

ROLE DESCRIPTION: PRO-CHANCELLOR(S)

Aberystwyth University's Pro-Chancellors are appointed by the University's Council and perform functions in an honorary capacity as may be delegated by the Chancellor or determined by the Council.

TERM OF OFFICE:	Three years and, subject to agreement between the individual and the University's Council, renewable for one further term of up to three years.
TIME COMMITMENT:	This is estimated to equal up to 4 days per year for the functions of Pro-Chancellor.
REMUNERATION:	This is a non-remunerated role. However, out-of-pocket expenses can be reclaimed where expenditure is incurred during the course of carrying out duties in relation to this role.

DUTIES AND RESPONSIBILITIES

The Pro-Chancellors shall:

1. Exercise such functions as delegated by the Chancellor (who in an honorary capacity performs functions including presiding at degree congregations of the University and chairing the annual meeting of the Court).
2. Exercise all of the functions of the Chancellor when the Chancellor is absent, or when there is a vacancy in that office.
3. On occasion be asked to represent the University externally, and will be fully briefed by the University to enable them to carry out this role effectively.
4. Have a strong personal commitment to Higher Education and the values, aims and objectives of Aberystwyth University.
6. Establish a constructive and supportive working relationship with the Chancellor, any other Pro-Chancellors, and the Chair of Council, as well as the Vice-Chancellor and the University Secretary. However, Pro-Chancellors must also recognise the proper separation between honorific leadership, governance and executive management.

Please note that the above list is not, and is not intended to be, an exhaustive description of the duties involved.

PERSON SPECIFICATION

Individuals appointed as Pro-Chancellors are expected at all times to act fairly and impartially in the interests of the University as a whole, using independent judgement and maintaining confidentiality as appropriate.

The nature of the role of Pro-Chancellor is such that it is well-suited to individuals who live within reasonable travelling distance of Aberystwyth University, and who can accommodate functions at the University around their other personal commitments, sometimes with minimal notice.

LANGUAGE REQUIREMENTS

Aberystwyth University is fully committed in its duty to promote and encourage the Welsh language and culture and those appointed as Pro-Chancellors are encouraged to recognise and support this commitment.

In line with the University's Welsh Language Standards, the Welsh and English languages are treated on an equal basis to give every individual – whether staff, students or the public – the right and opportunity to communicate with the Institution, both orally and in writing, in their preferred language.

Committee meetings at the highest level within the University – including the annual meeting of the Court – are conducted bilingually with simultaneous interpretation provided. Pro-Chancellors must therefore be comfortable working in a bilingual environment.

In considering the nominations received, the Selection Committee will take account of the overall linguistic balance of the Chancellor and Pro-Chancellors, and at least one of the Chancellor and Pro-Chancellors shall be fluent in the Welsh language (level C2¹).

NOMINATIONS

Nominations (including self-nominations) are currently being invited to appoint one or more Pro-Chancellors at Aberystwyth University, with the appointed individuals commencing in the role during 2019. Nominations should set out an individual's experience and suitability for appointment, and be submitted to the University Secretary, along with a CV, by **17:00 on Friday, 04 June 2021**.

EQUALITY AND DIVERSITY

Aberystwyth University is committed to promoting equality and diversity, and endeavours to be inclusive, valuing the diversity of its staff, students and community. The nomination of women for this role would be particularly welcome, as well as from other suitably-qualified individuals from a wide variety of backgrounds. Where appropriate, all reasonable adjustments will be made to enable the individual appointed to effectively carry out their duties.

CONFLICTS OF INTERESTS

All persons appointed or reappointed as Pro-Chancellors of Aberystwyth shall be required, before any appointment is made, to disclose any information that may be of relevance to their position as Pro-Chancellor, if appointed. This shall include any interest, financial or otherwise, that is likely or could be perceived as likely to interfere with the individual independent judgement. Such information shall be made known to the Council at the time of the appointment or reappointment.

INDUCTION

All appointees receive an induction which is tailored to their individual requirements, in order to ensure that the individual appointed has a good understanding of Aberystwyth University's values, aims and objectives.

Geraint Pugh, University Secretary
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¹ See <https://www.aber.ac.uk/en/hr/policy-and-procedure/welsh-standards/>.