



LANCASTER UNIVERSITY

The County College Constitution and Standing Orders

*Proposed to and accepted by the Syndicate on 5 November 2008
Amended with the approval of the Syndicate on 14 November 2012*

1. The College

- 1.1 The County College (hereafter “the College”) is established as one of the Colleges of the University of Lancaster, as prescribed in the University Charter (15.1). The Charter, Statutes and Rules of the University apply within the College.
- 1.2 The purposes of the College are:
 - 1.2.1 to be a lively community within the University, founded on mutual respect among all its members;
 - 1.2.2 to provide opportunities for all members of the College to play an active role in the cultural, sporting and social life of the College and the University, and to develop to the fullest extent their capabilities in their academic work and/or employment;
 - 1.2.3 to provide a setting for student residences that are safe, comfortable, and suitable for study, and are managed in a friendly and efficient manner.

2. College Membership

- 2.1 The College shall have senior, junior and associate members.
- 2.2 **Senior members**
 - 2.2.1 Employees of the University allocated to the College by the University, and Postgraduates who are personal advisors or members of the Deanery, shall be designated senior members of the College.
 - 2.2.2 The College Administrator and College Residence Officer shall be designated senior members of the College.
 - 2.2.3 All senior members of the College shall be members of the Senior Common Room.

2.3 **Junior members**

- 2.3.1 All registered students of the University allocated to membership of the College by the University shall be designated junior members of the College.
- 2.3.2 All junior members of the College shall be members of the Junior Common Room.
- 2.3.3 The affairs of the Junior Common Room shall be conducted according to the constitution of that body.

2.4 **Associate members**

- 2.4.1 Associate membership of the College may be granted by the Syndicate on request or by invitation to such persons as the Syndicate may from time to time deem appropriate.
- 2.4.2 Associate members may not take part in elections or act as representatives of the Syndicate or the College Executive on other bodies.
- 2.4.3 All junior members of the College, upon graduating, shall automatically become associate members of the College.
- 2.4.4 All senior members of the College, upon leaving the University, may become associate members of the College by the invitation of the Syndicate.

2.5 **Transfer of membership**

- 2.5.1 A member wishing to transfer his or her membership to another College may do so, subject to procedures agreed by the University.

3. **The Syndicate**

- 3.1 The Syndicate, which is a sub-committee of the Senate, shall be the governing body of the College (Statute 14).
- 3.2 The powers and duties of the Syndicate shall be to discuss University business and to make recommendations thereon to the Senate, and to provide for the governance and good order of the College.
- 3.3 There shall be a Committee of Syndicate, consisting of only senior members, to discuss reserved business, including the conditions of service, remuneration or dismissal of any College Officer.
- 3.4 Membership of the Syndicate is outlined in Appendix II.

3.5 Meetings of the Syndicate

- 3.5.1 Syndicate shall meet at least once per term.
- 3.5.2 Meetings of Syndicate shall be governed by the Standing Orders of the College, which the Syndicate will determine from time to time.
- 3.5.3 Meetings of the Syndicate will be chaired by the College Principal or, in his or her absence, the Vice-Principal.
- 3.5.4 At the discretion of the Principal, an extraordinary meeting of the Syndicate may be called at any time to discuss any specified item of business.
- 3.5.5 An extraordinary meeting must be called if requested by not fewer than 20 members of Syndicate. [The quorum for the meeting shall be 20 members of the Syndicate.]

4. Representatives of the Syndicate on other bodies

- 4.1 The Syndicate shall appoint a Senior Member who is not ex officio a member of Senate, to represent it on the Senate of the University (Statute 11).
- 4.2 The representative of Syndicate on Senate shall serve for a period of one year, after which he/she may be reappointed.
- 4.3 The Syndicate shall appoint two senior members to represent it on the Court of the University (Statute 8(i)).
- 4.4 The representatives of the Syndicate on the Court shall serve for a period of one year, after which they may be reappointed.
- 4.5 The normal period of consecutive service for each representative is three years. This can be renewed for one other period of up to three years.
- 4.6 Subject to the provision that voting is only by senior members, the procedure for the election of the representatives on the Court and the Senate shall be the same as the procedure prescribed for the election of College officers [see paragraph 7.2].

5. Standing Committees of the Syndicate

- 5.1 The Syndicate may appoint standing, special, and advisory committees (subject to Statute 17 of the University). The Syndicate may also appoint persons to these committees who are not members of the Syndicate.

- 5.1.1 Such committees may deal with any matters delegated to them by Syndicate or by the Chair of Syndicate acting on behalf of the Syndicate, subject to subsequent confirmation by Syndicate.
- 5.1.2 Such committees will be responsible to the Syndicate for the proper discharge of their functions.
- 5.1.3 Each committee of the Syndicate other than a Standing Committee shall have the power to co-opt additional members.

5.2 **The Executive Committee of the Syndicate**

- 5.2.1 The Executive Committee shall be responsible for the day-to-day management of the College.
- 5.2.2 The Executive Committee shall normally meet at least twice per term.
- 5.2.3 The membership of the Executive Committee shall be as follows:
- The Principal
 - The Vice-Principal
 - The Dean
 - The Senior Advisor
 - The Assistant Senior Advisor
 - The Assistant Dean(s)
 - The College Residence Officer(s)
 - The College Administrator
 - Other senior members of the College elected by the Syndicate, subject to a maximum of ten senior members in total
 - Members of the JCR Executive.
- 5.2.4 The Principal and the President of the Junior Common Room shall chair the Executive Committee alternately.
- 5.2.5 The Chair shall have a casting vote.
- 5.2.6 The Executive Committee shall report to each ordinary meeting of the Syndicate.

5.3 **The Constitutional Committee**

- 5.3.1 The Function of the Constitutional Committee shall be to advise the Syndicate from time to time on:
- the Constitution of the College;
 - the Revision of Standing Orders;
 - the duties and terms of appointment of College officers;
 - any legal matters of concern to the College.

5.3.2 The Constitutional Committee shall consist of the following persons.

- the Principal or their nominated representative;
- the President of the Junior Common Room;
- a senior member elected by the Syndicate, who shall be the Chair of the committee;
- one junior member elected by Syndicate.

5.4 **The College Tribunal**

5.4.1 The function of the College Tribunal is to adjudicate alleged breaches of discipline in cases where the persons concerned seek a re-hearing following adjudication by the Dean.

5.4.2 The College Tribunal shall consist of the following three members:

- the Tribunal Chair, who will be the Principal of another College appointed by a Provost;
- one senior member of the College chosen by Syndicate
- one junior member of the College, chosen according to the constitution of the Junior Common Room.

5.4.3 No person may become a member of the Tribunal if he or she has any prior knowledge of the facts in issue in the re-hearing.

5.4.4 The member of College concerned has the right of further appeal against the decision(s) of the Tribunal to the Provost for Student Experience, Colleges and the Library.

5.4.5 The procedure whereby alleged breaches of discipline shall be considered by the College Dean and by the College Tribunal respectively is set out in the College rules.

6. **College Officers**

6.1 The College officers are the Principal, Vice-Principal, Dean and Senior Advisor.

6.2 **The College Principal**

6.2.1 The Principal shall be chairperson of the Syndicate of the College, and shall be generally responsible to the Council and the Senate for maintaining the effective working and good order of the College (Statute 5).

6.2.2 The Principal shall be ex officio a member of every committee of the Syndicate of the College (Statute 14).

6.3 **The Vice-Principal**

6.3.1 The Vice-Principal shall act for the Principal at the request of the Principal or in the event of the Principal's absence or incapacity, and shall have such other duties as Syndicate may from time to time determine.

6.4 **The Dean**

6.4.1 The Dean shall be responsible to the Principal for the College disciplinary system.

6.4.2 The Dean shall be responsible for the appointment of Assistant Deans.

6.5 **The Senior Advisor**

6.5.1 The Senior Advisor shall be responsible to the Principal for the College Advisory system.

6.5.2 The Senior Advisor shall be responsible for the appointment and duties of the Assistant Senior Advisor.

6.6 **The Assistant Senior Advisor**

6.6.1 The duties of the Assistant Senior Advisor shall normally be determined by the Senior Advisor.

6.7 **The Assistant Deans**

6.7.1 The College shall have one or more Assistant Deans, who must be resident in the College.

6.7.2 The Assistant Deans will perform such duties as the Dean shall decide in connection with disciplinary matters, and shall do so in the name of the Dean.

6.8 **The Syndicate Secretary**

6.8.1 The Syndicate Secretary shall be the College Administrator, who shall be responsible for administration relating to the Syndicate, its standing committees and sub-committees, and for the preparation of agendas and the production of the minutes of the meetings.

6.9 The term of office for all College officers shall [normally] be three years.

6.10 No person shall occupy the same College officer post for more than two successive terms of office without the post being advertised.

6.11 There shall be a detailed job description and a person specification for each College officer post. Job Descriptions are outlined in Appendix III.

7. Procedure for the election and appointment of College officers

7.1 The College Principal

7.1.1 The Principal is appointed by the University Council on the recommendation of the Syndicate, and will normally serve for a term of three years, renewable once at the discretion of the Syndicate.

7.1.2 In the event of there being more than one candidate for Principal, a selection committee, appointed by the University, on which Syndicate is represented, will recommend an appointment to Council.

7.2 College officers other than the Principal

7.2.1 The Vice-Principal, Dean, Senior Advisor and Assistant Senior Advisor shall be elected by the members of the Syndicate.

7.2.2 In the event of an uncontested candidacy, the election of these officers shall be confirmed or rejected by a simple majority vote in a meeting of Syndicate.

7.2.3 In the event of a contested candidacy, the procedure for the election of College officers other than the Principal is as follows.

7.2.3.1 The Principal or his/her deputy shall act as Returning Officer for the election.

7.2.3.2 The Returning Officer shall notify each member of the Syndicate of:

- the name(s) and post(s) of the retiring officer(s);
- the closing date for receipt of nominations, which shall be at least ten days after the notification is sent out;
- the date of the election.

7.2.3.3 Nominations require the support in writing of two members of the Syndicate and the written assent of the nominees.

7.2.3.4 The Returning Officer shall conduct a ballot of the members of the Syndicate by post.

8. The Disciplinary System

8.1 All College members are required to comply with the Rules of the University and the College.

8.2 The College shall have a disciplinary system, the nature of which shall be determined from time to time by Syndicate, and set out in the College Handbook.

9. The Advisor System

- 9.1 The College shall have a system of personal advisors, the nature of which shall be determined by the Senate.

10. Amendments to the Constitution

- 10.1 Amendments to this Constitution shall be made on the recommendation of the Syndicate and shall be reported to the Senate.
- 10.2 Proposals for amendment may be put to the Syndicate at any of its meetings, and must be reported in writing by two members of the Syndicate.
- 10.3 Notice of any proposed amendment must be given at least 14 days before the Syndicate meeting at which that amendment is to be proposed.
- 10.4 The Syndicate may: approve a proposed amendment; reject it; or refer it to the Constitutional Committee.

11. Standing Orders and appendices to the Constitution

- 11.1 Standing orders and appendices shall be determined or amended on the recommendation of Syndicate and shall be reported to the Senate.
- 11.2 Proposals for amendment may be put to the Syndicate at any of its meetings, and must be reported in writing by two members of the Syndicate.
- 11.3 Notice of any proposed amendment must be given at least 48 hours before the Syndicate meeting at which that amendment is to be proposed.
- 11.4 If the Chair or two members of the Syndicate consider the matter to require amendment to the Constitution, the matter shall be deferred to allow time for constitutional amendment.

Appendix I

Membership of the Syndicate

- I.1 All senior members of the College shall be statutory members of the Syndicate.
- I.2 All JCR executive members shall also be members of the Syndicate.
- I.3 Membership of Syndicate may also be granted to such other persons, up to a maximum of four, as the Syndicate may from time to time to co-opt by means of a simple majority vote. Co-opted members shall serve until the end of the academic year in which they are co-opted, after which they may be co-opted again if Syndicate wishes.
- I.4 At the discretion of the Principal, further junior members of the College and members of the University may be permitted to sit in attendance at meetings of the Syndicate, but shall not be granted voting rights.

Appendix II

Standing Orders for the Syndicate of The County College

II.1 Arrangements for Meetings

Ordinary Meetings

- 1(i) Ordinary meetings of the Syndicate shall take place on the dates and the times determined by Senate or on such other dates and at other times as may be determined by the Syndicate provided that such dates and times are notified to all members of the Syndicate at least two weeks before the meeting takes place.
- 1(ii) The Secretary of the Syndicate shall send a notice of the meeting to each member of the Syndicate at least five working days before ordinary meetings of the Syndicate.
- 1(iii) The Secretary of the Syndicate shall send to each member of the Syndicate at least 48 hours before each ordinary meeting of the Syndicate a notice setting out the agenda for the meeting.

Extraordinary Meetings

- 2(i) At the discretion of the Chair an extraordinary meeting of the Syndicate may be called to discuss any specified item of business. Such a meeting must be called if requested by not fewer than 20 members of Syndicate. If the business of the extraordinary meeting personally affects any member of the Syndicate the meeting shall be arranged to take place at a time when the member so affected is able to attend.
- 2(ii) The Secretary of the Syndicate shall send out a notice calling an extraordinary meeting of the Syndicate at least 48 hours before the time of the meeting. Each notice calling an extraordinary meeting shall state the nature of the business to be discussed; and no business other than that, and such matters as the Chair in his/her discretion reasonably exercised may decide to derive from that business, shall be discussed at that meeting.

Minutes of Meetings

- 3(i) The minutes of all ordinary and extraordinary meetings of the Syndicate shall be maintained by the Secretary of the Syndicate or in his/her absence from the meeting by some other person appointed by the Chair.
- 3(ii) Each set of minutes shall contain a record of members present at the meeting or part of the meeting, and of each decision made by the Syndicate at the meeting.

- 3(iii) The Secretary of the Syndicate shall maintain an accurate and up-to-date record of its membership.
- 3(iv) A copy of the minutes of the Syndicate shall be maintained and stored in the College archive.

II.2 Procedure for Meetings

1. The Chair of the Syndicate shall be the Principal of the College or in the absence or incapacity of the Principal, the Vice-Principal. In the absence or incapacity of both the Principal and the Vice-Principal the chair shall be elected by those members of Syndicate present at the meeting.
2. The order of business at ordinary meetings of the Syndicate shall be:
 - 2(i) confirmation of the minutes of the last ordinary meeting and such extraordinary meetings of the Syndicate as have taken place since the last ordinary meeting of Syndicate;
 - 2(ii) discussion of matters arising from the minutes of the last ordinary meeting and such extraordinary meetings of the Syndicate as have taken place since the last ordinary meeting of Syndicate;
 - 2(iii) confirmation of the minutes of any meetings of the Executive Committee, and meetings of such other standing, special and advisory committees of the Syndicate as have taken place since the last ordinary meeting of Syndicate;
 - 2(iv) discussion of matters arising from the minutes of any meetings of the Executive Committee, and meetings of such other standing, special and advisory committees of the Syndicate as have taken place since the last ordinary meeting of Syndicate;
 - 2(v) reports from the Principal, College officers and President of the Junior Common Room on any matters they feel are relevant for the consideration of Syndicate;
 - 2(vi) any items for report or discussion included within the agreed agenda of business for the meeting in such order as the Chair may determine;
 - 2(vii) any other item of business raised by a member and accepted by the Chair for discussion provided that no reasonable objection is made by any member present to the discussion of the business.
3. The Chair shall have the discretion to raise at any stage of the meeting matters which call for immediate action even if they have not been included in the agenda.
4. The Chair shall not allow important matters of principle or policy to be decided without previous notification in the agenda save in cases of extreme urgency.
5. The Chair shall have discretion to defer any item of business at the request of any person wishing to participate in the discussion who is forced to leave if the meeting is continued for more than two hours, provided that he or she shall have notified the Chair before the meeting.

6. All proposals and amendments other than those identified in the agenda require to be seconded.
7. Any proposal made to the Syndicate by a person not a member of the Syndicate or by an outside body other than the Senate or the University shall be put for discussion by the Chair unless a proposal that it is not considered is moved unanimously.
8. All proposals made by the Senate and matters brought to Syndicate on their direction shall be put forward for discussion by the Chair.
9. Each motion and proposal for amendment shall be deemed to have been carried unless an amendment is proposed or opposition is signified. If a decision is not reached by the withdrawal of opposition or by the acceptance of an amendment, the motion or, if there is an amendment to it, first the amendment shall be put to the vote. *The decisions shall be made using the following sequence.* **First** any amendments must be voted on in the order in which they were proposed. **Then**, those amendments which were adopted must be added to the original proposal, which shall then be put to the vote.
9. Each decision on a motion or amendment put to the vote shall be made by the majority of those present by a show of hands, save that if six people demand it the issue shall be determined by a secret ballot of those present. The Chair shall not vote unless there is an equal number of votes cast for and against a motion or amendment, in which case he or she may if he or she wishes decide the matter for him or herself.
10. If a request is made for a recount, the Chair shall repeat the terms of the motion or amendment and shall require those who voted against to repeat their voting by signifying the assent or dissent that they originally indicated and not a new opinion on the matter, but the matter can be kept open for further discussion.
11. The generally accepted rules for the conduct of meetings shall apply unless they are inconsistent with any of the prescriptions above.
12. The Chair shall have the right to suggest to any member that he or she should withdraw for the discussion of any part of the business but the member shall be entitled to remain if he or she wishes.
13. The Chair of the Syndicate reserves the discretion to declare College matters confidential.
14. All written information that is to be regarded as confidential shall appear in the documents that bear a legend indicating the degree of confidentiality and the person or class of person to whom the information is confidential.
15. All documents designated as confidential shall be sent under a sealed cover bearing on it the designation of confidentiality.

16. No information written or orally about the any business of the Syndicate or any of its committees that is defined as confidential either in writing or orally shall be communicated to a person not a member of the Syndicate except with the permission of the Chair.
17. No information about the business of the Syndicate or of any of its committees or any document or part of document produced for or as a result of the meeting of the Syndicate or any of its committees that has been defined as confidential either in writing or orally shall be communicated to the press whether within or outside the University without the permission of the Chair.

II.3 Election to committees or posts of the Syndicate and election of College officers

1. The members of the JCR executive also have membership of the Syndicate, and shall reserve the right to elect other members under their constitution.

II.4 Termination of Office

1. Any office or position appointed by the Syndicate (other than that of Principal) may be terminated by the Principal, following the approval of a proposal to this effect considered as an item of business at a meeting of Syndicate. The Syndicate must follow the procedures set out in I & II above, save that:
 - 1(i) notice of such a proposal must be sent to all members of Syndicate at least 14 days before the meeting;
 - 1(ii) the decision must be reached by a two-thirds majority, i.e. the favourable vote of not less than two thirds of those present and entitled to vote at the meeting.
2. In the case of a proposal for the termination of office of the Principal the proposal must take the form of instructing the Secretary of the Syndicate to recommend to Council to consider termination of the office.
3. Any office or position appointed by the Syndicate may be terminated by the Principal following the approval of a proposal to this effect considered as an item of business at a meeting of Syndicate. Procedures in I & II above must be followed, save that notice of such a proposal must be sent to members of Syndicate at least 48 hours before the meeting.

II.5 Suspension and amendment of Standing Orders

1. The Syndicate Standing Orders shall not be suspended unless there is no opposition to such a proposal at a meeting of the Syndicate.

2. Standing Orders may be amended as defined in the Constitution following the procedures indicated in the Standing Orders.
3. In cases where an amendment has been deferred to allow time for a Constitutional amendment it shall not be deferred again from a subsequent meeting provided that the meeting is at least 21 days after the meeting when the business was first deferred.

II.6 Constitution

1. The Constitution of The County College takes precedence over the Standing Orders. In cases of doubt the Chair shall make a ruling only for the matter under discussion but the matter shall be referred to the Constitutional Committee who shall consider whether amendments to the Standing Orders are necessary.

Appendix III

Job Descriptions of College Officers – Revised November 2011

College Principal

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 (eg. 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.

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 Administrators, College Residence Officers 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 role-related activities;
- 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;
- refer to the College Principal any serious issues relating to Assistant Dean discipline or capability;
- 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.

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 Advisors, and work closely with the College Administrator and Principal (who acts as their line manager within this context), College Residence Officers, the Student Wellbeing Manager and other members of Student Based and other central 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) supporting and developing College Advisors as appropriate;
 - (c) the allocation of College Advisors to students;
 - (d) maintaining a record of College Advisors;
 - (e) 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;
- refer to the College Principal any serious issues relating to Advisor discipline or capability.

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.