



Nomination of the Chancellor Procedures

1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED

[Curtin University Act 1966 \(WA\) \(the Curtin Act\)](#)

Strategic Plan Theme: [People and Culture](#)

2. IMPLEMENTATION PRINCIPLES

- 2.1. Section 11(2)(a) of the Curtin Act requires that the members of Council shall from time to time as occasion arises *'elect a person, whether a member or not, to be the Chancellor of the University for a term not exceeding 3 years.'*
- 2.2. Where the person elected as Chancellor is not a member of Council at the time of his or her appointment, that person becomes a member of Council under section 9(1)(h) of the Curtin Act.
- 2.3. The Pro Chancellor will oversee the nomination process. This will include chairing that part of Executive Committee and Council meetings dealing with the nomination and election of a Chancellor. If the Pro Chancellor is a candidate for the office of Chancellor, the Executive Committee will elect another of its members to oversee the nomination process.
- 2.4. If the incumbent Chancellor does not seek re-election, he or she will not be precluded from the deliberations of the Executive Committee or Council.

3. PROCEDURAL DETAILS

3.1. General

The Executive Committee will perform the role of a nominations committee for the appointment of Chancellor (see section 3.2.1 of the Constitution of the Executive Committee).

3.2. Succession Planning

To the extent to which it is feasible and appropriate, the Executive Committee will assist the Council to plan for the filling of the position of the Chancellor in a variety of ways, for example:

- a) being mindful of the expiry date of the term of office of the incumbent, whether the incumbent is eligible for a further term, and his or her likely willingness to be nominated for a further term;
- b) early consideration of the priorities of the Council and the University, in terms of particular characteristics that would be desirable given the context in which the University is or may be working;
- c) taking opportunities to recommend appointments to vacancies on Council of persons who might subsequently be suitable to become Chancellor;
- d) maintaining a list of potential nominees to the office of Chancellor; and
- e) engaging a Search Consultant to advise on process or potential nominees.

3.3 Nomination Process

- 3.3.1 The nomination process for a new Chancellor will commence no sooner than one year prior to the expiry of the term of the incumbent Chancellor; and no later than six months prior to the expiry of the term. This timeline should not, however, preclude any succession planning (see section 3.2).
- 3.3.2 The nomination process will commence by the Council Secretary writing to the incumbent Chancellor and the Pro Chancellor to advise them of the date that the term of office of the incumbent Chancellor will expire; and whether the Chancellor is eligible for re-election under the provisions of the Curtin Act. In the event the incumbent Chancellor is eligible for re-election, the Pro Chancellor will seek confirmation from the Chancellor whether or not he or she wishes to seek re-election. The matter then will be placed on the agenda of the Executive Committee for preliminary discussion.
- 3.3.3 The Executive Committee will recommend to Council for approval the process and criteria it considers appropriate for the nomination of the Chancellor and any actions it recommends should be taken. The approaches or steps to be taken will depend on

a range of circumstances, but will recognise that the Curtin Act stipulates that the Chancellor is to be elected by the Council. The approaches or steps taken will therefore be designed to provide for an informed election which is constructive and non-divisive in nature.

- 3.3.4 Once the consent of a preferred candidate has been provided pursuant to the process approved by Council (see section 3.3.3), the Executive Committee will recommend to Council that it elect or re-elect the proposed candidate to the position of Chancellor for a term not exceeding three years.

3.4 Characteristics/criteria

3.4.1 The Executive Committee will identify the characteristics it considers desirable for a Chancellor to have to assist the University to achieve its Vision, Mission and strategic priorities over the forthcoming three year period.

3.4.2 The desired characteristics of a Chancellor may vary over time, reflecting changes in the University's strategic priorities and operating environment. In considering those characteristics, the Executive Committee will have regard to the role of Chancellor as stated in the **Corporate Governance Statement** and will seek direct input from the Council. It may also seek input through the Vice-Chancellor on the views of senior management.

3.4.3 The following characteristics are likely to have ongoing relevance for the selection of the Chancellor:

- a) be a respected member of their professional/industry or broader community, with a reputation for integrity
- b) be a person of influence in the community of Western Australia.
- c) have expertise in the governance of large, complex organisations, understand the principles of governance; be able to distinguish between the role of the governing Council and that of management; be skilled at chairing meetings; and be capable of mentoring and guiding other members of Council
- d) be capable of developing and maintaining an effective relationship with the Vice-Chancellor
- e) be free from any ongoing conflict of interest in relation to holding the office of Chancellor
- f) be available for relevant meetings and other commitments

4. RESPONSIBILITIES

The Council Secretary is responsible for the processes outlined in these procedures.

5. SCOPE OF PROCEDURES

These procedures apply to members of Council, members of the Executive Committee and the Council Secretary.

6. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Nil

7. SCHEDULES

Nil

8. RELATED DOCUMENTS/LINKS/FORMS

[Curtin University Act 1966 \(WA\)](#)

Voluntary Code of Best Practice for the Governance of Australian Universities (the Voluntary Code)

[The Curtin University Corporate Governance Statement](#)

[Constitution of the Executive Committee](#)

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Policy Manager	Council Secretary
Approval Authority	Council
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	26/06/2013	Council	C 102/13	Attachment B to Confidential Document No 00638/13
	Administratively Updated	18/01/2017	Director, Legal and Compliance Services		Review date updated
	Reviewed and not amended	21/06/2017	Council	C 94/17	Attachment C to Item 7.5