

UNE Council Charter - Annexure 3 - Appointment of Vice-Chancellor and Acting Vice-Chancellor

Section 1 - Appointment of the Vice-Chancellor and Chief Executive Officer

(1) The appointment of the Vice-Chancellor and Chief Executive Officer (VC&CEO) is a matter for the Council of the University.

- a. Whenever a vacancy occurs in the office of Vice-Chancellor and Chief Executive Officer, the Council is to appoint a person (whether or not a member of the Council) to be the VC&CEO of the University.
- b. The VC&CEO holds office for such period, and on such conditions, as the Council determines.
- c. The VC&CEO of the University and has the functions conferred or imposed on the Vice-Chancellor by or under this or any other Act.

(2) The appointment of the VC&CEO is guided by the Council appointments process (see [Council Charter](#) and [University of New England By-Law 2005 \(NSW\)](#) [Part 3 Division 3 Clause 15](UNE By-law).

- a. The Council establishes a special Nominations Committee to oversight the VC&CEO appointment process, termed the VC Selection Committee.
 - i. That Committee has the authority on behalf of Council to conduct the recruitment process for the VC&CEO and matters incident to this process.
 - The Committee will prepare selection criteria for the approval by Council.
 - The Committee will report and make recommendations to Council regarding persons suitable for appointment.
 - Council will make the final decision on the appointment of the VC&CEO.

Section 2 - Appointment of an Acting Vice-Chancellor

Appointment of an Acting Vice-Chancellor by the Vice-Chancellor by the authority of the Council.

(3) From time to time the incumbent VC&CEO may be unavailable for a short period of time, and an Acting VC&CEO should be appointed.

(4) By this Annexure the Council authorises a process for the VC&CEO to appoint an Acting VC&CEO, subject to the limitations stated in this Annexure.

(5) This Annexure relates to the office of VC&CEO and applies where there is an incumbent VC&CEO who is unavailable for a short period of time. It does not apply where the office of VC&CEO is vacant or where the VC&CEO is unavailable for an extended period.

(6) This Annexure applies where the VC&CEO determines that they are, or are likely to be, unavailable to perform the role of VC&CEO for a period not exceeding one month. This includes circumstances where the VC&CEO is on leave or is traveling.

(7) Where this Annexure applies the VC&CEO may decide to appoint a person as Acting VC&CEO, subject to the following:

- a. the person appointed as Acting VC&CEO must be a member of the Senior Executive of the University; and
- b. the person may be appointed for a specified period of time not exceeding one month.

(8) The VC&CEO must confirm the appointment in writing (hardcopy or electronic).

(9) The VC&CEO may cancel the appointment at any time, notwithstanding that the appointee may have been appointed for a specified period.

(10) A person appointed as Acting VC&CEO under this Annexure has all of the functions and powers of the VC&CEO, subject to Clause 11. The Acting VC&CEO holds these functions and powers jointly with the VC&CEO.

(11) The VC&CEO retains the power to change, overrule or rescind any of the decisions or actions of the Acting VC&CEO, and may do so during or after the period in which the appointee is Acting VC&CEO.

(12) The VC&CEO must notify the Council and University Secretary of all such appointments, and the University Secretary must keep a record of the appointments.

(13) The Council reserves the right to cancel any appointments made under this Annexure.

Section 3 - General

(14) This Annexure takes effect as a Rule of Council pursuant to Section 25 of the [University of New England By-law 2005 \(NSW\)](#) (UNE By-law).

(15) To the extent this Annexure conflicts with the UNE Act or [UNE By-law](#), the UNE Act or [UNE By-law](#) prevails to the extent of the conflict and this Annexure must be read down accordingly.

(16) This Annexure operates as a delegation by Council under Section 17 of the UNE Act.

Status and Details

Status	Current
Effective Date	11th October 2022
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Approval Authority	Council
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Expiry Date	Not applicable
Unit Head	Radha Thomas Director Governance and University Secretary
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Glossary Terms and Definitions

"In Writing" - Means by letter, email or fax.

"UNE Act" - Is the University of New England Act 1993 (NSW).

"Senior Executive" - Means the Vice-Chancellor, Deputy Vice-Chancellor, Deputy Vice-Chancellor Research, Chief Financial Officer, and Chief Operating Officer.

"UNE By-law" - Means the University of New England By-law 2005 (NSW).