 For the purposes of paragraph 13.1, the term “Professorial Fellows” shall be taken to include any member of Governing Body who is also a member of a Faculty or Department within the University of Oxford but who is not a Lecturer of the College.

13.4 The Committee shall:

a) advise the Governing Body on all questions of educational policy;

b) provide for the admission and instruction and the general regulation of the discipline of Students of the College;

c) ensure the College complies with legal obligations in providing equality of opportunity and access for students; and take responsibility for the management of duties under all equality of opportunity legislation, be responsible for the development, implementation, monitoring, prioritisation and review of policies, procedures and practice to support the College’s Equality Policy and Public Sector Equality Duty in relation to students;

d) consider all vacancies in “entitled” University posts and to recommend to the Governing Body those with which the College should seek association;

e) report to the Governing Body on any proposal by the University to allocate a new Professorship to the College or to vary the existing allocation of Professorships;

f) from time to time, at its discretion, grant leave of absence on full stipend to any Tutor who is a Fellow of the College for such
The Committee shall report to the Governing Body.

14. **Cases Committee**

14.1 The membership of the Committee shall be the Rector, the Sub-Rector, the Academic Dean, the Welfare Dean, the Chaplain and Welfare Coordinator, and three Official Fellows who are Lecturers of the College (to serve a period of 3 years each (and not immediately re-eligible except by express resolution of the Governing Body). The Welfare Officer (College Nurse), and the Academic Registrar will be in attendance. The convener shall be the Academic Registrar.

14.2 The Committee shall

a) consider specific matters relating to the welfare of Students, including individual welfare cases brought to its attention by the Welfare Dean.

b) report on any implications for College policy arising from these welfare matters.

c) decide upon matters referred to it made under the College’s Fitness to Study Policy.
d) consider specific matters relating to the non-academic conduct of Students, including individual disciplinary matters brought to its attention by the Sub-Rector.

e) report on any implications for College policy arising from conduct matters.

f) consider specific matters relating to unsatisfactory academic work on the part of individual undergraduate students brought to its attention by the Academic Dean.

g) report on any implications for College policy arising from instances of unsatisfactory academic work by undergraduates.

h) control the admission of Students, subject to Bylaw VIII-2.

i) decide requests for Students to change their course of study.

j) make grants to Students to alleviate Hardship, to aid them in their course of study, or for other purposes, under schemes established by the College.

k) award College graduate funding.

l) (scholarships and studentships) where these are not otherwise in the gift of the Amelia Jackson Awards Committee.

m) the Committee shall be empowered to delegate any of its powers to an officer or to a panel. Any decision made under such an arrangement shall be treated as a decision of the Committee itself.

14.3 The Committee shall report to the Education, Research and Welfare Committee.

15. **Library, Archives and Special Collections Committee**

15.1 The membership of the Committee shall be the Rector, the Fellow-Librarian, the Keeper of the Archives, the Finance & Estates Bursar, the Chattels Fellow, the College Librarian and two other Fellows of the College, with the Senior Development Executive, College Archivist, Library Assistant, MCR Representative and JCR Representative in attendance. The convener shall be the College Librarian.

15.2 The Committee shall:

a) have power from time to time to make, alter, and revoke such regulations for the use and management of the Library, Archives and Special Collections as they shall deem fit;

b) from time to time call upon the Librarian to make a complete survey of the Library, Archives and Special Collections and to report thereon to the College, through the Education, Research and Welfare Committee;

c) review the purchases and disposals of books and manuscripts made by the Librarian with due regard to recommendations by Tutors and Lecturers of the College.
15.3 The Committee shall report to the Education, Research and Welfare Committee.

16. **Fellowships Committee**

16.1 The membership of the Committee shall be the Rector, Sub-Rector, the Academic Dean, the Finance & Estates Bursar, the President of the SCR and eight other Fellows of the College, with the HR Manager in attendance. The convener shall be the Rector.

16.2 The Committee shall advise the Governing Body on all matters connected with Fellowships of the College except those in the jurisdiction of the Remuneration and Staff Committees, and shall, in particular, make recommendations on:

a) the election of Fellows by Special Election under Statute 6 paragraph 6.2(c);

b) the election of Senior and Junior Research Fellows under Statute 6 paragraph 6.2(d);

c) the election of Supernumerary Fellows under Statute 6, paragraph 6.2(e);

d) the election of Emeritus Fellows under Statute 6, paragraph 6.2(f);

e) the election of Honorary Fellows under Statute 6, paragraph 6.2(g);

f) the election of Visiting Fellows under Statute 6, paragraph 6.2(h);

g) the re-election of any Fellow, who is not a Tutorial Fellow whose tenure is about to end and is eligible for and seeks re-election;

h) the election and re-election of Official Fellows, and of any other Fellow if they are a Lecturer of the College or if it is proposed that they should become one;

i) vacancies in University posts ("entitled" or otherwise) which are offered for association with a College fellowship where there are no tutorial implications.

16.3 The Committee shall, on behalf of the College, determine the membership of selection committees for appointment to Fellowships in line with norms laid down within these Bylaws and report names of appointees to the Governing Body.

16.4 The Committee shall report to the Governing Body.

17. **Remuneration and Benefits Committee**

17.1 The membership of the Committee shall be a minimum of five members proposed by the Finance & General Purposes Committee, as and when required, and approved by the Governing Body, with the Human Resources Manager in attendance, provided that the HR Manager not be present for any discussion of their own remuneration. Voting members, one of whom shall be the Committee Chair, shall be
drawn from the Professorial Fellows and Fellows by Special Election on the Governing Body, and from external members who have no contractual relationship with the College and receive no remuneration of any kind from the College. The Rector, the Finance and Estates Bursar and one Tutorial Fellow may be asked to attend or to provide material for consideration by the Committee, provided that none of these parties be present for discussion of their own remuneration. The Committee Chair, who shall be appointed by the Governing Body, will be the Convener.

17.2 The Committee shall:

a) advise the Governing Body on the remuneration of the Rector, Fellows, College Officers and other such staff of the College as the Governing Body may specify from time to time;

b) have responsibility for keeping under review the College’s policy for the remuneration of academic staff and senior non-academic staff (including pension arrangements, termination payments and other compensation arrangements) and for making recommendations to the Governing Body for any modification of that policy with a comment on how these policies support the College’s objectives;

c) keep under review, and advise the Governing Body, on the financial benefits provided to Governing Body Fellows.

17.3 To ensure that the operation of the Remuneration Committee preserves conflict-free decision making within the Governing Body, the Governing Body may accept or reduce the levels of remuneration or benefit recommended by the Remuneration Committee but may not increase them.

17.4 In making recommendations, the matters considered by the Remuneration Committee shall include (but not be restricted to):

a) the need to ensure compatibility with University pay scales for those holding joint appointments

b) the need to attract and retain Fellows to the College

c) the impact of existing pay scales throughout the College and University

d) the restrictions of freedoms allowed under existing employment contracts

e) principle of equity and fairness among Fellows of the College, including in particular the need to prevent unlawful discrimination and promote equality of opportunity between people of different groups.

17.5 The Committee shall report to the Governing Body.

18. **The Chapel Committee**

18.1 The membership of the Committee shall be the Rector, the Sub-Rector, the Chaplain (if a Fellow of the College), and two other
Fellows of the College. If the Chaplain is not a Fellow of the College, the Governing Body may place them upon the Committee for so long as they hold the office of Chaplain. The convener shall be the Chaplain (if a member) otherwise, the Sub-Rector.

18.2 The Committee (subject to the Universities Tests Act 1871) shall have general control of the Chapel services, and have the supervision of all matters connected with the Choir, the organ, and furniture and fittings of the Chapel, provided that without express authority of the Governing Body there shall be no expenditure other than the income of the Amelia Jackson Chapel Fund and the Dr Henderson Choir Fund.

18.3 The Chaplain shall be responsible to the Chapel Committee for the conduct of Chapel services, for the appointment of preachers (other than the Catechist and the Preacher at the Annual Commemoration of Benefactors Service), and for the allocation of all alms, and shall require the express authority of the Committee for any change in the forms of the services.

18.4 Whenever the College receives notice of a vacancy in a benefice of which the College is a registered patron, the Chapel Committee shall appoint a representative to discharge in the place of the College the functions of a registered patron, such a representative being either one who is in Holy Orders in the Church of England or one who is able and willing to make a written declaration of communicant membership of the Church of England or of a Church in communion with that Church.

18.5 The Committee shall delegate to the Rector, Sub-Rector and Chaplain acting together, the power to permit the Chapel to be used for purposes other than the customary College services: no non-customary use of the Chapel shall be permitted without the express prior permission of these three persons.

18.6 The Committee shall report to the Governing Body.

19. The Fellows’ Rooms Committee

19.1 The membership of the Committee shall be the Rector, Sub-Rector, the Domestic Bursar and two other Fellows of the College, with the Academic Dean in attendance. The convener shall be the Domestic Bursar.

19.2 The Governing Body delegates to the Committee annual decisions on the assignment of rooms to Fellows.

19.3 The Committee will report annually to Governing Body on the allocation of rooms made.
20. **The Governance and Policy Committee**

20.1 The membership of the Committee shall be the Rector, the Sub-Recto, the Finance & Estates Bursar and five other Fellows. The convener shall be the Rector.

20.2 The Committee shall:

a) review College Statutes and Bylaws from time to time
b) be responsible for guiding the College on matters of University and Charity regulation
c) review procedures and policies in the College, which do not fall within the scope of other committees;
d) where required, determine whether statutory exemptions apply to specific Freedom of Information requests;
e) establish and maintain the Standing Orders of the College.
f) Review the governance of the College as a whole, and report to Governing Body on its findings.

20.3 The Committee shall report to the Governing Body.

21. **The Gift Acceptance Committee**

21.1 The membership of the Committee shall be the Rector, the Finance & Estates Bursar, and two other Fellows. The convener shall be the Rector. The Development Director shall be in attendance, but not have voting rights.

21.2 The Committee shall review all gifts to the College over £100,000. Any Fellow of the College shall be free to ask the Committee to examine any gift that causes concern to them. Members of the Committee shall sign a non-disclosure agreement, undertaking that matters raised in the Committee shall not be discussed elsewhere, unless by agreement of the whole Committee.

22. **Board for the Exeter College Summer Programme**

22.1 The membership of the Board shall be the Rector, the Finance & Estates Bursar, the College Accountant, and four other Fellows of the College (whose terms should be staggered to allow rotation of membership without all the Fellows retiring from the Board at once). The Academic Director of the ECSP and the Programme Manager of ECSP shall be in attendance. The Rector shall chair the Board and be its convener.

22.2 The Board shall

a) Establish a strategy for the development of the ECSP, consistent with the overall Exeter College strategy, and recommend it to GB;
b) Monitor the implementation of the strategy and report on their findings at least annually to GB;
c) Be responsible for setting overall guidelines for the operation of the ECSP, ensuring that legal and financial obligations are met, and monitoring adherence to guidelines;
d) Suggest to GB ways in which the academic contacts forged through the Summer Programme may be used to benefit the College more generally.

22.3 The Board shall report to Governing Body.

23. **Amelia Jackson Awards Committee**

23.1 The membership of the Committee shall be the Rector (chair, ex officio), Academic Dean (ex officio), three Fellows from the Arts (i.e. Humanities or Social Sciences) and two Fellows from the Sciences (i.e. Mathematics, Sciences, Medicine). The members of this committee, apart from those serving ex officio, should serve for a maximum of three years without immediate re-appointment (to ensure that the committee is refreshed), and the first members should, by agreement or otherwise by the drawing of lots, serve shorter initial terms to ensure annual refreshing of the committee thereafter. The Academic Dean will be the Convenor.

23.2 The purpose of this committee is to make decisions about the award of Amelia Jackson Senior studentships. It will report its decisions to Governing Body.

23.3 The Committee shall report to the Education, Research and Welfare Committee.

24. **Strategy Committee**

24.1 The membership of the Committee shall be the Rector, the Sub-Rector, the Finance and Estates Bursar, the College Accountant, five other Fellows of the College, a representative of the MCR and a representative of the JCR. The Rector shall be the Convenor.

24.2 The purpose of the Committee is:

a) to recommend to GB periodic renewals of the College strategy, and changes to the current strategy, for example, in the light of changing circumstances;
b) to monitor the progress of the implementation of the strategy and report on this to GB;
c) to agree how the strategy should be presented within and outside the College;
d) review, at least annually, progress towards the College’s Equality Objectives
e) the development, implementation, monitoring, prioritisation and review of policies, procedures and practice to support the College’s Equality Policy and Public Sector Equality Duty.

24.3 The Committee shall report to Governing Body.
25. **Safeguarding Committee**

25.1 The membership of the Safeguarding Committee shall be the Rector, the Welfare Dean, the Safeguarding Lead, the Deputy Safeguarding Lead; the Equality and Diversity Lead and the two Harassment Officers and two Fellows. The Safeguarding Lead shall be the Convenor.

25.2 The purpose of the committee is to monitor the implementation and effectiveness of the College’s Safeguarding Policy.

25.3 The Committee shall report to the Governing Body.

26. **Freedom of Speech Committee**

26.1 The membership of the Freedom of Speech Committee shall be the Rector, the Sub Rector, the Prevent Lead, and two Fellows. The Prevent Lead shall be the Convenor.

26.2 The purpose of the committee is to monitor the implementation and effectiveness of the College’s Freedom of Speech Policy and to update it from time to time as required. In particular, the Governing Body delegates to it the power to make decisions concerning the cancellation of third-party bookings in the case of breaches of the Freedom of Speech policy.

26.3 The Committee shall report to the Governing Body.

27. **Pensions Committee**

27.1 The membership of the Pensions Committee shall be the Rector, the Finance and Estates Bursar, the College Accountant, and up to six additional Fellows.

27.2 The purpose of the committee is to consider implications of changes in pension arrangements for the College. In particular, Governing Body explicitly delegates to the Pensions Committee the responsibility to respond to any consultations on changed arrangements on behalf of Governing Body.

27.3 The Committee shall report to the Governing Body.

28. **Appeals Committee**

For the Appeals Committees see Bylaw XXII

29. **Selection Committees in Relation to Fellowships**

29.1 It shall be the duty of a selection committee appointed in relation to a vacancy for a Fellowship to advertise the Fellowship, and issue further particulars; to draw up a short list of candidates and to interview these; and to make a report to the Governing Body with a firm recommendation on the candidate who should be elected by the Governing Body. The membership of these Committees will be as set out in paragraphs VII.18.2–18.8:
29.2 For Fellowships in association with University Statutory Chairs (two College places, of seven)
   a) Rector (ex officio) or delegate, (Convener for the College);
   b) a Fellow of the College, selected by the Fellowships Committee.

29.3 For Associate Professorships with Tutorial Fellowships – College (four College places, of seven):
   a) Rector (ex officio), or delegate (Chair);
   b) Academic Dean (ex officio), or delegate (Convener);
   c) a Fellow of the College, selected by the Fellowships Committee;
   d) a second Fellow of the College, selected by the Fellowships Committee.

29.4 For Associate Professorships with Tutorial Fellowship – University (two College places of seven):
   a) Academic Dean (ex officio), or delegate (Convener for the College);
   b) a Fellow of the College, selected by the Fellowships Committee.

29.5 For Associate Professorships – non-Tutorial Fellowships (two College places of seven):
   a) Rector or Academic Dean, by agreement between them (ex officio), or delegate (Convener for the College);
   b) a Fellow of the College, selected by the Fellowships Committee.

29.6 Where the Associate Professorship is joint with another College, the Fellowships Committee may agree, in line with the norms for such posts, that one or more of the College places will be given over to the College which is the minor employer. Where the College is the minor employer of an Associate Professorship joint with another College, the Fellowships Committee shall be responsible for selecting the College’s member(s) of that selection committee.

29.7 For Fellowships which are associated with Lectureships of the College but not associated with University posts:
   a) Rector (ex officio), or delegate (Chair);
   b) Academic Dean (ex officio), or delegate (Convener);
   c) a Fellow of the College, selected by the Fellowships Committee;
   d) a second Fellow of the College, selected by the Fellowships Committee;
   e) either [for posts which have a teaching obligation to Williams College] the Director of the Williams–Exeter Programme in Oxford (ex officio), or delegate; or [for Exeter-only posts] a third Fellow of the College, selected by the Fellowships Committee;
   f) an expert in the subject area to which the post is to be recruited, and who is external to the College.

29.8 For Research Fellowships not associated with University posts:
a) Rector (ex officio), or delegate (Chair and Convener);
b) a Fellow of the College, selected by the Fellowships Committee;
c) a second Fellow of the College, selected by the Fellowships Committee;
d) a third Fellow of the College, selected by the Fellowships Committee;
e) [if the Selection Committee itself deems it necessary for an effective appointment] one or more expert(s) in the subject area to which the post is to be recruited, and who are external to the College.

29.9 The Fellowships Committee will report to the Governing Body the composition of selection committees convened under paragraphs VII.18.2–18.8, and reports to Governing Body on the size and composition of a selection committee based on the above norms, including those for non-academic posts for cases in which the type of appointment does not come within those anticipated in the preceding paragraphs, including those for non-academic posts.
X. FINANCIAL POWERS AND RESPONSIBILITIES

1. Expenditure of College

1.1 University Contribution. The application of the revenues of the College under the provisions and to the purposes of these Bylaws shall be subject to any Statute or Statutes made for the University under the powers of the Universities of Oxford and Cambridge Act, 1877, and the Universities of Oxford and Cambridge Act, 1923, for enabling or requiring the College to make contributions out of their revenues to University purposes, and to the payment of the charges imposed thereby.

1.2 The lawful expenditure of the College shall comprise the payment of charges for University purposes made for the University as aforesaid; the application of revenue to the purposes of the Statutes and these Bylaws; reasonable and customary expenditure (not inconsistent with them) for College purposes; extraordinary expenditure (when required) on estates; any reasonable donations for literary or scientific objects in the promotion of which the College, as a place of learning and education, is concerned; contributions to charitable or other purposes to which the College as owners of property may deem it expedient to contribute; and in particular it shall include such grants as the Governing Body shall think reasonable to any Fellow or other member of the College for the furtherance of research, or for the publication of the results of such research.

2. Expenditure Powers in relation to Endowment

2.1 This Bylaw shall apply to the following funds, namely

a) All funds and endowments of the College which are not held on any specific trust.

b) Any endowment, benefaction or trust for purposes connected with the College.

(i) which was created by an instrument which came into operation not less than 60 years before 1 January 2003 or

(ii) of which the Rector and Fellows are the Trustees or governing body and have consented to the provisions of this clause; or

(iii) which does not fall within sub-paragraph (i) above but of which the Rector and Fellows are not the trustees or governing body and such trustees or governing body have consented to the provisions of this clause.
2.2 In this Bylaw:
   a) “fair value” means the amount at which an asset could be exchanged in an arm’s length transaction between informed and willing parties, other than in a forced or liquidation sale
   b) “total return” means return in terms of both income, whether received or accrued, and capital appreciation, whether realised or unrealised.

2.3 The Rector and Fellows may appropriate for expenditure for the purposes of a fund to which this Bylaw applies and for purposes within paragraph 2.1 above so much of the fair value of the particular fund as is prudent in all the circumstances having regard to the total return achieved and reasonably to be expected in the long term of the funds of the College to which this Bylaw applies.

2.4 Any reference in these Bylaw to the revenue or revenues of the College shall include the total sums appropriated in accordance with paragraph 2.3 above of this Bylaw.

3. **Accounts**

3.1 Records of Account. The Governing Body shall cause such Records of Account to be kept as it shall from time to time determine.

3.2 Appointment of Auditors. The College Accounts shall be audited at least annually. The Governing Body shall appoint for that purpose a professional Auditor or Auditors who shall report in writing to the Governing Body.

3.3 Publication of Accounts. The Governing Body shall in every year cause to be prepared and delivered to the Registrar of the University for publication such information relating to the accounts of the College as may be prescribed from time to time by any Statute of the University made or to be made under the powers of the Universities of Oxford and Cambridge Act, 1923. The date on or before which such information shall be delivered to the Registrar, the forms of the statements in which it shall be shown, and the certificate accompanying such forms shall be as prescribed from time to time in the Statutes of the University made or to be made under the like authority; and the certificate shall be signed by the Auditor or Auditors aforesaid.

3.4 College Contribution. The Governing Body shall, on or before a date prescribed as aforesaid, furnish to the Curators of the University Chest such information as may be required for determining the amount to be paid by the College to the Curators as a contribution for University purposes under any Statute of the University made or to be made under the powers of the Universities of Oxford and Cambridge Act, 1923.
4. Investments

4.1 All moneys which are held for the general purposes of the College and not on more restricted trusts may be invested or applied in the purchase of such securities, shares, stocks, funds or other investments including land or property of whatsoever nature and wheresoever situate and whether involving liability or not, or upon such personal credit with or without security, as the Governing Body may from time to time in its discretion think fit so that the Governing Body shall have the same powers of investing, varying and managing investments as if the Governing Body was absolutely and beneficially entitled thereto).

4.2 Any such investment shall stand either in the name of the College or in the name of a body corporate selected from time to time by the College as its nominee or custodian for that purpose.

4.3 In the case of Trusts administered by or for the benefit of the College the Governing Body, in pursuance of the Universities and Colleges (Trusts) Act, 1943, shall be empowered to invest moneys in accordance with the Scheme approved by His Majesty in Council on 27 April 1948 or with any subsequent amendments thereof.

5. Investment Managers

The College may from time to time appoint one or more suitably qualified persons as Investment Manager to carry out on behalf of the College the duties prescribed by this Clause on such terms as (subject to and in accordance with this Clause) the College shall think fit.

5.1 The College may pay reasonable and proper remuneration to an Investment Manager appointed and acting in accordance with this Clause.

5.2 The College may delegate to an Investment Manager appointed and acting in accordance with this Bylaw power at his discretion (but always in accordance with this Bylaw and the terms of his appointment) to buy and sell investments held on behalf of the College; and such delegation may permit those investments to be held by a nominee or custodian.

5.3 The College shall take reasonable steps (and if necessary shall take appropriate advice) to satisfy itself when making any such appointment that its terms are in accordance with best practice at the relevant time. In particular (to ensure that the College always has adequate information as to and appropriate control over the investments, funds or other assets of whatever nature to which the appointment relates) the Investment Manager shall be required:

a) to review and report in writing to the Investment Committee at least once each calendar year on the College's investment
policy and the performance of and the future prospects for the College’s investments, and to give any relevant advice; and to report to the Investment Committee at once on any significant change since the last such review and report which may in his view require early attention by the College.

6. **Borrowing and indebtedness**

6.1 The College shall have the power to borrow as its sees fit from time to time.

6.2 The Governing Body shall monitor and manage the College’s financial indebtedness with due prudence having regard to (i) the totality of the assets in its care; (ii) any restrictions or implications of indebtedness e.g. its commitments and obligations as an employer of the USS Pension Scheme; and (iii) how any debt will be repaid.

7. **Trusts**

7.1 This clause shall apply to each of the trusts, endowments, foundations and gifts set out below.

- King Charles I (1636)
- Michell (1641) and Symes (1710)
- Shortridge (Library) (1715)
- Gifford (1827)
- How (1831)
- Dr Richards Prize (1836)
- Dr Richards Exhibition (1836)
- Loscombe Richards (1856)
- Carter (1882)
- Hasker (1883)
- Dr Skeat Prize (1900)
- Waugh (1910)
- Assistance Fund (1920)
- Bedwell Prize (1920)
- Hubert Parry and Thomas Wood Organ Scholarship (1921 and 1952)
- War Memorial Exhibition (1926)
- Ashworth Parkinson Scholarship (1927)
- Science Prize (1928)
- Dr Henderson Choir Fund (1929)
- The Henderson Memorial Prize (1931)
- Amelia Jackson (1932)
- Quarrell Read Award (1932)
- France (1933)
- Amelia Jackson Chapel Fund (1933)
- Farnell Memorial Fund (1934)
- Alan Coltart Scholarship (1937)
- James Moxham Exhibition (1946)
- R.R.Marett Memorial Fund (1946)
- Besse Fellowship Trust (1951)
- Besse Scholarship Trust (1951)
- Dawkins Trust (1956)
- Cartwright Trust Fund (1961)
- Engineering Prize (1963)
- Fluchere Essay (1963)
- Emery Physiology (1965)
- Patrick Mathematics Prize (1966)
- C.T.Atkinson Military History Fund (1966)
- The Hinselwood Fund (1968)
- The Elsie Beck Memorial Prize (1968)
- The Eyres Trust (1969)
- The Walter Higgs Trust (1969)
- The Ashby English Literature Trust (1972)
- The Rossiter Fund (1973)
- The Don Salvador de Madariaga Fund (1973)
- Peter Street Memorial Prize (1975)
- Willmot Jenkins Fund (1975)
- Whitfield Prize (1976)
- Philip Toeg Fund (1982)
7.2 The Governing Body may from time to time use for the general educational purposes of the College any surplus income of the Trusts above.

7.3 “Surplus Income” means income unexpended in any year after the purposes of a particular Trust have been provided for in that year (whether wholly by income from the Trust or partly by income from the Trust and partly by other means) in so far (if at all) as, in the opinion of the Governing Body, it is possible to provide for the purposes of the Trust in that year.

8. Delegation of Financial Decision Making

8.1 The following Committees may authorise new and on-going expenditure:
   a) Education, Research and Welfare Committee and Finance and General Purposes Committee: up to £20,000 per annum
   b) Standing Committees (namely: Cases Committee, Library Archives and Special collections Committee, Governance and Policy Committee, Remunerations and Benefits Committee, Chapel committee, Fellowships committee, Exeter College Summer Programme Board, the Fellows Rooms committee, The IT Committee, Building and Gardens Committee, Staff committee, Development committee, Investment committee, and Health and Safety Committee) up to £5,000 per annum.

8.2 The following Committees may authorise one-off exceptional expenditure:
   a) Education, Research and Welfare Committee and Finance and General Purposes Committee: up to £50,000;
   b) Standing Committees (as above) up to £20,000.

8.3 In order to respond to an emergency crisis, any three Fellows may authorise exceptional expenditure of up to £20,000.

8.4 Provisions for authorising budgeted expenditure will be maintained by the College Accountant.

9. Pensions

9.1 Approved Pension Schemes
   a) The following pension schemes are approved by the Governing Body:
BYLAWS OF EXETER COLLEGE, OXFORD

(i) The Universities Superannuation Scheme (USS)
(ii) The Oxford University Staff Pension Scheme (OSPS)
(iii) Church of England Pension Scheme (CoE)
(iv) National Employment Savings Trust (NEST)

b) The College may agree to contribute to the pension scheme or plan of a College Officer who is not a University employee at a rate not exceeding the College rate approved by Governing Body/Finance and General Purposes Committee from time to time.

c) The College’s contribution to any other pension scheme shall be limited to the minimum required by law, and the College shall make no other provision for pensions for former employees who leave the College employment after 1 April 1988.

9.2 Universities Superannuation Scheme

a) Membership of this scheme shall be open to the Rector, the Official Fellows, the Research Fellows, permanently employed tutors, and other permanent staff members on grade 6 or above.

9.3 Oxford University Staff Pension Scheme

a) The College is an associated employer under the Oxford University Staff Pension Scheme (OSPS). The scheme is for all eligible permanent employees of the College who are not members of USS, NHSSS or CoE.

b) Membership is limited to permanent staff members on grade 5 or below or who are paid hourly, who at the time of joining are under 75. Every eligible employee is deemed to be in membership until such time as they give notice to the contrary in writing to the College and the Secretary of the Trustees.

c) Further detail provided to employees on employment and on request.

9.4 Church of England Pension Scheme

a) The Chaplain if they so wish may join the Church of England Pension Scheme rather than USS. If they decide to do so then the College will make a contribution equivalent to a contribution made to the USS Scheme and the chaplain will be responsible for making up this contribution to the total cost of the Church of England Scheme.

9.5 National Employment Savings Trust

a) To satisfy its auto-enrolment statutory requirements, the College has enrolled in NEST to provide casual staff, and other entitled workers, access to a qualifying pension scheme.
XI. THE VISITOR

The relevant section of the Statutes applies.
XII. PROVISIONS RELATIVE TO THE UNIVERSITY

The relevant section of the Statutes applies.
XIII. ACADEMIC STAFF

The relevant section of the Statutes applies.
XIV. HEALTH AND SAFETY

1.1 The Governing Body shall be ultimately responsible for all health and safety matters and for ensuring that its health and safety policy is for the benefit of its employees and others who may be affected by activities on College premises.

1.2 The Governing Body shall review its health and safety policy annually and authorise the incorporation of those proposed amendments of which it approves.

1.3 The Governing Body shall require an annual report on health and safety to be presented by the Health and Safety Committee for its consideration each Hilary Term. The report shall cover the following matters in respect of the previous calendar year:

   a) A list of all reportable accidents and diseases that have affected employees, students or others.
   b) Any improvement or prohibition notices served on the College by HSE Inspectors for any matters relating to health and safety.
   c) Any prosecutions taken out against the College by any of the enforcing authorities.
   d) Any major incidents such as a fire or other event of significance affecting employees, students or others.
   e) Any significant failings in health and safety reported by the Health and Safety Officer, the Assistant Health and Safety Officer, the Health and Safety Assistant, Enforcement Officer, Insurance Company Representative or Health and Safety Adviser.

1.4 The Governing Body shall be responsible for ensuring that sufficient resources in terms of staff, training and funds are allocated to fulfil its legal obligations and the standards set out in its health and safety policy.
**XV. PRIZES**

The following prizes established by Trust shall be awarded from time to time to Students of the College.

<table>
<thead>
<tr>
<th>Prize Name</th>
<th>Date of Trust</th>
<th>Awarded For</th>
<th>Agreed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alstead Prize</td>
<td>1992</td>
<td>awarded to a person reading Jurisprudence in their final year after an examination in a subject or subjects announced in advance by the Tutors in Law;</td>
<td>GB</td>
</tr>
<tr>
<td>Ashe Lincoln Prize</td>
<td>1990</td>
<td>awarded annually, if there is a sufficiently worthy candidate, for the best essay by an undergraduate member of the College on a subject in Law set by the Law Fellows;</td>
<td>GB</td>
</tr>
<tr>
<td>Elsie Beck Memorial Prize in Classics</td>
<td>1968</td>
<td>awarded to a person reading Classics in their final year;</td>
<td>GB</td>
</tr>
<tr>
<td>Bedwell Prize</td>
<td>1920</td>
<td>awarded for the best unsuccessful College entry for one of the Newdigate Prize, the Chancellor’s Awards, and the Gaisford Prizes;</td>
<td>GB</td>
</tr>
<tr>
<td>Sir Arthur Benson Memorial Prize</td>
<td>2000</td>
<td>awarded for the best performance in a Mods or Prelims Philosophy paper;</td>
<td>GB</td>
</tr>
<tr>
<td>Burnett Engineering Prize</td>
<td>1966</td>
<td>awarded to a person reading Engineering;</td>
<td>GB</td>
</tr>
<tr>
<td>Coghill/Starkie Prize</td>
<td>1997</td>
<td>awarded for an essay on English poetry, the topic to be approved by the English tutors;</td>
<td>GB</td>
</tr>
<tr>
<td>Emery Prize</td>
<td>1965</td>
<td>awarded to a person reading Physiology in their second or final year;</td>
<td>GB</td>
</tr>
<tr>
<td>Fitzgerald Prize</td>
<td>1989</td>
<td>awarded for achieving a First Class in a Final Honour School, and for a First Class or a Distinction in a First Class Public Examination;</td>
<td>GB</td>
</tr>
<tr>
<td>Fluchère Essay Prize</td>
<td>1963</td>
<td>awarded for an essay in French by an undergraduate on a French topic, the subjects being approved in advance by the Tutor in French;</td>
<td>GB</td>
</tr>
<tr>
<td>Goldsborough Science Prize</td>
<td>1974</td>
<td>awarded to a person reading Natural Sciences;</td>
<td>GB</td>
</tr>
<tr>
<td>Henderson Memorial Prize</td>
<td>1931</td>
<td>awarded for an essay on a subject connected with Ancient History;</td>
<td>GB</td>
</tr>
<tr>
<td>Walter Higgs Prize</td>
<td>1969</td>
<td>awarded for an essay on some subject, chosen by the candidate and approved by the tutors in PPE, in the area of Social Studies;</td>
<td>GB</td>
</tr>
<tr>
<td>Paul Humphris Memorial Prize</td>
<td>1984</td>
<td>awarded to a person reading Classics in their final year;</td>
<td>GB</td>
</tr>
<tr>
<td>Patrick Mathematics Prize</td>
<td>1967</td>
<td>awarded to a person reading Mathematics in their second year;</td>
<td>GB</td>
</tr>
<tr>
<td>Pergamon Press Prize</td>
<td>1989</td>
<td>awarded for an essay in Science or Engineering, the topic to be approved in advance by a tutor in the subject concerned;</td>
<td>GB</td>
</tr>
<tr>
<td>Prize Name</td>
<td>Date of Trust</td>
<td>Awarded For</td>
<td>Agreed By</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Simon Pointer Prize</td>
<td>1992</td>
<td>awarded to a person reading Modern History in their second year;</td>
<td>GB</td>
</tr>
<tr>
<td>Dr Richards Prize</td>
<td>1836</td>
<td>awarded for a Theological essay;</td>
<td>GB</td>
</tr>
<tr>
<td>Skeat-Whitfield Prize</td>
<td>1976</td>
<td>awarded for an essay of about 6,000 words on any aspect of English Language or Literature, the topic to be approved by the Tutors in English;</td>
<td>GB</td>
</tr>
<tr>
<td>Lelio Stampa Prize</td>
<td>1983</td>
<td>awarded for an essay on a historical topic approved by the Tutors in Modern History;</td>
<td>GB</td>
</tr>
<tr>
<td>Potter Prize</td>
<td>2012</td>
<td>awarded to a First Year student who has shown outstanding academic performance in any Preliminary Examination in Mathematics and its Joint Schools;</td>
<td>GB</td>
</tr>
<tr>
<td>Laura Quelch Prize</td>
<td>1999</td>
<td>awarded for the extended essay judged best by the Public Examiners among those submitted in Modern History by members of the College in any Final Honour School. In the event of a tie the prize shall be awarded at the discretion of the Modern History Tutors;</td>
<td>GB</td>
</tr>
<tr>
<td>Tobias Law Prize</td>
<td>2001</td>
<td>awarded annually to a top graduating student in either the Honour School or the BCL;</td>
<td>GB</td>
</tr>
<tr>
<td>Willmot Jenkins Prize</td>
<td>1975</td>
<td>awarded to the best student reading English Language and Literature;</td>
<td>GB</td>
</tr>
<tr>
<td>David Wing Prize</td>
<td>2013</td>
<td>for excellence in biochemistry, awarded on the recommendation of the Tutor in Biochemistry to one or two undergraduate students in any year for excellent work in biochemistry.</td>
<td>GB</td>
</tr>
<tr>
<td>Helen Taylor Prize</td>
<td>2014</td>
<td>awarded to the highest-achieving Medical Sciences student at Exeter College in first year examinations.</td>
<td>GB</td>
</tr>
<tr>
<td>Christopher Wood Memorial Prize</td>
<td>2009</td>
<td>awarded to the second year Modern Languages student who shows the most improvement after Mods, and to the fourth year Modern Languages student who shows the most improvement at Finals.</td>
<td>GB</td>
</tr>
<tr>
<td>Quarrell Read Prizes</td>
<td>1932</td>
<td>awarded to the Junior Member or Members of the College in their final year who are judged to have entered most fully and helpfully into the life of the College;</td>
<td>GB</td>
</tr>
<tr>
<td>Peter Street Memorial Prize</td>
<td>1975</td>
<td>awarded to a Junior Member of the College who has worked meritoriously and has entered fully and helpfully into the life of the College;</td>
<td>GB</td>
</tr>
<tr>
<td>Caroline Dean Prize</td>
<td>1989</td>
<td>awarded to a Junior Member of the College reading Mathematics who has entered fully and helpfully into the life of the College.</td>
<td>GB</td>
</tr>
</tbody>
</table>
XVI. TEACHING DUTIES

1. Lecturers who are Official Fellows of the College

1.1 A Lecturer shall be required to study for the advancement of learning, to undertake such tuition and supervision as is assigned to him, her or them by the Governing Body on the recommendation of the Education, Research and Welfare Committee, and (if the holder of a joint post with the University) to offer University lectures or classes under the authority of a Faculty Board, Division or Department.

1.2 A Lecturer shall have a contractual commitment to the College to give College teaching to undergraduates (whether of the College or, by exchange, of other Colleges within the University). The number of hours required will be set according to the teaching needs of the College and (in the case of those holding joint posts) according to established norms relating to the balance of their appointment between the joint employers. A Lecturer’s teaching stint shall be expressed in ‘weighted’ hours, unless their post (or the post for which a Stipendiary Lecturer is covering for a sabbatical or inter-regnum) has been subject to stint reform in which case the stint which expresses stint in ‘contact’ hours. For those teaching ‘weighted’ hours, the weighting regime shall be that recommended by the Senior Tutors’ Committee of the Conference of Colleges, i.e.: one single tutorial = 1 weighted hour; one paired tutorial = 1.25 weighted hours; one tutorial of three or more students = 1.5 weighted hours. For those teaching ‘contact’ hours, singleton tutorials shall be by exception only. The marking of Collection papers shall count towards stint. A Lecturer shall be required to record their teaching, including teaching by exchange, on OxCORT, the Teaching Management System, or such other system as may be used to record College teaching (such reports must be submitted no later than Monday of Week 8 in each term; they are used for Rector’s Collections that week, and then released to the students concerned after the end of Week 8).

1.3 Lecturers who hold a joint appointment of the University will be remunerated according to the relevant salary scale for such an appointment. Lecturers who do not hold a joint appointment with the University shall be remunerated in line with the relevant salary scales published in the Register of Approved Payments published by the Senior Tutors’ Committee of the Conference of Colleges.

1.4 A Lecturer’s undergraduate teaching hours (including hours of undergraduate teaching under paragraph 1.2) shall not exceed those stated in their contract, except with the Lecturer’s own consent. A Lecturer who teaches in excess of their stint will be paid for this ‘overstint’ teaching according to the arrangements agreed by the Governing Body from time to time, and set out in Standing Orders.
Fellows of the College who are Lecturers may apply for temporary variation of College teaching duties in accordance to the schemes in place from time to time. It shall be the responsibility of the Academic Dean to secure following the end of each Trinity Full Term a statement of the undergraduate teaching hours given by each Lecturer during the academic year and to inform the Accountant of any overstint payments due to Lecturers in respect of that academic year.

1.5 Special arrangements shall pertain to the teaching of Williams College Visiting Students on the Williams–Exeter Programme in Oxford (WEPO). The stint relating to the Rankin Fellow, the Boskey Fellow, and the Singer Fellow shall be recorded in the WEPO agreements. If any Lecturer who has not taught their full stint is asked to teach a WEPO student, the Lecturer may choose whether to count that tuition as contributing to their stint (by submitting a report on OxCORT or such other system as may be used to record College teaching), or alternatively to claim payment at the WEPO annual rate directly from Williams College. For the avoidance of doubt, a Lecturer who is under stint (or is at risk of being under stint across the academic year) must not request or accept direct payment from Williams College; rather, in such cases teaching of WEPO students must be counted against their Exeter College stint (any overtime payment resulting will thence be made at the Exeter College overstint rate).

1.6 A Lecturer shall not undertake any teaching which interferes with the proper discharge of their duties under paragraph 1 above. They shall not undertake any regular teaching commitment to another College (apart from regular swap teaching arrangements), or to another institution except the University of Oxford, without the approval of the Education, Research and Welfare Committee.
XVII. STIPENDS, ALLOWANCES AND COMMON ROOM

1. Stipends

1.1 The stipend of the Rector shall be recommended to the Governing Body by the Remuneration Committee prior to appointment, including a process to provide increases.

1.2 No stipend shall be payable in respect of their Fellowship to any Professorial, Emeritus, Honorary, Visiting, Supernumerary Fellow or Fellow by Special Election.

1.3 An Official Fellow shall, in respect of his, her or their Fellowship, receive such annual stipend as the Governing Body may determine.
2. **Allowances in Addition to Stipends**

2.1 The Governing Body may, if they think fit, set apart and allow such moderate sum of money from the corporate revenue of the College as they may from time to time determine for the provision of a Common College Meal or Meals, whether in Hall or in some public room of the College, of which the Rector and each of the Fellows of the College shall be entitled to partake free of charge, once (or if the Governing Body so determine more than once) in every day, and also (if the Governing Body so determine) any Lecturer or Officer of the College, not being a Fellow.

2.2 Arrangement for the *Academic Support Allowance* are set out in VI.4.3.

2.3 A *Housing Allowance* shall be paid to any Official or Research Fellow. This allowance shall be paid from Corporate Revenue, save that in the case of a Fellow whose Fellowship stipend is paid from another source, the allowance shall be paid from that source.

2.4 An *Establishment and Entertainment Allowance* shall be available to the Rector in respect of necessary expenses of establishment and necessary entertainment in connection with their office.

2.5 An *Entertainment Allowance* shall be available to any Lecturer who is also an Official Fellow in respect of necessary entertainment in connection with their Lectureship. The Entertainment Allowance is spent on entertainment of undergraduate and graduate students, in particular the School’s Dinner.

2.6 *Entertainment Allowances* shall be available to the following College Officers in respect of necessary entertainment in connection with their offices: Sub-Rector, Chaplain, Welfare Dean, Junior Deans and other College Officers as the Governing Body may determine.

2.7 The annual rates for allowances shall be reported to Governing Body.

3. **Summary of Common Room Entitlements**

3.1 There are the following categories of SCR membership:

a) Ordinary members, who are Professorial Fellows, Official Fellows, Fellows by Special Election or Research Fellows of the College;

b) Extraordinary members, who are former Fellows of the College (whether Emeritus or not), and former Visiting Fellows;

c) Honorary members, who are Honorary Fellows, and occasionally other notable friends of the College elected by the members of Common Room.

3.2 Other persons may be elected *Associate Members* of the SCR, for up to one year at a time. They may be re-elected for further periods of
up to one year at a time. Associate Membership may be offered to: Visiting Fellows, College Lecturers and Officers who are not Fellows, Senior officers or academic researchers employed by the University and Senior academic researchers visiting Oxford.

3.3 The following table sets out the benefits associated with different categories of membership and different types of Fellows.

<table>
<thead>
<tr>
<th>Category</th>
<th>Lunch guests</th>
<th>Dinner guests</th>
<th>Common Table</th>
<th>Use of SCR guest room</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ordinary members of Common Room</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professorial Fellows, Official Fellows, Fellows by Special Election, Research Fellows of the College, Supernumerary Fellows</td>
<td>Yes</td>
<td>Yes</td>
<td>Max 3</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Extraordinary Members</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emeritus Fellows</td>
<td>Yes</td>
<td>Yes</td>
<td>Max 3</td>
<td>Yes</td>
</tr>
<tr>
<td>Retired Fellows</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Max 3</td>
</tr>
<tr>
<td>Former Fellows</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Max 3</td>
</tr>
<tr>
<td>Former Visiting Fellows</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Honorary Members</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honorary Fellows</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Max 3</td>
</tr>
<tr>
<td>Lifetime Associates of SCR</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Max 3</td>
</tr>
<tr>
<td><strong>Associate members</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visiting Fellows</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Max 3</td>
</tr>
<tr>
<td>College lecturers and officers</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Max 3</td>
</tr>
<tr>
<td>College Staff at Grade 7 and above</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Other Associate members</td>
<td>Yes</td>
<td>Max 2</td>
<td>Yes</td>
<td>Max 3</td>
</tr>
</tbody>
</table>

4. **Payment of College Officers during Sickness**

4.1 The list of College Officers is set out in Statute and in Bylaw VII.

4.2 The College shall pay Statutory Sick Pay to those Officers who are eligible in accordance with the appropriate legislation and Bylaw XVIII.3.3.

4.3 If entitlement to Statutory Sick Pay is exhausted, or in the case of employees who are ineligible for Statutory Sick Pay, the College in the case of those holding Associate Professorships with Tutorial Fellowships and those not holding stipendiary University posts shall make deductions from full pay of the maximum amount of sickness or other state benefit that would be available (even if it is not claimed).

---

2 Except Full time stipendiary lecturers
4.4 No deductions shall be made from payments at half pay paid under Bylaw XVIII.3.3 except that, where the total amount of half pay plus state benefit or other allowances exceeds full pay, a deduction shall be made of an amount equivalent to the excess.

4.5 Where appropriate, a period of three ‘waiting days’ shall be allowed before any deductions are made under the provisions of this decree.

4.6 The days on which an Officer is required to work are Monday to Friday.
XVIII. LEAVE

1. Rector’s Leave of Absence

1.1 The Rector may apply for leave of absence during one term for every six terms during which, not being on leave, they have carried out their duties as Rector. Application shall if possible be made at least a year in advance. The Governing Body shall grant such leave if the Rector has carried out their duties for at least nine terms since their election as Rector and if it has been able to make other arrangements for the proper discharge of the duties of the Rectorship; provided that leave shall not normally be granted under this clause for more than one term in any academic year. If the Governing Body refuses an application by the Rector for leave under this clause it shall, if the Rector so wishes, use all reasonable endeavours to make arrangements satisfying the above conditions for a later term; and if it shall succeed, leave shall be granted for the later term in lieu of the term applied for. If the Governing Body grants leave of absence to the Rector under this Bylaw the terms of paragraph XVIII.2.6 below shall apply to him, her or them mutatis mutandis. This Bylaw shall not apply to leave taken during the vacation.

2. Leave as of Right

2.1 Every Official Fellow engaged as a Lecturer of the College in the educational work of the College shall be entitled to leave of absence from duty (hereinafter ‘sabbatical leave’) during one term for every six terms of qualifying service.

2.2 Sabbatical leave shall be reckoned on the basis of one term’s leave for every six terms of qualifying service, as defined in the next paragraph.

2.3 A period of qualifying service shall be a period during which the Fellow has without intermission discharged their contractual duties, or during which the Fellow has not discharged their contractual duties because they have:

   a) taken paid or unpaid sick leave; or
   b) taken paid or unpaid maternity, adoption, paternity or parental leave; or
   c) agreed with the Governing Body that a particular period in which the member of staff has not fulfilled their contractual duties may be reckoned as qualifying service for the purposes of these regulations.

2.4 Qualifying service shall normally accumulate up to a maximum of eighteen terms, from which six terms shall be deducted whenever a term of sabbatical leave is taken.
2.5 A Fellow’s terms of qualifying service may be reduced by such number, not exceeding six, as the Governing Body shall determine in respect of each term during which the Fellow has been granted Discretionary Leave under Bylaw XVIII.3. In the case when this number exceeds the number of a Fellow’s terms of qualifying service, their future terms of service up to the number of that excess shall not count as qualifying service.

2.6 Not more than one calendar year of sabbatical leave shall be granted in any one period of three years.

2.7 In exceptional circumstances, sabbatical leave may be postponed without loss of entitlement by deeming it to relate to an earlier period, on condition that:
   a) the Fellow would have had sufficient qualifying service to make him, her or them eligible for the leave in the earlier period; and
   b) (i) the Fellow is able to make a strong academic case to the Governing Body for the leave to be postponed and deemed to be taken at the earlier period; or (ii) such postponement is in the interests of the College (e.g. such as to ensure no loss of entitlement for Fellows holding College Office, or to ensure adequate teaching provision), and is limited to a period which shall not exceed two years, unless the Governing Body, with the consent of the Fellow concerned, determines otherwise; and
   c) the application for leave is made before the beginning of the earlier period.

2.8 In exceptional circumstances, leave may be taken in advance of entitlement, on condition that:
   a) leave is not taken more than six terms in advance of entitlement; and
   b) the Fellow is able to make a strong academic case to the Governing Body for the leave to be taken in advance of entitlement.

2.9 Fellows are normally expected to serve for one subsequent term in respect of each term of sabbatical leave, before resignation or retirement.

2.10 When a Fellow is absent on leave to which they are entitled as of right, they shall normally be allowed to retain their full stipend and allowances as Fellow and Lecturer, provided that they will spend a considerable portion of their leave in study for the advancement of learning, and that, except with the express permission of the Governing Body, they will undertake no teaching or administrative duties in Oxford, other than examining and graduate supervision. If the Fellow, after taking into account firstly any loss of normal sources of income (but assuming for the calculation that they are in receipt
of their full University salary, if any, and regular College stipend and
allowances), and secondly any gain of income from any new sources
(less any additional expenses associated with the new activities),
finds that at the end of a period of leave they are in a better financial
position than if they had not taken leave, then they shall decide what
sum would have to be deducted from their income so as to leave
them approximately in the same state as if they had not taken leave,
and they will forgo from their stipend such proportion of that sum as
their College stipend and allowances are (at the start of the leave) of
their combined College and University income. It shall be the duty of
a Fellow to inform the College Accountant of this sum at the end of a
period of leave. No financial or other compensation will be offered for
meals not taken in College when absent on sabbatical leave.

2.11 A Fellow who desires to exercise their right to sabbatical leave in a
particular term must send written notice to the Rector to this effect
in time to enable consideration of the request by the Education,
Research and Welfare Committee not later than the penultimate term
before the start of the proposed sabbatical leave.

2.12 Unauthorised leave will not count towards qualifying service for the
accrual of sabbatical leave.

3. Discretionary Leave

3.1 Nothing in the above provisions concerning leave as of right shall in
any way limit or affect the power of the Governing Body to grant
leave of absence to any Fellow at any time when it may seem
expedient to them and not inconsistent with the tutorial and
administrative needs of the College. In the exercise of this power the
Governing Body shall take into account bereavement and time off to
care for dependants.

3.2 The Governing Body may grant paid leave to any member of staff on
account of ill health.

3.3 When a member of staff is absent on leave granted at the discretion
of the Governing Body, they shall receive such payment, if any, as
the Governing Body may determine. In the case of leave granted on
account of ill-health the Governing Body shall have regard to the
following table relating period of service to length of time for which
sick pay should be given:

<table>
<thead>
<tr>
<th>Service</th>
<th>Full Pay</th>
<th>Half Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>First three months</td>
<td>Two weeks</td>
<td>Two weeks</td>
</tr>
<tr>
<td>Remainder of first year</td>
<td>Two months</td>
<td>Two months</td>
</tr>
</tbody>
</table>
Any contractual sick pay includes any Statutory Sick Pay (SSP) payable for that period. The maximum period of entitlement, which may be made up of one or more periods of absence, will be calculated on a rolling 12-month basis and backdated from the first date of absence.

4. Attendance at Meetings of the Governing Body

4.1 A Fellow who is absent on leave to which they are entitled under this Bylaw, or which has been granted to him, her or them at the discretion of the Governing Body, shall have the right to attend meetings of the Governing Body and shall receive the normal notices from the Rector.

5. Statutory Maternity Leave and Pay

5.1 Eligible employees are entitled to the statutory maternity provisions currently in force. Full details are outlined in the Maternity, Adoption, Paternity and Shared Parental Leave policy (‘the policy’), which is available on the College website. Unless otherwise detailed below, in which case these Bylaws shall take precedence, the provisions of that policy shall also apply to members of the academic staff.

5.2 A pregnant member of staff is entitled to 52 weeks’ Statutory Maternity Leave, regardless of their length of service or hours of work. The first 26 weeks is known as Ordinary Maternity Leave (OML); the second 26 weeks is known as Additional Maternity Leave (AML), which starts immediately after Ordinary Maternity Leave. The first two weeks after the birth must not be worked. This is referred to as Compulsory Maternity Leave.

5.3 A member of staff employed by the College in the 15th week before their expected week of childbirth (‘the qualifying week’) and with average earnings in the eight weeks up to and including the qualifying week are at or above the lower earnings limit for the payment of National Insurance, is entitled to Statutory Maternity Pay. Statutory Maternity Pay is payable for a maximum of 39 weeks. The remaining 13 weeks of maternity leave are unpaid.

5.4 Any member of staff who intends to exercise their right to Maternity Leave shall at least 15 weeks before the expected week of childbirth
supply the Rector or Academic Dean (who shall inform the next General Meeting of the Governing Body of the member’s intention) with the notification information outlined in the policy.

5.5 Arrangements relating to Keeping in Touch (KIT) days and returning to work will be as outlined in the policy.

5.6 Maternity Leave will not count against normal entitlement to paid sick leave, but sick pay will not be paid for illness during Maternity Leave. (It will, instead, be paid as maternity pay.)

5.7 A member of staff who is on a fixed-term contract, and who meets the conditions above to qualify for the College maternity leave scheme, may have their contract extended by the number of terms of maternity leave taken, subject strictly to the teaching and/or research requirements of the College and by mutual agreement.

5.8 A member of staff who begins their maternity leave during the probationary period of their contract will return to the remaining term of their probationary period.

5.9 A mother may elect to end their maternity leave at any time after the compulsory leave period, and share the remainder of their unused maternity leave and pay with the father/ partner (to be taken as Shared Parental Leave).

For more information, see the relevant sections of the policy.

6. **College Maternity Pay**

6.1 A member of staff shall be entitled to the benefits of the College Maternity Pay scheme on any occasion of expected childbirth if they fulfil all of the following conditions:

a) They hold a current contract of employment with the College;
b) They are employed by the College in 15th week before the expected week of childbirth; and
c) They follow the proper notification procedures set out in the Maternity, Adoption, Paternity and Parental Leave policy ('the policy'), available on the College website.

6.2 A qualifying employee is entitled to the following benefits while on Maternity Leave:

a) 26 weeks on full pay (inclusive of Statutory Maternity Pay)
b) 13 weeks on Statutory Maternity Pay
c) 13 weeks unpaid.

A qualifying employee may take less than the maximum entitlement if they wish.

6.3 The above benefits apply to both full-time and part-time members of staff (on a pro rata basis as far as the levels of payments to part-time staff are concerned).
6.4 In the event that a member of staff decides not to return to work after their maternity leave, or if they return after their maternity leave and work less than three months before they leave, the College retains the right to reclaim all or part of the payments made under the College maternity pay scheme, minus the statutory element which the employee would be entitled to keep if they qualified for it. Eligible members of staff will be asked to sign to accept these terms.

7. **Statutory Adoption Leave and Pay**

7.1 Eligible employees are entitled to the statutory adoption leave and pay provisions currently in force. Full details are outlined in the Maternity, Adoption, Paternity and Shared Parental Leave policy (‘the policy’), which is available on the College website. Unless otherwise detailed below, in which case these Bylaws shall take precedence, the provisions of that policy shall also apply to members of the academic staff.

7.2 At the latest no more than seven days after being notified of a match for adoption, the member of staff must inform the College through the Rector:
   a) that a match has been made, and that they intend to take adoption leave;
   b) the expected date of the child’s placement
   c) the date when they intend to start Adoption Leave and to begin receiving adoption pay.

Other notification requirements will be as outlined in the policy.

7.3 Statutory Adoption Pay will be paid on the same basis as Statutory Maternity Pay. For more information, please refer to the policy.

7.4 Arrangements relating to Keeping in Touch (KIT) days and returning to work will be as outlined in the relevant policy.

7.5 A member of staff who is on a fixed-term contract, and who meets the conditions above to qualify for the College adoption leave scheme, may have their contract extended by the number of terms of adoption leave taken, subject strictly to the teaching and/or research requirements of the College and by mutual agreement.

7.6 A member of the staff who begins their adoption leave during the probationary period of their contract will return to the remaining term of their probationary period.

7.7 A member of staff who adopts a child may elect to end their adoption leave at any time, and share the remainder of their unused adoption leave and pay with their partner (to be taken as Shared Parental Leave). For more information, see the relevant sections of the policy.
8. **College Adoption Pay**

8.1 A member of staff shall be entitled to the benefits of the College Adoption Pay scheme on any occasion of expected adoption if they fulfil all of the following conditions:

a) They hold a current contract of employment with the College;
b) They are employed by the College at the 15th week before the expected week of adoption;
c) They have been matched with a child to be placed with them by a UK adoption agency and agreed to the placement; and
d) They follow the correct notification procedures set out in the relevant policy.

8.2 A qualifying member of staff is entitled to the following benefits while on Adoption Leave:

a) 26 weeks on full pay (inclusive of Statutory Adoption Pay)
b) 13 weeks on Statutory Adoption Pay
c) 13 weeks unpaid.

A qualifying member may take less than the maximum entitlement if they wish.

8.3 The above benefits apply to both full-time and part-time members of staff (on a pro-rata basis as far as the levels of payments to part-time staff are concerned).

8.4 In the event that a member of staff decides not to return to work after their adoption leave, or if they return after their adoption leave and work less than three months before they leave, the College retains the right to reclaim all or part of the payments made under the College adoption pay scheme, minus the statutory element which the employee would be entitled to keep if they qualified for it. Eligible members of staff will be asked to sign to accept these terms.

9. **Paternity Leave and Pay**

9.1 Eligible employees are entitled to the statutory paternity leave and pay provisions currently in force. Full details are outlined in the Maternity, Adoption, Paternity and Shared Parental Leave policy (‘the policy’), which is available on the College website. Unless otherwise detailed below, in which case these Bylaws shall take precedence, the provisions of that policy shall also apply to members of staff.

9.2 Eligible members of staff can choose to take either one week or two consecutive weeks’ paternity leave (not odd days), to start at any time from the birth or adoption up to 8 weeks (56 days) after the birth or adoption.

9.3 Statutory Paternity Pay (SPP) is paid for either one or two consecutive weeks as the member of staff has chosen. The rate of SPP is the same as the standard rate of SMP.
9.4 Members of staff who qualify for SPP and who are employed by the College at the 15th week before the expected birth or notification of matching with a child will be entitled to the College Paternity Pay scheme, which offers 10 days of full pay paid at the normal basic weekly rate (inclusive of any statutory paternity pay entitlement).

9.5 These benefits apply to both full-time and part-time members of staff (on a pro rata basis as far as the levels of payments to part-time staff are concerned).

9.6 Qualifying members of staff must inform the College (through the Rector) of their intention to take Paternity Leave, in accordance with the notification procedures outlined in the policy.

9.7 Arrangements relating to Keeping in Touch (KIT) days and returning to work will be as outlined in the policy.

9.8 A member of staff who is on a fixed-term contract, and who meets the conditions above to qualify for the College paternity pay scheme, may have their contract extended by the number of terms of paternity leave taken, subject strictly to the teaching and/or research requirements of the College and by mutual agreement.

10. **Shared Parental Leave**

10.1 A member of staff may be entitled to Shared Parental Leave and Shared Parental Pay, provided the eligibility requirements are satisfied. It will be up to the mother, or primary adopter, to decide whether to continue their maternity/adoption leave, or to opt to end this and take Shared Parental Leave instead. Full details are outlined in the Maternity, Adoption, Paternity and Shared Parental Leave policy (‘the policy’), which is available on the College website. Unless otherwise detailed below, in which case these Bylaws shall take precedence, the provisions of that policy shall also apply to members of staff.

10.2 Shared Parental Leave may commence at any time following the mother’s period of compulsory maternity leave (see above), or following the first two weeks of adoption leave, subject to the required notice being given and the leave being agreed. The mother or primary adopter chooses to end their maternity/ adoption leave early, and to convert the balance of leave (up to 50 weeks in total) and statutory pay (up to 37 weeks in total) to Shared Parental Leave and Shared Parental Pay. The mother or primary adopter does not need to return to work before their partner takes Shared Parental Leave as the balance is shared between the two of them. All Shared Parental Leave must be taken within 52 weeks of the child’s birth or adoption.

10.3 Shared Parental Leave can be taken separately or together, and it does not need to be taken in consecutive blocks. Full details are in the relevant policy.
10.4 Any member of staff who wishes to exercise their right to Shared Parental Leave shall supply the Rector (who shall inform the next General Meeting of the Governing Body of the member’s intention) with the notification information outlined in the policy.

10.5 Arrangements relating to Shared Parental Leave in Touch (SPLIT) days and returning to work will be as outlined in the policy.

10.6 A member of staff who is on a fixed-term contract, and who meets the conditions above to qualify for the Shared Parental Leave scheme, may have their contract extended by the number of weeks of Shared Parental Leave taken, subject strictly to the teaching and/or research requirements of the College and by mutual agreement.

10.7 A member of staff who begins their Shared Parental Leave during the probationary period of their contract will return to the remaining term of their probationary period.

11. **Shared Parental Pay**

11.1 If Shared Parental Leave is taken, part of the statutory maternity/adoption pay (which would otherwise have been payable) may be converted into Shared Parental Pay, which can be shared between the partners. The maximum amount of Shared Parental Pay that can be created is 37 weeks. If the mother/primary adopter does not qualify for statutory maternity pay/maternity allowance/statutory adoption pay, their partner will not be eligible. For more information, see the Maternity, Adoption, Paternity and Shared Parental Leave policy (‘the policy’) available on the College website.

11.2 A member of staff shall be entitled to the benefits of the College Shared Parental Pay scheme if they fulfil all of the following conditions:

a) they hold a current contract of employment with the College;
b) they are employed by the College at the 15th week before the expected week of childbirth (or placement for adoption); and
c) they follow the proper notification procedures set out in the policy.

11.3 Subject to how much maternity/adoption leave has already been taken, and how leave and pay are shared between the parents, a member of staff may be entitled to (in chronological order of Shared Parental Leave):

a) **up to** 24 week’s full pay (**only** if ShPL is taken in the first 26 weeks following the birth/placement of the child);
b) **up to** 13 weeks of statutory payments; and
c) **up to** 13 weeks of unpaid leave.
d) If Shared Parental Leave is taken simultaneously by both parents, the entitlement to full pay is based on the number of
weeks’ leave taken by each parent (i.e. up to 12 weeks each), and will be applied from the start of any block of SPL.

For example, If both parents go on Shared Parental Leave at the same time for a combined total of 24 weeks following the compulsory two-week maternity/adoption leave period (i.e. 12 weeks for the mother/primary adopter and 12 weeks for the second parent), the employee of the College (regardless of whether they are the mother or father/primary adopter or secondary adopter, etc.) will only be entitled to full pay for the initial 12 weeks of that period, as their partner’s leave of 12 weeks will count towards the initial 24 week period upon which the entitlement to full pay is based. Where both parents are employees of the University, they would both be paid 12 weeks at their normal full rate of pay, which would add up to their maximum entitlement of 24 weeks of full pay.

11.4 The above benefits apply to both full-time and part-time members of staff (on a pro rata basis as far as the levels of payments to part-time staff are concerned).

11.5 In the event that a member of staff decides not to return to work after their Shared Parental Leave, or if they return after their Shared Parental Leave and work less than three months before they leave, the College retains the right to reclaim all or part of the payments made under the College Shared Parental Pay scheme, minus the statutory element which the employee would be entitled to keep if they qualified for it. Eligible members of staff will be asked to sign to accept these terms.

12. College Parental Leave

12.1 Members of staff may be entitled to unpaid Parental Leave for the purpose of caring for a child if they meet the eligibility criteria outlined in the Parental Leave policy (‘the policy’), available at: https://www.exeter.ox.ac.uk/governance/employment-policies/.

12.2 The College may require proof of entitlement to Parental Leave, such as a birth certificate, papers confirming adoption or date of placement for adoption, or in the case of a disabled child, the award of a Disability Living Allowance for the child.

12.3 Full details of entitlements and notification procedures can be found in the policy.

13. Time Off for Dependants

13.1 All employees have a right to take reasonable time off (unpaid) in the case of emergencies relating to a dependant (parent, spouse, civil partner, child or someone who lives with the employee as part of the family or who reasonably relies on the employee for care in the event of illness or injury). This right applies to all staff, irrespective of their length of service or hours worked. Full details of the current statutory
provisions and notice requirements for taking time off for dependants are available in the Maternity, Adoption, Paternity and Shared Parental Leave policy available at: https://www.exeter.ox.ac.uk/governance/employment-policies/.
Redundancy Procedure

This procedure shall apply when the circumstances described in Clause 10 (2) of the Appendix to the Statutes arise (hereinafter ‘a redundancy situation’).

1. Stage 1 – Governing Body Meeting

1.1 In the event that a reduction in staff or activity is contemplated for any reason whatsoever, in good time with a view to reaching an agreement the Rector shall call a special meeting of the Governing Body to consider and determine upon the matters set out in the Appendix to the Statutes Clause 10.

1.2 If any member is unavoidably unable to attend and reasonably considers that they may be personally affected by a decision under the Appendix to the Statutes Clause 10, for example because the Governing Body may be considering deleting a subject altogether, they shall be entitled to seek a postponement of the meeting by written notice to the Rector to be delivered to them at least three days prior to the date set for the meeting.

1.3 Prior to the special meeting, the Rector shall cause a detailed memorandum of information to be prepared by the Finance & Estates Bursar and the Academic Dean on a confidential basis for the Governing Body. The memorandum shall contain all relevant available information including financial and academic matters, setting out in detail the position of the College and the matters to be considered both in favour of and against making any reductions in general terms and in so far as possible without reference at this stage to the position of any individual members of academic staff who may be affected.

1.4 The memorandum shall put all considerations forward fairly and in an even-handed manner and shall not make recommendations for any specific course of action. The memorandum shall evaluate as far as possible the impact of any reduction on the principles established by Clause 1 of the Appendix to the Statutes.

1.5 To provide members of staff with an opportunity to consider, and respond to, the memorandum of information, it shall be circulated at least seven days before the relevant meeting of the Governing Body and representations shall be invited. Any representations which are received by the Clerk to the Governing Body before 12pm on the second day before the day of the meeting shall be circulated to all members of the Governing Body.

1.6 Prior to making any decision under Clause 10 the Governing Body shall consider the impact of such a decision on the relevant Division
Faculty or Department and subject boards and shall consult with the relevant University bodies.

2. **Stage 2 – Redundancy Procedure: Initial Stage**

2.1 Once a decision has been reached in principle under the Appendix to the Statutes Clause 10(2), the Governing Body shall appoint a Redundancy Committee (“the Committee”) unless it determines that it will carry out the task of handling any redundancies itself.

2.2 Members of the Committee shall be selected in accordance with the provisions of the Appendix to the Statute. However, no members of staff who appear to be personally affected or likely to be so affected shall be chosen. No member of staff who has been appointed to a Fellowship under Statute 6 paragraph 6(a), 6(c) or 6(d) shall be eligible for selection and no-one to whom the Statute applies shall be eligible for selection unless they have been employed by the College for at least two years. The Chair of the Committee shall be expressly so appointed by the Governing Body.

2.3 In the case of a potential redundancy situation arising, the Governing Body shall, and in all other cases may, consider and establish appropriate procedures for consultation with representatives of the members of staff potentially affected. Such consultation shall generally be carried out by the Redundancy Committee or, if none is appointed, the Governing Body itself. Such consultation shall be with either a recognised trade union or specially elected “workplace” representatives as defined by any relevant legislation currently in force, or in the absence of any such representatives all the individuals potentially affected by the decision, and shall commence in good time with a view to reaching agreement in relation to the matters set out in any legislation in force for the time being.

2.4 The Redundancy Committee (or if none is appointed, the Governing Body) shall meet as soon as is reasonably practicable to establish a time-table for consideration of the issues. The Committee shall consider the identification of those who are potentially at risk of redundancy and shall seek to identify any alternatives to redundancy to avoid redundancy and/or to mitigate the effects which shall include the possibility of alternative employment. It shall also consider, where applicable, selection criteria for the determination of who is to be chosen from among those who are potentially redundant.

2.5 No decision shall be taken upon any of the relevant matters without the Committee’s ensuring that there has been full and proper consultation with the affected persons and their representatives. For this purpose, and prior to any decision being made, the Committee shall ensure that each person is afforded an opportunity to meet with members of the Committee (accompanied by a representative if they
wish), to be provided with all relevant information and to make representations on any aspect of the case.

2.6 After having considered all relevant matters the Redundancy Committee shall meet to formulate its recommendations together with the reasons for them. A written report of the recommendations and reasons for them shall be provided to the Governing Body and to the affected person or persons as well as their representative(s).

3. **Stage 3 – Decision to Dismiss**

3.1 Upon receipt of the report and recommendations of the Redundancy Committee a special meeting of the Governing Body shall be convened to consider the matter further.

3.2 Any member of staff whose dismissal on grounds of redundancy is recommended by the Redundancy Committee, shall be permitted at least two weeks between the date of the Committee’s report and the special meeting of the Governing Body to prepare and submit any representations they consider appropriate to the Governing Body. Any representations which are received by the Clerk to the Governing Body before 12 pm on the second day before the day of the meeting shall be circulated to all members of the Governing Body.

3.3 In addition to submission of written representations, the person concerned shall have the opportunity to make oral representations to the Governing Body at the special meeting prior to any decision being made and shall be entitled to be accompanied and/or represented by a person (who may be a professional and/or trade union representative) of their choice.

3.4 The Governing Body may request a member of the Redundancy Committee (where appointed), being the Chair or their delegate, to attend the Governing Body formally in that capacity to present the Committee’s recommendations and to answer questions from the Governing Body and/or the person or persons concerned. If the Governing Body so determines, the Redundancy Committee may be asked to carry out further consultation with affected members or any other appropriate person.

3.5 No meeting of the Governing Body at which a decision to dismiss under Part II of the Appendix is taken shall be quorate unless at least 50% of those members of the College entitled to attend are present and no vote shall be effective unless at least 50% of those attending vote in favour. Members of the Governing Body who are affected by the Redundancy Committee’s decision or who are members of the Committee shall be entitled to vote.

3.6 Prior to making any decision to dismiss in accordance with recommendations of the Redundancy Committee, the Governing Body shall specifically canvass any alternative employment opportunities or any other means of avoiding a dismissal for
redundancy. In addition, the Governing Body shall ensure that it has been fully appraised of any USS options which the person affected may be able to exercise in the event of redundancy.

3.7 In the event that the Governing Body accepts the recommendations of the Redundancy Committee and votes to dismiss any member of staff on grounds of redundancy, a written note of the decision of the Governing Body together with a copy of the procedures establishing a right of appeal shall be provided to the person affected and their representative. No decision shall be implemented until after any appeal has been determined under the Appendix to the statutes Part V.

3.8 If the Governing Body decides upon the dismissal of any member of staff on grounds of redundancy, it shall ensure that provision is made to assist the person concerned with financial and career planning, with reasonable expenses to be met by the College.
XX. STAFF DISCIPLINE

Disciplinary Procedure

1. Informal Stage
Where it appears to the Rector that the conduct or performance of a member of staff is falling below an acceptable standard or the member of staff appears to be otherwise in difficulties, the Rector shall arrange to meet with that person on an informal basis to explore the situation and to consider what action can be taken to improve their conduct or performance. The Rector may appoint a colleague (being a Fellow or Emeritus or Honorary Fellow of the College) to conduct the informal discussions with the person concerned either with the Rector or alone. The informal discussion shall not be viewed as a disciplinary act but as an opportunity to explore together any problems that appear to have arisen and consider solutions that may be available. A record of this initial meeting shall be kept, provided the member of staff agrees and a copy of any note is made available to them.

2. Disciplinary Warnings
2.1 In any case where it seems to the Rector that the performance and/or conduct of a member of staff appears not to meet acceptable standards but where the circumstances do not appear to raise prima facie grounds for dismissal (for example, after investigation of a complaint submitted to the Rector under the Appendix to the statutes, which is not to be referred to an Academic Disciplinary Committee), the Rector shall refer the matter to the Sub-Rector and the Academic Dean who shall together deal with it under the Appendix to the statutes. The Sub-Rector and Academic Dean shall convene a meeting with the individual for the purpose of considering the matter and any appropriate sanction. No disciplinary sanction shall be imposed unless the person concerned has had reasonable notification of the allegations made against them and an opportunity to respond and until the matter has been properly investigated.

2.2 Prior to the meeting, the person concerned shall be provided with written notification of the date and nature of the meeting and the matters to be considered, together with copies of any relevant statements. They shall have the opportunity to be accompanied or represented by a colleague or representative from any professional body or trade union of which they are a member such as the AUT. The individual shall not normally be permitted legal representation at this stage.

2.3 In the event that it appears to the Sub-Rector and the Academic Dean that the individual’s conduct and/or performance has fallen below acceptable standards, and depending on the gravity of the situation
and all the circumstances of the case, the Sub-Rector may issue an oral or written warning.

2.4 **Stage 1: Oral Warning:** The oral warning is the first stage of the disciplinary procedure. It shall state clearly that it comprises the first stage of the disciplinary process. The reasons for the warning shall be specified, together with any agreed plan of action for improvement, where applicable. The oral warning shall be recorded in a dated written note, a copy of which shall be provided to the individual. The note shall be kept on file and, subject to satisfactory conduct and performance, shall be regarded and marked as spent after one year.

2.5 **Stage 2: Written Warning:** In the event that the person’s conduct and/or performance does not improve, or gives further cause for concern whether of a similar nature or not, within the twelve-month period during which the oral warning remains live, and in any case where the seriousness of the matter so merits, the disciplinary action which the Sub-Rector may take short of dismissal is a written warning. The written warning shall specify the reason and set out the improvement required and the time for achieving it. It shall be dated and a copy shall be provided to the individual as well as being kept on file. A written warning remains “live” for a period of two years after which, subject to satisfactory conduct and performance, it shall be regarded and marked as spent.

2.6 **Stage 3: Appeals:** In the event that either an oral or a written warning is issued, the person concerned shall be notified of their right of appeal under Clause 13(2) of the Appendix to the Statutes.

3. **Dismissal**

3.1 In any case before the Rector on a complaint under the Appendix to the Statutes, Clause 14(1), they shall consider all the circumstances of the case including the outcome of any enquiries instituted under Clause 14(2) and any comments from the person concerned invited under Clause 14(3). If, after such consideration, it appears to the Rector that there are prima facie grounds for dismissal for good cause as defined in Clause 5 of the Appendix to the Statute, the Rector shall call on the Governing Body to appoint an Academic Disciplinary Committee to consider and report on the case in accordance with Clauses 15-19 of the Appendix. The Rector may suspend the person concerned at this stage in accordance with Clause 14(3).

3.2 Upon receipt of a request from the Rector under the Appendix to the statutes, Clause 15, the Governing Body shall appoint the Academic Disciplinary Committee (the “Committee”) as soon as reasonably practicable and shall inform the member of staff by written notice that the Committee has been appointed to consider the allegations brought against them. The written notice shall include the names of
the members of the Committee and shall enclose a copy of this By-law. At the same time the Governing Body may appoint a solicitor or other suitable person to formulate charge(s) and to conduct or arrange for the conduct of the hearing. The Governing Body shall appoint one of the members to act as Chair.

3.3 Subject to the provisions of the Statute and any provision to the contrary in this By-law, the Committee shall have power to regulate its own proceedings. If any member of the Committee is unable to attend within 3 weeks of the date of their appointment or the date of any earlier meeting of the Committee, the Committee shall be discharged and a new Committee shall be appointed in accordance with the provisions of the Appendix. The Committee shall be entitled to appoint a secretary to support it in discharging its function at any time and to take notes of evidence at any hearing.

3.4 The College shall appoint a person to formulate the allegation(s) (“the prosecutor” – which expression may include a solicitor or any person instructed to act on that person’s behalf).

3.5 The member of staff shall notify the prosecutor of any representative they have appointed to act for them, which may be a legal representative, and any further communications shall be addressed to the member of staff and to any representative appointed by them. Any fees or expenses payable to the representative (other than reasonable travel costs and out of pocket disbursements) shall be borne by the member of staff.

3.6 The Committee Chair may make any interlocutory directions they consider necessary for the fair conduct of the hearing, including but not limited to any directions as to the hearing date(s), whether at the request of either party or otherwise of their own motion. The Chair may also remit any matters to the Rector for further consideration and has power to join further parties to the case if they consider it appropriate to do so upon notice to the parties of such joinder. The Chair of the Committee shall set the date, time and place for the hearing and may also set appropriate time limits for each stage (including the hearing), to the intent that any matters be heard and determined expeditiously. If the Chair considers it appropriate in all the circumstances of the case, they may request the Rector to consider the suspension of the person charged under Clause 14(3) of the Appendix.

3.7 At least 14 days before the date set for the hearing, the prosecutor shall forward the following to the Committee and person charged and any other parties to the hearing:

a) the allegation(s);

b) copies of any documents specified or referred to in the allegation(s);

c) a list of witnesses to be called by the prosecutor;
d) copies of statements containing the witnesses’ evidence.

3.8 At least seven days before the date set for the hearing, the member of staff shall forward to the prosecutor copies of any documents on which they wish to rely, a list of their witnesses and copies of their statements of evidence. The prosecutor shall ensure that copies of all these are prepared and forwarded to the Committee as soon as practicable.

3.9 The jurisdiction and power of the Committee shall not be restricted by the fact that the person charged has been, or is liable to be, prosecuted in a court of law in respect of any act or conduct which is the subject of proceedings before the Committee. The Committee may postpone or adjourn a hearing, if it considers it appropriate, to enable a prosecution to be undertaken.

3.10 Subject to the consent of the Committee, both the prosecutor and the member of staff may introduce new evidence at the hearing save that in the case of the prosecutor such new evidence shall not be admitted except for good reason. In the event that new evidence is admitted, the other party shall have the right to an adjournment to allow them time to consider the evidence and its effect on the case and may then submit further evidence in response, provided that the Committee consents, such consent not to be unreasonably withheld.

3.11 The Committee may proceed with the hearing in the absence of any party but shall not do so in the absence of the member of staff or their representative unless it is satisfied that it is reasonable to do so in all the circumstances of the case or unless the person charged agrees or so requests.

3.12 Subject to the right of the member of staff, their representative and the prosecutor to be present throughout the hearing, the Committee may decide whether to admit any persons to, or exclude them from, the hearing or any part of it.

3.13 Each party to the proceedings shall be entitled to give evidence at the hearing, to make an opening statement, to call witnesses, and to question any witness. Closing statements may be made by the prosecutor first and then any other parties, with the member of staff being given the opportunity to speak last.

3.14 Without prejudice to the Committee’s general power to regulate its own conduct, it shall specifically have the power to set time and other limits on the evidence to be called for each side consistent with providing a fair opportunity for each party to present their relevant evidence whilst ensuring that the charge is heard and determined as expeditiously as is reasonably practicable. The Committee shall have power to adjourn the proceedings from time to time as it sees fit.
3.15 The Committee shall ensure that its secretary or some other appropriate person is present throughout the hearing so that a full and accurate record of the evidence may be taken.

3.16 It is for the prosecutor to prove the allegation(s). In determining whether the allegations or any of them are proved the Committee shall consider the evidence and decide whether on the balance of probabilities it considers that good cause for dismissal within the meaning of Clause 5 of the Appendix to the Statutes has been proved in respect of each allegation before it.

3.17 If the Committee decides that an allegation has been proved, it shall give each party an opportunity either orally or in writing at the option of the Committee to address it on the question of penalty and/or mitigation prior to determining any recommendations that it may make to the Rector.

3.18 The decision of the Committee shall be recorded in a document in which the Committee’s findings of fact, its reasons for the decision and any recommendations as to penalty are contained. The document shall be signed by the Chair of the Committee and at least one other member. The document shall be sent directly by the secretary of the Committee to the member of staff and to their representative in addition to the other parties specified in Clause 19 of the Appendix. The member of staff shall be notified of their right of appeal against the decision or against any recommendation of the Committee as to penalty.

3.19 Where any allegation has been upheld and the Committee has recommended dismissal, the Rector or their delegate shall inform and consult the Governing Body prior to making any decision as to penalty. A special meeting of the Governing Body shall be arranged for this purpose and the member of staff shall be kept informed as to the process. The member of staff shall not have the right to make further representations to the Rector at this stage.

3.20 If the Rector decides to dismiss the member of staff they may do so forthwith or upon such terms as they consider fit. If the Rector decides not to dismiss, the actions they may take are as set out in Clause 20.2 of the Appendix. Any warning given under Clause 20.2 shall be recorded in writing and shall remain live for two years. In all cases the Rector’s decision shall be communicated to the member of staff in writing as well as to the Governing Body.

3.21 No decision as to dismissal or otherwise implementing recommendations of the Committee shall be implemented until after any appeal has been determined under Part V of the Appendix and as specified hereinafter.

3.22 Any parties to any disciplinary proceeding, and any witnesses called thereunder, shall be protected from any victimization consequent
upon such participation. This shall not prevent the relevant body from imposing appropriate sanctions resulting from the decision of proceeding.
XXI. REMOVAL ON MEDICAL GROUNDS

Procedure for Removal on Medical Grounds

1. Preliminary Stage

1.1 Where from the conduct or performance of a member of staff it appears to the Rector that there may be cause for concern about that person on medical grounds such as substantially to interfere with the performance of their duties, and in any case where the member of staff has been absent on medical grounds for an aggregate period of six months in any twelve-month period, the Rector shall meet with the individual concerned and consider the circumstances of the case. The consultation shall be on a confidential basis if the member of staff so wishes, but the Rector may appoint an informal panel of two or three individuals, including one who is medically qualified, to advise and assist them. As required by any relevant Equality legislation in force at the time, no-one shall be discriminated against on grounds of disability.

1.2 At this stage the purpose of the meeting and any subsequent investigations is to elucidate the nature of the problem and to consider ways of assisting the member of staff to resume their full contractual duties. If the Rector considers it advisable, they shall seek the member of staff’s consent to disclosure of the latter’s medical record in accordance with the Access to Medical Reports Act 1988. The Rector may also, with the consent of the member of staff, arrange for them to be examined by an occupational health physician or other medical practitioner to assess among other things the prognosis for a return to work and any available treatment. Any fees payable in relation to such examination shall be borne by the College.

1.3 The Rector shall consider with the member of staff, and other concerned people as required, ways of ensuring that students and others for whom the individual has contractual responsibilities have their teaching, pastoral and other needs, as may be, met by a rearrangement of resources or other arrangements. In all cases, and especially where third parties are consulted, the Rector shall do all that is reasonably practicable to respect the confidentially of the member of staff if they so wish. The Rector shall also consider whether counselling or other assistance shall be offered to the member of staff at the expense of the College.

2. Medical Incapacity

2.1 Where the condition of the member of staff or any mental or physical quality affecting the member of staff is such as substantially to interfere with the performance of their duties, the Rector shall consider the removal of the member of staff in accordance with the
provisions of Clauses 23 and 24 of the Appendix to the Statutes. Prior to taking any action under this section, the Rector shall consult with the individual and/or any representative nominated by them as to the steps to be taken and their likely outcome. The consultation shall specifically include consideration of the person’s condition and likely future state of mental or physical capacity, and whether the person wishes to seek early retirement or a reduction of duties and hours (with a commensurate reduction in stipend). The wishes and needs of the person concerned shall be balanced against the tutorial or other relevant requirements of the College. If the Rector suspends the member of staff under the provisions of the Appendix, Clause 23(1) they shall ensure that the member of staff has adequate access to materials and/or colleagues to enable them to participate effectively in the consultation process.

2.2 The consultation process shall also include consideration of any adjustments which could reasonably be made to the duties of the employment and/or the physical features of the premises and/or any arrangements made by or on behalf of the College so as to facilitate the continued employment of the person concerned. The Rector shall not consider the removal of the person concerned from their office or employment without first availing himself/herself/themself of advice and assistance as to any facilities that may be available to assist the person. In general, the Rector shall have regard to the provisions of any relevant Equality legislation in force at the time and associated Codes of Practice, as appropriate. Specifically, the College will endeavour so far as possible to make reasonable adjustments to facilitate the continued employment of the person.

2.3 The Rector shall seek to obtain a medical report concerning the member of staff from the medical practitioner who has had clinical care of them and shall notify the person concerned to the effect in writing, seeking the member’s consent in writing in accordance with the provisions of the Access to Medical Reports Act 1988.

2.4 At all stages the person concerned shall be able to nominate a friend, professional colleague or other representative to assist and advise them. Provided that clear notification is given to the Rector, such a representative may be given authority to act instead of the person concerned if the latter so wishes and may give such consents, agreements, etc. as the person concerned would be able to give. Such authority shall include, but not be limited to, a power of attorney, including an enduring power, which has been duly registered with the Court of Protection.

2.5 In the event that the member of staff does not apply for medical retirement, or does and is rejected, the Rector shall consider all the circumstances of the case, including any available medical information, and shall determine in particular whether the case
should be forwarded to a Medical Board or an Academic Disciplinary Committee.

2.6 Any powers of the Rector may be exercised instead by a duly appointed alternate or other appropriate officer and references to the Rector shall, throughout this Bylaw, be construed as including references to the alternate.

3. **Medical Board**

3.1 If after considering all the circumstances of the case the Rector concludes that the removal on medical grounds of the member of staff (hereafter the person concerned) should be considered, they shall so inform the person concerned. The notification shall be provided in writing and shall be presumed to have reached the person concerned two days after being sent. The Rector shall notify the person concerned that a Medical Board (the Board) is to be appointed to consider whether they shall be removed from office on medical grounds, and shall request the person concerned to nominate someone to sit on the Board. If, within a reasonable period of time, the person concerned fails to nominate a person who is willing and able to sit on the Board reasonably expeditiously, the Rector shall presume a default and shall nominate someone.

3.2 At the same time as notifying the individual, the Rector shall also convene a special meeting of the Governing Body to consider the matter confidentially and shall request the Governing Body to nominate a member to sit on the Board. If possible the member nominated by the Governing Body shall have some experience of the mental or physical incapacity apparently affecting the person concerned. The Governing Body shall canvass and propose the names of three medically qualified people to the person concerned to act as Chair of the Board. For this purpose, the Governing Body may seek the advice of the College doctor or any other suitable person on a confidential basis. In the event that agreement cannot be reached between the Governing Body and the person concerned as to the appropriate person to chair the Board, the Governing Body shall request the Rector for the time being of the Royal College of Physicians to nominate a Chair. The Governing Body shall nominate an appropriate person from among the Fellowship who is unconnected with the case to act as secretary to the Board.

4. **Procedures for a Medical Board Hearing**

4.1 Where a Medical Board has been appointed to determine a case referred to it under Clause 23(3) of the Statute, the Chair shall appoint the time, date and place for the hearing and the secretary shall notify all parties in writing. The Board shall have power to adjourn the hearing from time to time as it sees fit.
4.2 At least 21 days before the hearing, the Rector shall refer relevant evidence in confidence to the Board and shall make the evidence available to the person concerned and/or any representative they have nominated to act for them, except for information for which a medical practitioner has claimed exemption from disclosure under the provisions of section 7 of the Access to Medical Reports Act 1988.

4.3 The Rector shall consider the case and, if they think it necessary, may appoint someone to present the case for removal as well as the relevant oral and documentary evidence to the Board. Witnesses may be called by the person presenting the case, in which case copies of their statements shall be made available to the Board and the person concerned at least 14 days prior to the date set for hearing.
XXII. Appeals Procedure

1.1 A Notice of Appeal against any decision under Parts II, III, IV, VI or VII of the Appendix to the Statutes, except an appeal against an oral or a written warning under the Appendix, Clause 13 (2) which shall be dealt with as specified above, must be served on the Sub-Rector within 28 days of the decision. The Sub-Rector shall bring the fact that an appeal has been made to the attention of the Governing Body and inform the appellant that they have done so. If in all the circumstances of the case the Rector in their discretion considers it appropriate they shall call a special meeting of the Governing Body for the purpose of bringing the appeal to the attention of the Governing Body and in any event will ensure that the appeal is brought to the attention of the Governing Body within 28 days. The Sub-Rector shall consider any appropriate action, including suspension, that may be required in relation to the appellant and/or their position in the College pending the outcome of the appeal.

1.2 The Governing Body shall appoint a person to hear the appeal in accordance with Clause 29 of the Appendix who shall be called the Chair, and two further persons in accordance with Clause 29(4) of the Appendix who shall sit with the Chair if the Chair so decides under Clause 1.4 of this Bylaw. They shall consider the circumstances of the case including the length and the reason for the delay and the grounds of appeal and shall determine whether justice and fairness require that the appeal shall be permitted to proceed.

1.3 The Chair shall sit with two other persons who shall be persons appointed by the Governing Body in accordance with the previous paragraph and the body so constituted shall be referred to as the Appeal Body.

1.4 The Chair shall appoint a date, time and place for the hearing and shall make such other directions for the disposal of the case as appear to them appropriate including the joinder of other parties, and any directions that may be required to clarify the grounds of appeal. The Appeal Body shall have power to adjourn the hearing from time to time as it sees fit.

1.5 Notice of the date, time and place and any directions made by the Chair shall be served on all parties to the appeal at least 14 days before the date appointed and the appellant shall be notified of their right at their own expense to be represented by another person who may, but need not, be legally qualified. The appellant and any other party shall also be notified of their right to call witnesses with the consent of the Appeal Body.

1.6 Any committee, board or other body shall, if joined as a party to the appeal by the Chair, appoint one or more persons either from among
their number or otherwise, who may, but need not, be legally qualified, to prepare and present the response to the appeal, such response to be served on the Appeal Body, the appellant and any other parties at least seven days before the day appointed for the hearing of the appeal.

1.7 Any hearing of the appeal may be adjourned or postponed at the discretion of the Chair. The Appeal Body may dismiss the appeal for want of prosecution. However, no decision to dismiss in such circumstances shall be made without first having provided the appellant with an opportunity to make representations whether orally or in writing.

1.8 Except as provided in the previous paragraph no appeal may be determined without an oral hearing, due notice of which has been served on the appellant and any persons appointed by them to represent them.

1.9 Each party to the hearing shall be entitled to make a statement and to address the Appeal Body. Witnesses may be called with the consent of the Appeal Body. Leave to adduce fresh evidence and/or the calling of witnesses examined at first instance shall only be given if the Appeal Body is satisfied that it is necessary or expedient in the interests of justice.

1.10 Subject to the provisions of the Statute and of this By-law, the Appeal Body shall determine its own procedure. The Chair may at their discretion set time limits at each stage of the proceedings to the intent that any appeal shall be heard and determined as expeditiously as is reasonably practicable having regard to the principles of justice and equity.

1.11 In accordance with the provisions of Clause 26(2) of the Appendix, the Appeal Body shall not reconsider any finding of fact made by an Academic Disciplinary Committee, unless:
   a) there has been a procedural fault in the original proceedings or the findings of fact are challenged on legal grounds, or
   b) fresh evidence is called on behalf of the appellant. Any appeal under Clause 13(2) Stage 3 of the Statute shall be in writing and shall specify with sufficient detail the grounds of appeal and any supporting information.

1.12 In accordance with the provisions of Clause 30(3) of the Appendix the Appeal Body may allow or dismiss an appeal in whole or in part or remit the appeal in such manner and for such purpose as it sees fit within the provisions of Clause 30(3) of the Appendix. In the event that the Appeal Body remits the appeal in accordance with Clause 30(3)(a)-(d) the Chair may set such time limits for further consideration as they consider appropriate.
1.13 The reasoned decision of the Appeal Body, including any decision under Clause 30(3)(a)-(d), shall be recorded in writing and shall be sent to the Rector and to the parties to the appeal.

1.14 The Chair may, by an appropriate certificate in writing, correct any accidental errors and/or any omissions in documents recording the decisions of the Appeal Body.
XXIII. GRIEVANCE PROCEDURE

1. Bringing a Complaint

1.1 A member of staff to whom the Appendix to the Statutes applies may bring a complaint under Clause 34(1) of the Appendix about the matters specified in Clause 33 of the Appendix provided that they have exhausted any other relevant avenues of complaint.

1.2 Any complaint should be addressed in the first instance to the Rector and should be made in writing. (Any complaints against disciplinary warnings under Clause 13 should specify with sufficient detail the grounds of complaint and any supporting information.) The complainant should specify whether they wish any aspect of the matter to be kept confidential at this stage.

2. Investigating a Complaint

2.1 The Rector (which expression includes anyone appointed to act instead of them) shall consider any complaint made to them as quickly as is reasonable and shall take steps to investigate the matter. At this stage they may appoint one or more people to investigate the issues on their behalf but shall whenever possible meet with the complainant for the purpose of considering the complaint generally and agreeing or establishing the further steps which may be taken. In any case where the complaint relates directly to the conduct of the Rector, the latter shall appoint the Sub-Rector (or the most Senior Fellow available) to act as an alternate.

2.2 The Rector shall consider in the first instance whether other remedies available to the complainant have been exhausted and may, if in all the circumstances of the case it seems right, refer the complainant to the appropriate channels for resolution of their complaint prior to taking any further action.

2.3 If in any other case other than an appeal against a disciplinary warning the Rector forms the prima facie view that the complaint should be dismissed or that no further action should be taken for the reasons set out in Clause 34(2) of the Appendix, they shall so inform the complainant and invite their views before taking further action. Upon receipt of the complainant’s response, or in the event that no response is received within 21 days, the Rector shall consider the matter further and shall take such action as seems right to them including dismissing the complaint. The Rector shall notify the complainant of the decision at the earliest opportunity.

2.4 Provided that they act within 10 days of receiving the decision of the Rector as described in the previous paragraph, the complainant may refer the matter to the Governing Body. If a majority of the Governing
Body so determines, it may appoint a Grievance Committee to hear
the complaint notwithstanding it has been dismissed by the Rector.

2.5 In any case where, upon due consideration, the Rector is satisfied
that the subject matter of the complaint may properly be considered
with, or forms part of, a complaint under Part III, or a determination
under Part IV or an appeal under Part V of the Appendix, they shall
so inform the complainant and defer any further action on it until
such time as the complaint, determination or appeal has been heard
or the time for instituting has passed.

2.6 In any case where upon investigation the Rector is satisfied that the
complaint concerns an act or omission which may amount to a
criminal offence, they shall so notify the complainant and, subject to
any representations the complainant may make, shall consider
whether, and if so what, further action may be taken in relation to
the complaint within the College’s grievance procedure.

3. Informal Resolution

3.1 In any case where the Rector does not dispose of the appeal or defer
it under Clause 34(3) of the Appendix or under the provisions of this
procedure, they shall consider whether it may be capable of informal
resolution. The Rector shall take into consideration the nature and
ambit of the complaint and the wishes of the complainant and have
particular regard to the interests of justice and fairness. Before
attempting informal resolution, the complainant or any other person
may benefit from the assistance of a third party in connection with
the complaint and shall consider in particular whether professional
advice should be sought.

3.2 If the complainant objects to informal resolution the Rector shall
consider whether to refer the matter to a Grievance Committee or
take any other action as they see fit.

3.3 In any attempt at informal resolution the Rector shall have regard to
confidentiality as far as possible and shall ensure that the interests
of the parties to the matter are considered at all stages.

4. Grievance Committee

4.1 In any case where the complaint has not been disposed of by the
Rector, the Rector shall refer the matter to a Grievance Committee
(“the Committee”) established in accordance with the provisions of
Clause 36 of the Appendix. The Governing Body shall appoint one of
its members to act as Chair. The Rector shall notify the Committee
of the nature of the complaint or appeal and shall provide the
Committee with copies of any statements or other relevant
documents which it considers will assist in the fair disposal of the
matter.
4.2 The Rector shall notify the individual concerned that the matter has been referred to the Committee and shall provide the individual concerned with copies of the documents which have been provided to the Committee.

4.3 The Committee shall meet as soon as is reasonably practical to consider the matter on a preliminary basis. At this stage, the Committee may appoint someone to act as secretary to assist in all aspects of the grievance hearing or appeal and the preparatory steps. The Committee may call for written statements from the individual concerned or any other person and may cause such investigations to be conducted as appear appropriate, if necessary by an independent person specifically appointed for the purpose. The Committee shall appoint a time for the matter to be heard and may make such arrangements as it considers fit for the fair and just hearing of the matter. The Committee may appoint its Chair to act in its stead in all preliminary matters. The Committee shall have power to adjourn the proceedings from time to time as it sees fit.

4.4 The matter shall not be disposed of without an oral hearing at which the individual concerned, and any person against whom the grievance, shall be entitled to be heard and to be accompanied by a friend or representative, which shall include a legal representative. Save that the hearing may proceed in the absence of the individual concerned or any other party who fails to attend without reasonable cause.

4.5 Provided that due regard is had to the interests of justice and fairness, the conduct of the hearing and any associated matters may be determined by the Committee. In particular, the Committee may determine whether and to what extent oral examination of witnesses shall be permitted, whether any evidence may be taken in the absence of the individual concerned (or the person against whom any complaint is made) and whether and what time limits shall be set for the proceedings.

4.6 The reasoned decision of the Committee as to whether the complaint is well-founded shall be notified in writing to the individual concerned and any person against whom any complaint is made, as well as to the Governing Body. In the event that any part of the grievance is upheld, the Committee shall also notify the Governing Body of its recommendations as to the proper redress for the individual concerned and any other recommendations as it sees fit.
XXIV. EMPLOYER JUSTIFIED RETIREMENT AGE

1. The College’s Commitment

1.1 The purpose of the Employer Justified Retirement Age (EJRA), as operated by Exeter College, is primarily to sustain excellence in teaching and research by providing a mechanism to refresh the academic workforce and maintain opportunities for career progression. The College recognises, however, that many academics will have the ability and the desire to make a continued contribution to the research and teaching mission of the College beyond their retirement date.

1.2 The ending of an appointment under the EJRA will inevitably require any continuing employment relationship with the College to be on new and different terms, the availability and nature of which will depend on the College’s teaching and research resources, and on the ability and interest of the retiring post-holder to fulfil the requirements of any new role.

1.3 The College will, however, use its best endeavours to agree financial and contractual terms with anyone retiring under the EJRA who can make a case for continuing to research and/ or teach within their recognised field of expertise.

2. Introduction

2.1 Exeter College has agreed to establish a retirement age for academic staff holding joint appointments with the University of Oxford. This is primarily to support the College’s mission to sustain excellence in teaching and research, and to maintain and develop its historical position as part of a world-class university. The College’s EJRA procedures seek to provide a fair and inclusive process through which the College is able to manage the future of academic posts by retirement or retention.

2.2 The following procedures seek to balance the wishes of the individual with the needs of the College by:

a) facilitating the timely discussion of options with a view to identifying possible future arrangements which are acceptable to all parties; and
b) providing a clear decision-making and appeal process which allows account to be taken of all relevant considerations.

2.3 The University of Oxford expects to review its EJRA during the 2021–22 academic year. Exeter College will review its EJRA in the light of any changes that may be recommended by the University’s review of the University of Oxford EJRA procedures.
2.4 Only in very exceptional circumstances, in which it is clear both that the extended employment of the particular individual is necessary in order to ensure the completion of a specific project or duties (or to gain the full benefit of a project already completed) and that the extension would not undermine the Aims, will any application under this procedure be approved. Examples of projects and duties to be completed might include: the completion of a research project that can only be carried out by the individual concerned; the need for an individual to finish a teaching course for which it would not be possible to provide a replacement (for example, when the course is coming to an end).

3. Aims of the EJRA

3.1 In the context of Exeter College’s position within the University of Oxford’s particular structure and procedures, the EJRA is considered to be an appropriate and necessary means of creating sufficient vacancies to meet the following Aims:

   a) safeguarding the high standards of the College in teaching and research;
   b) promoting inter-generational fairness and maintaining opportunities for career progression for those at particular stages of a career, given the importance of having available opportunities for progression across the generations;
   c) refreshing the academic and research workforce within the College as a route to maintaining the Collegiate University’s position on the international stage;
   d) facilitating succession planning by maintaining predictable retirement dates, especially in relation to the Collegiate University’s joint appointment system;
   e) promoting equality and diversity, noting that recent recruits are more diverse than the composition of the existing workforce, especially amongst the older age groups of the existing workforce.

4. Scope

4.1 The EJRA only applies to the holders of joint academic appointments with the University of Oxford, who are employed by Exeter College, and who hold appointments at Grade 8 (or equivalent) or above. Future references to ‘academic staff’ in this bylaw shall be taken to mean only those employees of the College who hold such joint appointments with the University of Oxford.

4.2 Subject to paragraph 4.5 below, all existing members of academic staff will be deemed, from 1 October 2017, to have a retirement date of 30 September preceding their 69th birthday, which shall be the EJRA.
4.3 In cases where, under the College’s procedures applying until 30 September 2011 (at which point the College first introduced an EJRA), a member of staff has a retirement date set by individual agreement to be later than 30 September preceding the 68th birthday, the retirement date specified in the agreement will continue to apply. Where the specified date is earlier than the EJRA, any request to work beyond the specified date should be referred to the Rector under this procedure and the merits of each case will be considered in the context of the rationale for the original extension.

4.4 Unless the terms of any prior agreement to work beyond the EJRA preclude any further extension of employment, a member of staff whose retirement has been set later than the EJRA may apply for a further extension under the procedures set out below.

4.5 No provision associated with the EJRA shall affect the right of any employee of the College to retire at a date earlier than that specified under the EJRA, or the benefits to which they are entitled under the relevant pension scheme.

5. **Consideration of requests to work beyond the EJRA**

5.1 All requests to continue working beyond the EJRA will be considered in the context of the Aims of the College in maintaining the EJRA as set out in Bylaw XXIV.3 above. In all cases, the College will bear in mind that all staff are expected to carry out their roles to a high standard. In the case of academic staff, this includes distinguished scholarship and research. Senior academic staff will often be world-leaders in their field. The offer of distinguished scholarship does not constitute a relevant consideration for the purposes of the extension procedure.

5.2 Applications will be approved only where, having taken account of the considerations set out below, the Governing Body, having received advice from a College panel, is convinced that it is reasonably necessary to extend employment, and that any detriment to the furtherance of aims of the EJRA is offset by a balance of advantage arising from an extension of employment. The relevance of each consideration will depend on the post in question. The College panel and subsequently the Governing Body as decision maker will weigh the advantages of continued employment (whether in the same post, or in only one part of a previous appointment, or on different terms and conditions, or on a part-time basis following partial retirement to pension) against the opportunities arising from creating a vacancy, including the intention of recruiting someone else, using the vacancy for a different purpose, or leaving the post vacant for a period (whichever may apply).

5.3 The list below outlines some of the considerations that the College panel may take into account in making their decision:
a) Is there a demonstrable need, for a defined period, to retain the applicant in employment in order to complete a specific project or duties, or to gain the full benefit of tasks already completed by him, her or them, which:
   (i) are of particular strategic importance to the College;
   (ii) could not be completed by any other individual who is not over the EJRA, either by a current member of the College’s academic staff or through a recruitment exercise;
   (iii) in the case of prospective or current grant-funded research projects, could not, in accordance with the funder’s rules, be completed on a non-employed, or voluntary basis;
   (iv) and could not be completed on an employment contract with fewer working hours or of a shorter duration?

b) Are there any special personal circumstances that would properly justify exceptional treatment?

c) Will the proposed extension result in the creation of career development opportunities for others that would not otherwise have been created?

d) Is there a demonstrable need that arises in connection with a specific event or circumstance and that could only be met by retaining this particular employee in employment for a fixed period (e.g. submission to the REF)?

e) In the case of a joint appointment, what are the implications for the joint nature of the post: for example, where the request involves only one part of a joint appointment, has some suitable means been found of managing the future of the joint appointment to protect the shared interests of the University and College?

f) In the case of clinical academics, is the NHS Trust concerned willing to renew the employee’s honorary contract? The holding of an honorary contract is a prerequisite for continuation in a clinical post.

6. **Steps: Notification and Discussion**

6.1 The Rector will remind academic staff in writing of their normal retirement date and of the process for requesting continuation in employment beyond that date, if possible, no later than two years and six months before their retirement date under the EJRA. In the case of joint appointments, this notification will be copied to the relevant head of division, and the head of division will also send a letter to the member of staff with reference to their University employment. Where it judges it necessary, the College may decide to give earlier notification.

6.2 Any staff member who wishes to continue in employment beyond the EJRA, and who believes that they have a strong case for doing so in
the light of the Aims and the issues to be considered (see above), should first discuss their situation informally and in good time with the Academic Dean. Holders of joint appointments should also consult their head of department and/or Division; similarly, where a contract of any type is held with another body, such as an NHS trust or another college, that other body should also be consulted.

6.3 Early exploration of all options is encouraged. The aim of these discussions is to ensure that all options have been explored. The staff member and Academic Dean should in all cases consider whether the individual’s and/or College’s aims could be achieved through use of a genuine non-employment arrangement following retirement (which should not present any obstacle to filling the newly-vacated role) such as an Emeritus Fellowship, or other continued association with the College. If so, the College’s expectation is that this course would be taken, rather than an application for an extension of employment being submitted.

6.4 In circumstances where non-employment options will not achieve the individual’s and/or the College’s aims, an application for extended employment will be needed. The application should address the impact of the proposed extension on the Aims of the EJRA and set out the case for an extension in the light of the matters for consideration outlined above.

6.5 It is expected that in all but very rare cases, those who hold permanent posts would need, as a minimum, to step out of their current post into a newly-created, fixed-term post (with continuity of service), on a grade appropriate to the duties to be delivered. This is to make it possible for their substantive post to be refilled, thereby reducing any negative impact of the extension on the Aims of the EJRA.

6.6 It is also expected that:

a) any extension of employment in a newly-created post will have contracted hours appropriate to the work to be delivered, and that its duration will be limited to that necessary to complete the project or duties for which the employment extension is being sought;

b) in all but very rare cases, the applicant will have secured grant or other funding to cover their full costs (i.e. including on-costs) while in employment beyond the EJRA; and

c) the individual, if granted an extension of their employment, will normally step out of their membership of the Governing Body.

6.7 When the proposed extension of employment involves reduced duties or working-time, it could be relevant to consider the option of flexible retirement which will allow the individual to take part of their pension to supplement a reduced salary.
6.8 All post-EJRA employment will be on a fixed-term contract.

6.9 In the case of joint appointments, the staff member may wish to continue working in only one part of the joint appointment, or one employer might wish to agree continued employment while the other does not. In these instances, the employers will wish to discuss how their respective interests in the future of the substantive joint appointment should be protected, and the staff member might wish to consider a new contract issued by one employer that would be compatible with retirement from the other part(s) of the joint employment. Flexibility should be encouraged, subject to the aims of the EJRA.

6.10 These informal discussions, which may take place at any time before the deadline for submission of applications for continued employment beyond the EJRA, will not result in a definitive decision by the College but may help inform any formal request which might subsequently be made by the individual. Such discussions are intended to provide opportunity for the formulation of a request that will minimise the impact on the Aims of the EJRA and with which all parties will be content.

7. Formal Process: Submission and Consideration

7.1 If the staff member wishes to continue in employment beyond the EJRA, they should submit their case in writing to the Academic Dean in good time before the deadline (and no later than 2 years before the EJRA), setting out the proposed working arrangements and the length of extension requested.

7.2 The request to continue working in a College appointment beyond the EJRA, should be submitted formally in writing, by the Academic Dean to the Rector, as part of an agreed submission. Any request relating to the University part of a joint appointment should be made in accordance with the University’s procedures.

7.3 The submission should consist of, and set out clearly:

a) The request as made by the member of staff, including:
   (i) a detailed explanation of the reason for the requested extension and the proposed working arrangements i.e. the grade, FTE and length in months of the extension requested;
   (ii) the duties or project to be undertaken in the course of the proposed extension;
   (iii) the non-employment options that have been considered by the individual in conjunction with the Head of Department, and why they were not thought to be viable;
   (iv) any grant or other income that will result directly from the proposed extended employment, the extent to which that income will cover the employment and other costs
incurred as a result of the proposed extension, and the extent to which additional posts will be created;

(v) and any exceptional personal circumstances to which the individual would wish to draw the attention of the EJRA Committee (the applicant should state whether or not they are content for the department and division to see this part of the form).

b) An account, agreed where possible, of how the request relates to the considerations for extensions set out in the College's policy;

c) A report from the Academic Dean setting out relevant academic or other College circumstances and background; and

d) The views of the Division and any other associated employers (e.g. the NHS or another college). If a decision has already been made with regard to the University or other employment, the outcome of this should be included.

e) any supporting material the member of academic staff may consider appropriate to append to the submission.

7.4 The normal deadline for submissions to reach the Rector is the 30 September which is 2 years before the retirement date under the EJRA. Electronic submissions are encouraged. Those with individual retirement dates (e.g. dates other than 30 September prior to 69th birthday, agreed before the introduction of the EJRA, or resulting from an extension under the EJRA policy) should wherever possible submit any application for further extended employment two years in advance of that date, or, in any event, as soon as possible. Later requests may be considered in exceptional circumstances, but only with the agreement of the Chair of the panel, and of the relevant employers (e.g. division, department, NHS Trust), and where the circumstances that necessitate the late request were clearly beyond the control of the applicant and could not reasonably have been anticipated. The decision of the panel Chair will be final.

7.5 All requests to continue in employment with the College beyond the EJRA will be considered by a standing panel of five persons identified by the Rector and formally appointed by the Governing Body. In addition, there will be a standing panel to hear appeals, which shall be constituted as determined under the Appendix to the Statutes Part V, and whose members will be formally appointed by the Governing Body and will remain detached from all prior discussions of the case. The panel will meet at such intervals as are necessary to consider requests which may arise. Ordinarily, at least two members of the panel shall be women, and at least two members shall be men. Panel members will normally serve for a period of between five and ten years. The panel will be drawn from the following groups: at least one member of Fellowships Committee; at least one non-salaried Fellow (e.g. professorial, honorary or emeritus Fellow); and at least
one external adviser (e.g. the Senior Tutor from another college). The panel will elect a Chair from its number.

7.6 The panel will **assess** each request on its own merits against the considerations/criteria and in the context of the Aims of the EJRA (as set out above), and in the light of any exceptional personal circumstances. In the case of the consideration of joint appointments, the Chair of the panel will liaise with the Chair of the equivalent University panel over matters of process, including the relative timings of the work of the two panels and the communication between the panels of their decisions, as may best suit the individual case and allow for issues relating to the joint nature of the post to be addressed.

7.7 The panel will consider the request in the light of the Aims and the considerations set out in Bylaw XXIV.3 above, taking due account of the submissions of the individual staff member, the College, and any others with an interest, which may include the Division, department, another college or an NHS Trust, as appropriate. The panel will seek any clarification it deems necessary.

7.8 The **panel will decide** on the request for extension of employment, including the length of time of any such extension. The decision shall have effect in respect of employment with the College. The University will make its own decision in respect of University employment, according to its own regulations and procedures.

7.9 Where the College does not support the request for an extension, or, in the case of a joint appointment, where there is a difference of views between the employers, further submissions may be made in writing. It should, however, be recognised that each part of the joint appointment is a separate contract of employment, and any extension granted would be to a separate fixed-term contract.

7.10 The panel will make a **recommendation** to the Governing Body on the request for extension of employment (in the form of a new fixed-term contract, with continuity of service), including the length of time of any such extension (with reasons), and any conditions imposed on the extension by the panel.

7.11 The panel will inform the individual and, as relevant, the Division, the department, and any other employer of its recommendation in writing. The letter will give brief reasons for the recommendation and the length of any extension proposed, and any conditions imposed on the extension by the panel.

7.12 The **Governing Body will then decide** whether to accept the panel’s recommendation and will **notify** the individual, Division and department, as relevant, of its decision. Where the request to continue working beyond the EJRA is rejected, the individual will be notified in writing of the right of appeal under the College’s Statutes.
Where a decision is taken under these procedures to extend employment beyond the EJRA, the employee will be issued with a fixed-term contract, to terminate at the date set by the Governing Body in agreeing to the extension (but with continuity of employment). This contract will state the details of the specific hours, duties, salary and other terms and conditions for the extension.

7.13 On any occasion when the Governing Body shall agree an extension to the period of employment in accordance with this procedure, it shall decide whether to permit any further application to be made under this procedure. If so, it shall decide whether any further notification is necessary equivalent to that set out in Section 6 above, and shall set an appropriate time limit in place of that set out in Section 7.1 above, by which any application shall be made for a further extension. It should be noted that any second or further extension will only be granted to address unforeseeable circumstances that have frustrated the purpose for which the original extension was granted.

8. Appeal

8.1 Any appeal against the decision of the Governing Body must be notified in writing (within 28 days of receipt of the lettering confirming the Governing Body’s decision), and in accordance with the provisions of the Appendix to the Statutes Part V. An appeal may be made against the refusal of a request, or against the terms of approval where they differ from those requested by the member of academic staff. A letter of appeal should set out clearly the grounds for the appeal.

8.2 The College shall make arrangements to hear any appeal against a decision made under Bylaw XXIV.7 above. The body or individual hearing the appeal must be separate from the body or individual making the decision. The appeal panel, which will be a standing panel, will be appointed by Governing Body under the Appendix Part V, and will consist of a person or persons not employed by the College holding, or having held, judicial office or being barristers or solicitors of at least ten years’ standing. The person appointed shall sit alone unless they consider that justice and fairness will best be served by sitting with two other persons. The other persons who may sit with the person appointed, and who shall be appointed by the Governing Body, shall be one member of the Governing Body not being a person employed by the College, employee and any other employer as relevant, of this decision.

8.3 The appeal panel shall inform the College, employee and any other employer as relevant, of this decision.