

## Minutes of Nominations Committee Meeting

**Date:** Friday, 8<sup>th</sup> July 2022  
**Time:** 10 am, via Microsoft Teams  
**Chair:** Professor Patrick Prendergast  
**Attendees:** Ms Ruth Beadle  
 Mr Kevin Lewis

**In attendance by invitation of the Governing Body:**

Ms Elaine Sheridan, Vice President for Corporate Affairs & Finance  
 Mr Cormac O'Toole, Vice President for Corporate Affairs

**Apologies:** Professor Veronica Campbell (Incoming President)

Item Title	
1.	<p><b><u>Chairs welcome:</u></b></p> <p><b>a.</b> <u>Chairs opening welcome &amp; notes</u>            The Chair welcomed members to the meeting. Confirming the meeting was quorate, he commenced the business of the meeting.</p> <p><b>b.</b> <u>Approval of minutes: 17<sup>th</sup> June &amp; 24<sup>th</sup> June 2022</u>            It was agreed to approve the minutes of the 17<sup>th</sup> June and 24<sup>th</sup> June 2022 which would be placed before Governing Body and then published on the SETU website.</p> <p><b>c.</b> <u>Matters Arising</u>            It was confirmed that any matters arising are included on the agenda.</p>
2.	<p><b><u>Committee matters:</u></b></p> <p><b>a.</b> <u>External Candidate Booklet, Advertising, discussion on process</u>            The committee expressed satisfaction with the amendments made to the Candidate Brief Booklet which reflected the discussion at the previous meeting.            It was confirmed that competency framework has been sent to the HEA for approval.            The committee deliberated on the most appropriate methods of attracting suitable candidates. It was agreed to advertise on State Boards and online in one national paper and one international website e.g. Times Higher Education and on the University website. Social media would also be utilized to promote interest.</p> <p><b>AGREED</b> To approve the booklet, advertising routes as outlined above and proceed with the process once HEA approval has been obtained in relation to the competencies.</p>

**b. & c.**

Webinar Update & PMSS Election Procedures

The Chair provided an update on the webinar which took place on Friday 1<sup>st</sup> July. He confirmed significant attendance and provided examples of questions raised and comments made by staff during the session. He also outlined that due to concerns raised by staff that the PMSS elections would not now be held at the end of this academic year but rather will be held concurrently with the academic staff elections in the coming academic year. In providing some additional context, the VP Corporate affairs also referred to correspondence received by HR related to this matter.

**AGREED** To approve the PMSS election procedures including the new dates.

**d.**

Academic Staff Election Process

A significant discussion ensued in relation to the academic staff election process and different options in terms of sequencing and ensuring an appropriate gender balance. Having explored many avenues it was decided that the VP Corporate Affairs would review the processes taking on board comments made and document revised procedures for consideration at the next meeting of the committee.

**AGREED** To review the Academic Staff Election Process at the next meeting.