

## **Bowland College Constitution**

### **1. The College**

- 1.1 Bowland College (hereinafter called “the College”) is part of Lancaster University and the Charter, Statutes and Rules of the University apply within the College.
- 1.2 The purpose of the College is to:
  - 1.2.1 create a smaller, friendly community within the wider University, providing a welcoming, supportive and safe environment for students which helps them to make the most of their opportunities at the University;
  - 1.2.2 enhance the academic, social and professional lives of all College members, making the most of its international and inter-disciplinary community;
  - 1.2.3 provide a setting within which the management of residences for College members living on campus can be carried out in a friendly and efficient manner;
  - 1.2.4 provide study facilities for all College members;
  - 1.2.5 provide support for the JCR Executive and their activities, liaising with LUSU to further the development of an active academic, sporting, social and cultural community;
  - 1.2.6 work with the University’s Student Based Services to jointly provide advice, guidance and services to enhance the student experience;
  - 1.2.7 maintain contact with College alumni and encourage continued participation in the college community;
  - 1.2.8 provide opportunities for senior and junior members of the college to engage socially and academically.

### **2. College Membership**

- 2.1 All students allocated to membership of the College under procedures laid down by the Senate shall be junior members of the College.
- 2.2 All junior members of the College shall be members of the Junior Common Room (JCR).
- 2.3 Employees of the University, appointed to the College by the University, and postgraduate students who are College Officers or Advisers, shall be senior members of the College.
- 2.4 All senior members of the College shall be members of the Senior Common Room (SCR).

- 2.5 Associate membership of the College may be given to members of the public, alumni and senior members of the College who leave the University who have a connection to or an interest in the College, where deemed appropriate by the College Syndicate. They shall be members of the SCR but shall not be members of the College Syndicate.
- 2.6 All members of the College have the right to transfer to another College, subject to procedures agreed by the University.

### **3. College Governance**

#### **3.1 College Syndicate**

- 3.1.1 The College Syndicate is a sub-committee of the Senate and shall be the governing body of the College, as defined under Statute 14.
- 3.1.2 The membership of the College Syndicate is:
- (i) All senior members of the College  
The JCR executive  
Up to 10 additional junior members of the College at the discretion of the Syndicate.
- 3.1.3 The Principal can invite other (staff or student) members of the University to attend meetings of the Syndicate but they may not vote.
- 3.1.4 The Provost for Student Experience, Colleges and the Library may attend any meeting of the Syndicate ex officio but may not vote.
- 3.1.5 The powers and duties of the Syndicate shall be to:
- (i) discuss University business and make recommendations thereon to the Senate;
  - (ii) provide for the governance and good order of the College;
  - (iii) commend to Council the appointment of the Principal in accordance with procedures determined by Council;
  - (iv) appoint to Court two senior members of the Syndicate who are not members of Senate;
  - (v) offer membership of the SCR to appropriate individuals as set out in 2.5 above; and
  - (vi) make recommendations to Senate for amendments to the College Constitution.
- 3.1.6 The quorum for meetings of the Syndicate will be 15 members, of whom at least 10 should be senior members. If the number of members of the Syndicate at any meeting falls below this level, no decisions can be made although it is still permissible to consider and comment on proposals.

- 3.1.7 There shall be a Committee of Syndicate, consisting of only senior members, to discuss reserved business. If the reserved business includes conditions of service for College Officers, College Officers shall not be permitted to attend the meeting.
- 3.1.8 The Syndicate shall meet at least once per academic year, and additional meetings may be called at any time, at the discretion of the Principal.
- 3.1.9 The Syndicate shall be chaired by the College Principal and serviced by the Syndicate Secretary. The College Administrator shall be the Syndicate Secretary.
- 3.1.10 The Syndicate minutes will be included in the Senate papers and published on the College and Secretariat websites.
- 3.1.11 The Syndicate may appoint standing, special and advisory committees from time to time. The College Principal is an ex officio member of every committee of the Syndicate.
- 3.1.12 The College Syndicate shall appoint two senior members, not being members of the Senate, as Syndicate representatives on the University Court.

### 3.2 College Management Committee

The operational management of the College shall be delegated by the Syndicate to a College Management Committee. The membership of this committee shall comprise as a minimum the following ex officio members:

College Principal, College Administrator, College Residence Officer, College Dean, Senior Advisor (or equivalent), JCR President.

The Syndicate shall determine the name of the Committee, the full membership and its terms reference, the detail of which is attached as Appendix 1. The Committee will submit its minutes to the Syndicate.

### 3.3 **College Officers**

- 3.3.1 The College shall have the following Officers as a minimum:

a Principal, Dean and Senior Advisor or equivalent. The role descriptions for these Officers are attached as Appendix 2.

- 3.3.2 Officers of the College must be senior members of the College.

- 3.3.3 All appointments of College Officers must adhere to University appointments processes and be undertaken by appropriate appointing committees.
- 3.3.4 The College Principal is appointed by the University Council, following a formal appointment process approved by Council and led by the Provost for Student Experience, Colleges and the Library. The recommendation of the Search Committee will be submitted to the Syndicate for ratification, prior to consideration by the Council. He/she will normally serve for a term of three years, renewable for up to two further terms of three years.
- 3.3.5 The Principal is the chairperson of the Syndicate and is responsible to the Council and the Senate for maintaining the effective working and good order of the College. The Principal is responsible for the appointment of College Officers, but may choose to put the recommendation from the relevant appointing committee to the Syndicate for endorsement.
- 3.3.6 The College Dean is responsible to the Syndicate for the College disciplinary affairs and the management of the Assistant Deans.
- 3.3.7 The Senior Advisor (or equivalent) is responsible to the Syndicate for the College Welfare and Advisory system.
- 3.3.8 The tenure of office for College Officers (other than the Principal) shall normally be for three years, renewable for a further term of three years, subject to ratification by the Syndicate.
- 3.3.9 The Syndicate may appoint other Officers from time to time as required.

#### **4 Discipline**

- 4.1 All College members are required to comply with the University Rules and College Rules. College Rules and disciplinary procedures shall be aligned with the University Rules and shall be approved by Syndicate and set out in the College Handbook, where available.
- 4.2 The College Disciplinary Procedures shall comply with the University Disciplinary Procedures.

#### **5. Constitutional amendments**

- 5.1 Variations and additions to the College Constitutions shall be made by the Syndicate and shall be subject to approval by the Senate. The only variations to the clauses above which may be approved are to determine the size of the junior membership of the College Syndicate up to a maximum of 10 (clause 3.1.2(i) above).

**COLLEGE MANAGEMENT COMMITTEE**

Name: Bowland College Management Committee

*The Bowland College Management Committee (hereinafter called the "CMC") is delegated by Syndicate, a sub-committee of the Senate, and the governing body of the College as defined under Statute 14.*

Date: 3 November 2015

Membership:

College Principal (Chair)  
College Administrator (Secretary)  
College Residence Officer  
College Dean  
Senior Advisor  
JCR President  
JCR Vice President

In attendance:

Venue Manager  
College Wellbeing Officer

Where a college officer is unable to attend a meeting a delegated representative may attend.

The quorum for meetings of the College Management Committee will be four members, one of whom should normally be a member of the JCR.

The CMC may, by agreement with the Chair, invite non-members to attend meetings.

**Terms of reference**

To be responsible for the operational management of the College as delegated by the Syndicate, the CMC will:

- hold a weekly meeting during term time;
- consider, develop and provide opportunities that deliver on the aims and objectives as outlined in Section 1.2 of the College Constitution;

- restrict agenda items relating to individual students or staffing issues to senior members of the CMC;
- publish CMC minutes on the College website, excluding reserved; restricted and confidential materials;
- hold a full set of CMC minutes for review by authorised members of the Syndicate;
- report to the Syndicate the activities of the College at the meetings of the Syndicate.

**LANCASTER UNIVERSITY**

**ROLE DESCRIPTIONS FOR SENIOR OFFICERS**

**The Role of College Principals**

College Principals provide strategic leadership and management of a fundamental aspect of the Lancaster experience. They steer each College in the pursuit of its individual objectives, maintaining the uniqueness of each College alongside the parity of collegiate experience across the institution. Responsible to the Council and the Senate for maintaining the effective working and good order of their College, and managed by the Provost for Student Experience, Colleges and the Library, Principals are appointed by Council following consultation with the College for three years, renewable. They manage the College in accordance with policies agreed by Council, Senate or a delegated officer, including the proper use of allocated public funds.

College Principals are expected to:

- provide leadership within and on behalf of the College;
- work closely with their JCR President and other student representatives;
- enhance student inclusion in all aspects of the College;
- encourage participation and involvement from all students;
- manage College staff effectively by:
  - (a) taking responsibility for the appointment of College Officers;
  - (b) designating their duties and remuneration;
  - (c) supporting and developing them as appropriate;
  - (d) monitoring their work and using appropriate procedures in matters relating to discipline and capability;
- liaise with Colleges and Student Life in the appointment and management of College Residence Officers;
- ensure the College and the activities therein comply with University requirement re. Health and Safety etc.;
- manage the College funds in accordance with delegated authority within the financial regulations, including authorisation of payments;
- oversee and engage with the College's social/commercial space;
- ensure that the College's internal governance is sound by:
  - (a) engaging students in governance structures;
  - (b) ensuring the appropriate chairing of the College Syndicate;
  - (c) ensuring the appropriate chairing of College Management meetings;
  - (d) periodically reviewing and moderating, as appropriate, the College Constitution, College Rules, etc.;
- co-ordinate College Intro Week and other College-related activities including degree ceremonies;
- provide, as necessary, materials for handbooks, websites, etc.

- clearly identify and record any delegations of authority to other members of the College (for example, pay authorisation);
- represent their College on Senate, the College and Student Experience Committee, and other University committees and working groups as agreed with the Provost for Student Experience, Colleges and the Library;
- work closely with the Provost for Student Experience, Colleges and the Library, Professional Services (particularly Facilities, Finance and Student Based Services) and other College Principals to ensure good institutional governance of the collegiate structure;
- undertake training and other professional development as required.

College Principals can expect:

- good communication with the College officers and staff;
- support from the University in terms of:
  - (a) full inclusion and engagement in decision-making processes for decisions involving the Colleges;
  - (b) both formal and informal access to the Provost for Student Experience, Colleges and the Library;
  - (c) public celebration of the Colleges' essential role in the Lancaster experience (via website, etc.)
  - (d) maintenance and upgrading of College estate and facilities in line with the Campus Master Plan;
  - (e) access to LUSI, Agresso, and other University operating systems as required;
  - (f) training and professional development as required;
  - (g) a contractual recognition of service;
- engagement with University personnel (e.g. Director of Facilities, Head of Colleges and Student Life, University Dean, Chief Administrative Officer and Secretary, etc.) as appropriate;
- access to agreed budgets with delegated authority to authorise payment;
- to be treated courteously and with respect by the students with whom they interact.



# LANCASTER UNIVERSITY

## ROLE DESCRIPTIONS FOR SENIOR OFFICERS

### The Role of College Deans

The College Dean is the senior disciplinary officer for a College, appointed on a three year term renewable, responsible for determining breaches of College and University rules, in particular clauses in paragraphs 10, 11 and 12. They are assisted by College Assistant Deans, whom they supervise, and work closely with the College Administrator and Principal (who acts as their line manager within this context), College Porters, and the University Deanery. They have delegated authority to dispense fines and other penalties to students of their College as appropriate for disciplinary breaches.

College Deans are expected to:

- work in collaboration with the University Deanery to maintain discipline and good behaviour within their College, with a clear understanding of the respective roles of themselves, their Assistant Deans, College Porters, etc.;
- approve any non-standard activities within the College which would otherwise be breaches of the rules (for example, approval of noise during quiet hours);
- possess a working knowledge of the University rules and disciplinary procedures;
- ensure that infringements of college and university rules are properly investigated and disciplinary procedures, including hearings, initiated where needed;
- dispense fines and other penalties as appropriate for disciplinary breaches;
- refer serious cases to the University Dean where appropriate;
- supervise the College Assistant Deans, including:
  - (a) managing the appointment procedures, including chairing appointing panels;
  - (b) ensuring Assistant Deans receive such training so as to be able to fulfil their duties;
  - (c) maintaining regular liaison with Assistant Deans;
  - (d) line-managing the Assistant Deans in terms of development and, as necessary, discipline and removal;
- maintain a factual record of disciplinary cases and produce an annual report to the Principal, for recording by the University Dean;
- assist, where appropriate, the College Porters and University Security in the maintenance of good order within the college;
- assist, as appropriate, the University Complaints Co-ordinator, in student complaints and appeals involving students of their College;
- understand their responsibilities regarding data protection, freedom of information and other elements related to dealing with sensitive information;
- participation in College Intro Week, College Management Meetings and College Syndicates;

- be active members of the University's Disciplinary Committee;
- agree to undertake any training requirements and/or other duties with the College Principal.

College Deans can expect:

- good communication with College Administrators and Principals, College Porters, and the University Deanery;
- support from the University including:
  - (a) training of the Assistant Deans;
  - (b) provision of a College Dean Orientation Handbook;
  - (c) templates for standard activities (summary disposal letter, etc.);
  - (d) provision of information and training on key elements of university discipline, including annual updates on rule changes, other adjustments to disciplinary processes;
  - (e) access to LUSI records;
  - (f) an honorarium in recognition of service;
- a LUSI-based system for inputting and maintaining disciplinary records;
- support in and respect for the delegated authority of their decision-making;
- a robust University Deanery for referral of serious cases;
- to be treated courteously and with respect by the students with whom they interact.

# LANCASTER UNIVERSITY

## ROLE DESCRIPTIONS FOR SENIOR OFFICERS

### The Role of College Senior Advisors

The College Senior Advisor is the senior pastoral officer for a College, appointed on a three year term, renewable, responsible within each College for coordinating the support for the general welfare of College students. They are assisted by College Advisers, and work closely with the College Administrator and Principal (who acts as their line manager within this context), College and Residence Officers, the Student Wellbeing Manager and other members of Student Based Services and the other Professional Services. They provide a high level of pastoral support to students, and ensure that students have access to the Student Wellbeing network across the campus.

College Senior Advisors are expected to:

- co-ordinate the student advisor system with the College, including:
  - (a) the recruitment of College Advisors;
  - (b) engagement in the training of College Advisors;
  - (c) supporting College Advisors as appropriate, including, as necessary, discipline and removal;
  - (d) the allocation of College Advisors to students;
  - (e) maintaining a record of College Advisors;
  - (f) maintaining a record of wellbeing casework;
- be available to students for advice and guidance, and to offer support in formal University settings (for example Standing Academic Committee);
- have a good working relationship and communication network with other areas of the University, including Academic Departments, to ensure that students are well supported;
- have an up to date knowledge of University support services, ensuring that students have access to advice and guidance relating to all aspects of their Lancaster experience;
- understand their responsibilities regarding data protection, freedom of information and other elements related to dealing with sensitive information;
- participate in College Intro Week and other induction activities, College Management Meetings and College Syndicates;
- attend Senior Advisors meetings and Welfare meetings
- agree to undertake any training and/or duties (e.g. management of hardship funds and other budgets) with the College Principal.

College Senior Advisors can expect:

- good communication with the Principal and College Administrator;
- support from the University in terms of:
  - (a) encouraging those eligible to become College Advisors;
  - (b) central support for College Advisors in terms of training and other activity as appropriate;
  - (c) provision of information on students from departments in a timely and agreed format;
  - (d) access to LUSI records;
  - (e) provision of information and training on key elements of pastoral support as appropriate;
  - (f) an honorarium in recognition of service;
- strong professional student support mechanisms available for referral of serious cases;
- to be treated courteously and with respect by the students with whom they interact.