

The Ordinances Part 2: Organisation and Government

2.1 The Faculties

1. The number and titles of the Faculties in the University shall be determined from time to time by the Council on the recommendation of the Senate.
2. The Dean of each Faculty is responsible to the Senate and the Council through the President and Vice-Chancellor for the leadership and management of the Faculty.
3. The Faculties within the University shall be the Faculties of:
 - Faculty of Arts and Humanities
 - Faculty of Engineering and Physical Sciences
 - Faculty of Environmental and Life Sciences
 - Faculty of Medicine
 - Faculty of Social Sciences

2.2 Faculty of Arts and Humanities

The Faculty of Arts and Humanities will comprise the following:

- Winchester School of Art
- School of Humanities, comprising:
 - Archaeology
 - English
 - Film
 - History
 - Modern Languages
 - Music
 - Philosophy
 - Academic Centre for International Studies

2.3 Faculty of Engineering & Physical Sciences

The Faculty of Engineering and Physical Sciences will comprise the following:

- School of Engineering, comprising:
 - Aeronautical and Astronautical Engineering;
 - Civil, Maritime and Environmental Engineering;
 - Mechanical Engineering;
 - Institute of Sound and Vibration Research
- School of Electronics and Computer Science
- School of Chemistry
- School of Physics and Astronomy
- Zepler Institute for Photonics and Nanoelectronics
- Southampton Marine and Maritime Institute (SMMI)
- Web Science Institute

2.4 Faculty of Environmental and Life Sciences

The Faculty of Environmental and Life Sciences will comprise the following:

- School of Biological Sciences
- School of Geography and Environmental Science
- School of Health Sciences
- School of Ocean & Earth Science
- School of Psychology
- The Institute for Life Sciences

2.5 Faculty of Medicine

The Faculty of Medicine will comprise the following:

- School of Medicine, comprising:
 - Cancer Sciences
 - Clinical and Experimental Sciences
 - Human Development and Health
 - Primary Care, Population Sciences and Medical Education
 - School of Healthcare Enterprise and Innovation

2.6 Faculty of Social Sciences

The Faculty of Social Sciences will comprise the following:

- School of Economic, Social and Political Sciences, comprising:
 - Economics
 - Politics and International Relations
 - Social Statistics and Demography
 - Sociology, Social Policy and Criminology
 - Gerontology
- School of Education (known as Southampton Education School)
- School of Business (known as Southampton Business School), comprising:
 - Accounting
 - Banking and Finance
 - Strategy, Innovation and Enterprise
 - HR Management and Organisational Behaviour
 - Digital and Data Driven Marketing
 - Decision Analytics and Risk
- School of Law (known as Southampton Law School)
- School of Mathematical Sciences
- Public Engagement with Research (Unit)
- Public Policy@Southampton
- Southampton Statistical Sciences Research Institute (S3RI).

2.7 The Powers of the Faculties

Each Faculty shall have the following powers which shall be exercised through the Dean or such boards, committees or advisory groups as may be required for the effective conduct of the business of the Faculty:

1. To regulate subject to review by the Senate the teaching, study and examining of the subjects assigned to the Faculty.
2. To keep under review the welfare and academic progress of the students enrolled in the Faculty.
3. To recommend to the Senate the Examiners for appointment.
4. To report to the Senate on Ordinances and Regulations dealing with programmes of study for the Degrees and other distinctions for which the Faculty is responsible.
5. To make recommendations for the Award of Degrees (other than Honorary Degrees) Diplomas Certificates Fellowships Studentships Scholarships and Prizes within the Faculty.
6. To consider and advise the Dean of the Faculty with regard to the management, planning and development of the Faculty and with regard to the resources made available to it.
7. To consider any matters relating to the Faculty or referred to the Faculty and to report its views to the appropriate Body within the University.

2.8 University Research Centres

1. The Director of each University Research Centre is responsible to the Senate and the Council through the Dean of the Faculty concerned for the leadership and management of the Centre.
2. The Senate may authorise University Research Centres to act in a capacity analogous to that of the Faculty with regard to the enrolment and supervision of students. In such instances, the Director of the Research Centre shall ensure *mutatis mutandis* that all the relevant requirements of Statutes and Ordinances (in particular Ordinances 7.3 and 7.4) are complied with.

2.9 Committees

2.9.1 *General*

1. The Council, Senate and Faculties may from time to time appoint subject to the provisions of paragraphs 3 and 4 of this Section such and so many standing special and advisory committees, boards and sub-committees as may seem to them fit and may if they think fit place on them persons who are not members of the appointing Bodies. Such Committees may deal with any matters delegated to them subject to subsequent report to the appointing Bodies. Provided that nothing in this paragraph shall enable the Council to delegate its power to reach a decision under paragraph 7(1) (ii) of Statute 7.
2. The appointing Body may make rules of procedure for each Committee but subject thereto every Committee may regulate its own procedure times and places of meeting.
3. The Chair of the Council and the President and Vice-Chancellor shall be *ex-officio* members of every Committee of the Council and of every advisory Committee and other Committee of the University established by the Council, with the exception that The President and Vice Chancellor shall not be a member of the Remuneration Committee.
4. The President and Vice-Chancellor shall be *ex-officio* a member of all Committees of the Senate. The President and Vice-Chancellor may delegate this position to one of the Vice-Presidents. One of the Vice-Presidents, as nominated by the President and Vice-Chancellor, will also be a member *ex officio* of each committee of the Senate.

2.9.2 *Joint Committees of the Council and the Senate*

Joint Committees of the Council and the Senate may be set up by the Council and the Senate and shall have such membership as may be mutually agreed between the two bodies.

2.9.3 *Student Membership of Committees and Boards*

The student members of University Committees and Boards shall neither participate in nor receive papers for any business affecting the appointment, promotion or personal affairs of individual members of the staff of the University or affecting the admission, academic assessment or personal affairs of individual students with the exception in both cases of appointments to University committees

2.9.4 *The Senate*

The Senate shall consist of the following:

- a) The President and Vice Chancellor as Chair of Senate.
- b) The Vice-Presidents.
- c) The Deans of the Faculties
- d) The Chief Operating Officer, Librarian, Chief Information Officer, Academic Registrar, Director of Research & Innovation Services and the Executive Director of Student Experience.

- e) One representative of the Technical & Experimental (TAE) staff (level4+) and one representative of the Management Specialist and Administrative (MSA) staff from each of iSolutions, the Library, Student and Academic Administration and Student Services to be elected from among their own number according to such procedures and conditions of tenure of office as shall be prescribed by Ordinance.
- f) The Director of the Doctoral College.
- g) A total of 42 academic staff drawn from across all University Faculties on ERE contracts to be elected from among their own number according to such numbers, procedures and conditions of tenure of office as set below.
- h) Five registered full-time students of the University to include sabbatical officers of the Students' Union.

2.9.5 *The Powers of the Senate*

- (i) Senate has responsibility for oversight of all academic affairs of the University.
- (ii) Academic affairs pertains to:
 - a. teaching, learning, admissions, examinations and assessment;
 - b. research, enterprise, innovation and its associated ethical conduct, together with intellectual property arising from research and/or teaching, academic freedom;
 - c. student discipline (exclusion, suspension and expulsion); and
 - d. the conferment and rescission of degrees (excluding Honorary Degrees), diplomas and certificates including those awarded jointly with other institutions.
- (iii) Senate shall approve, amend or repeal Regulations relating to academic affairs, establishing and abolishing sub committees for this task, and other tasks, if appropriate.
- (iv) Senate shall appoint four members of Senate to be members of Council.
- (v) Senate shall appoint, suspend or remove external and other examiners as appropriate.
- (vi) Senate has the power to accredit awards made by affiliated institutions.
- (vii) Senate shall report annually to Council on the discharge of its responsibilities providing assurance on all academic affairs and associated governance, and also consider and make recommendations to Council, at any time, on the following matters:
 - a. the appointment of a President & Vice Chancellor;
 - b. the names of recipients of Honorary Degrees or other academic distinctions;
 - c. changes to the Statutes and Ordinances which reflect the academic affairs of the University;
 - d. any matter referred to Senate by Council; and
 - e. any other matter that Senate deems appropriate to raise with Council.

2.9.6 *Elections to membership of the Senate*

For the purposes of the elections provided for in this Ordinance:

"Academic Staff" means anyone employed either full or part time, on an ERE contract.

"Management Specialist and Administrative (MSA) Staff" means those staff responsible to the Director of iSolutions, the Librarian, the Academic Registrar and the Director of Student Services who are not members of the Senate by virtue of any other provision of Ordinance.

The Faculties and Directors of Professional Services directorates shall arrange for elections to be held during the Spring Term each year where vacancies are forthcoming.

FAH 2 from each School (Humanities and WSA), (1 × Level 6 and above, 1 × 4/5 from each school), plus two others (1 × Level 6 and above, 1 × 4/5),

FM 1 from each School (5) plus 4 others (2 × Level 6 and above, 2 × 4/5),

FELS 1 from each School (5) plus 3 others (at least 1 × Level 6 and above, at least 1 × 4/5),

FEPS 3 from Engineering, 2 from ECS (at least 1 × Level 6 and above and at least 1 × 4/5 from Engineering and ECS), 1 from each other School (3) plus 4 others (2 × Level 6 and above, 2 × 4/5),

FSS 1 from each School (5) plus 3 others (at least 1 × Level 6 and above, at least 1 × 4/5).

Persons elected as members of the Senate shall hold office for a period of three years from the 1 August immediately following their election, and shall be eligible for re-election. The periods of office of the persons elected shall be so arranged that as far as possible one-third of the members retire each year.

In electing representatives, faculties and directorates will be mindful of the importance of reflecting fair elected representation of the university community as a whole as far as possible, with the strong desire to ensure equality and diversity among Senate membership.

2.1.7 Senate Operation

1. The Academic Registrar shall be the Secretary of Senate.
2. Quorum and Voting
 - 2.1 Twenty four members of Senate shall constitute a quorum (one third of total Senate membership, plus one). In the case of an equality of votes the Chair shall have a second or casting vote.
 - 2.2 Voting shall be by show of hands unless any member of Senate requests a ballot which shall be taken if supported by a majority of members present in such manner as the Chair shall direct.
3. Notice of Meetings
 - 3.1 Ordinary Meetings of Senate shall be held on such days and at such time and place as Senate may from time to time determine provided that at least one ordinary meeting shall be held each term.
 - 3.2 Notice of each Ordinary Meeting of Senate accompanied by an agenda and papers shall be circulated to each member by the Secretary at least five working days before the date of the meeting. Additional items of business may be added to the agenda with the consent of Senate.
 - 3.3 Members of Senate intending to bring forward any special business at an Ordinary Meeting shall give written notice of such business to the Secretary at least ten days before the date of the meeting. Special business of this kind will not be considered in the absence of the Senate member giving written notice of the matter unless that member has secured the agreement of another Senate member to present it and has so informed the Secretary.
 - 3.4 At least three working days' notice of an Extraordinary Meeting stating the nature of the business to be transacted shall be sent to each member of Senate and the meeting shall not be competent to transact any business other than that mentioned in the notice or directly arising therefrom.
 - 3.5 The Chair shall have power to adjourn any meeting of Senate provided that no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting which was adjourned. No notice of any adjourned meeting shall be necessary.
4. Chairing of Meetings
 - 4.1 The President & Vice Chancellor will chair meetings of Senate ex officio. In the absence of the President & Vice Chancellor a Vice President shall take the chair of the meeting. In the absence of a Vice President the meeting shall appoint a person to chair the meeting.

5. Chair's Action

- 5.1 Where any urgent matter requires decision between meetings and cannot wait until the next meeting, a decision on any matter under Senate control may be taken by the President & Vice Chancellor (or in their absence, any of the Vice Presidents) acting on behalf of Senate. Any decision made under this provision shall be reported at the next meeting of Senate.
- 5.2 Where the President & Vice Chancellor (or Vice President) requires opinion from other Senate members on any urgent decision, communication via email can be used to source opinion.

6. Conduct of The Senate and Committees of Senate

- 6.1 The agenda for each meeting of Senate shall indicate which items shall be taken without discussion but any member shall have the right to raise any such items by giving notice to the Secretary prior to the meeting commencing.
- 6.2 Student members shall not participate in nor have access to any papers for any business affecting individual staff members or students. Student members may represent the interests of another student should they be subject to action by the Senate regarding discipline or appeals.

Members of Senate may propose without notice motions directly arising out of the discussion of a subject before the Senate. Any member may propose that a particular item under discussion by Senate be put to a vote.
- 6.3 A member, when speaking, shall address the Chair. If two or more members speak simultaneously the Chair shall call on one to speak and the other or others shall then be silent. While a member is speaking the other members shall remain silent, unless raising a point of order.
- 6.4 Senate may appoint standing, special or advisory committees, boards and subcommittees for such purposes and with such powers as it thinks fit, may appoint to them persons who are not members of the Senate and may make regulations for their proceedings.
- 6.5 The terms of reference and composition of each committee, board or subcommittee of the Senate shall be reviewed at least annually by the Senate.
- 6.6 Except where otherwise specified in the terms of reference, the Chair of each committee, board or subcommittee of the Senate shall be appointed by the Senate on the recommendation of the President & Vice-Chancellor. Candidates for appointment shall be notified to the President & Vice Chancellor.
- 6.7 The Vice-Chancellor shall be ex officio a member of all committees, boards and subcommittees of the Senate. The Vice-Chancellor may delegate this position to a Vice President.
- 6.8 Between ordinary meetings of any committee or board the Committee or Board Chair shall have power to act on behalf of the committee or board on any matter requiring an immediate or early decision. Any decisions taken by the Chair under these delegated powers shall be reported to the next meeting of the committee.

2.10 Removal of Officers and Vacation of Membership of the Council

1. The Chancellor, a Pro-Chancellor, the Chair and Vice-Chair of the Council and the Treasurer or any member of the Council (other than ex-officio members or members of

the Academic Staff to whom Statute 7 applies) may be removed from office for good cause by the body responsible for appointing to that office.

2. No person shall be removed from office under this Section unless he or she shall have been given a reasonable opportunity of being heard by the body in whom the power of removal from office is vested.
3. "Good cause" in this Section means:
 - a) conviction for an offence which may be deemed by the Council to be such as to render the person convicted unfit for the execution of the duties of the office; or
 - b) conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the office; or
 - c) conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of office whether such failure results from physical or mental incapacity or otherwise.

2.11 Acts during Vacancies

No act or resolution of the Council or the Senate shall be invalid by reason only of any vacancy in the body doing or passing it or by reason of any want of qualification by or invalidity in the election or appointment of any de facto member of the body whether present or absent

2.12 Contracts

Contracts made by or on behalf of the University shall be validly made and binding on the University if made as follows:

- a) Any contract which if made between private persons would be by law required to be in writing and if made according to English law to be under Seal may be made on behalf of the University in writing under its Common Seal and such contract may be in the same manner varied or discharged.
- b) Any contract which if made between private persons would be by law required to be in writing and signed by the parties to be charged therewith may be made on behalf of the University in writing signed by any person acting under the express or implied authority of the Council and such contract may in the same manner be varied or discharged.
- c) Any contract which if made between private persons would by law be valid although made orally only and not reduced into writing may be made either in writing or orally on behalf of the University by any persons acting under the express or implied authority of the Council and such contract may be in the same way varied or discharged.