6 July 2016

Dear Nominee,

Thank you for your interest in nominating for the role of Fellow of the University of Sydney Senate. The Senate is the ultimate governing body of the University of Sydney and it is a great responsibility to serve as a Fellow. Senate is seeking nominees for external Fellows for terms to begin on 1 December 2017.

As the governing body, Senate has the functions conferred on it by the University of Sydney Act 1989 (NSW). The Senate’s primary responsibilities are:

(a) appointing the Vice-Chancellor as the principal executive officer of the university, and monitoring his or her performance;
(b) approving the mission and strategic direction of the university, as well as the annual budget and business plan;
(c) overseeing and reviewing the management of the university and its performance;
(d) establishing policy and procedural principles, consistent with legal requirements and community expectations;
(e) approving and monitoring systems of control and accountability, including general overview of any controlled entities;
(f) overseeing and monitoring the assessment and management of risk across the university, including commercial undertakings; and
(g) overseeing and monitoring the academic activities of the university.

Senate Fellows are required to carry out the above functions, with due care and diligence, and act in good faith in the best interests of the University as a whole. Fellows are expected to develop a thorough understanding of the role and functions of the Senate, the University of Sydney, the tertiary education sector as a whole, and the environment in which it operates. Fellows are required to contribute to Senate by attending and participating in meetings of Senate and by serving on Senate’s standing committees.

Senate Fellows contribute greatly to the strategic direction and purpose of the University and the University is enormously grateful to the Fellows for sharing their expertise. Being a Senate Fellow is a richly rewarding opportunity, however, as an unremunerated role, it requires a significant donation of time and energy to the University.

In order to make clear to potential nominees the duties and expectations of a Senate Fellow, Senate has developed a Senate Fellows Role Statement, which details a range of responsibilities, functions and commitments required under the University of Sydney Act 1989 (NSW), University of Sydney By-law 1999 (NSW), University rules and policy, and additional considerations thought appropriate by
Senate. Senate requires that Fellows have the capacity to undertake the duties described therein. The Role Statement also contains the Code of Conduct for Senate Fellows.

The elements of the Role Statement have also been translated into a Skills Matrix, which Senate will use when considering nominees. From time to time, Senate may seek specific expertise in order to create an appropriate mix of skills on Senate.

The Role Statement and the Skills Matrix are attached to this covering letter, along with a Nomination Form. If you believe you have the expertise, skills and commitment required to be a Fellow of the Senate, please complete the Nomination Form attached, having regard to the Role Statement and the Skills Matrix and addressing those elements in your application. Complete instructions are found at the top of the Nomination Form. For your information copies of the 2015 Annual Report, and the 2016 – 2020 Strategic Plan are also included in this pack.

The Nomination Form, Role Statement, Skills Matrix, Annual Report, Strategic Plan and more information about Senate are also available online at www.sydney.edu.au/senate.

Once lodged, nominees will receive an acknowledgement of their application. Nominations will be considered by Senate’s Nominations Committee between February and 30 May 2017. Thereafter, a shortlisted of nominees will be considered by the University of Sydney Senate. Nominees will be advised whether their nomination has been shortlisted by 31 August 2017. Shortlisted nominees will receive further advice on timing after that time. Appointed Senate Fellows’ terms will begin on 1 December 2017.

If you have any further queries about the process of nomination or the role of Senate and Senate Fellows, please contact me using the details below. All inquiries will remain confidential.

David Pacey
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Thank you again for your interest in becoming a Fellow of Senate.

Sincerely,

David Pacey
Secretary to Senate