

Election to Honorary Degrees and Honorary Fellowships Committee
Applicant Pack

Professional Services
Members of Staff

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## Nomination Form

**Nomination of a professional services staff member to stand as a candidate for election to Honorary Degrees and Honorary Fellowships Committee**

We, the undersigned, nominate ..............................................................................................................

of the Department/School of ...................................................................................................................

We confirm that the nominee is a professional services staff member, who has a contract of employment commencing at least 20 working days prior to the call for electoral nominations, which extends to at least 31 July in the following academic year.

*Signed[[1]](#footnote-1):*

1. Name: ........................................................ being a member of staff in the Department/School/Section of …………………………………………………….……………

*Date*: .............................................................

1. Name: ......................................................... being a member of staff in the Department/School/Section of ..................................................................................................

which is a different Department/School/Section from that of the nominee.

*Date*: .............................................................

## Nominee Declaration

I am willing to stand as a candidate for election to Honorary Degrees and Honorary Fellowships Committee.

I am aware that candidates should attend [meetings and any other events](https://www.essex.ac.uk/staff/governance/diary-of-meetings) and must meet the following criteria of the elections and of Committee membership as described below:

1. All professional services members of staff who have a contract of employment commencing at least 20 working days prior to the call for electoral nominations shall be eligible to stand and vote in the election, providing that their contract extends to at least 31 July in the following academic year.
2. All candidates must, as a pre-appointment requirement, be required to demonstrate that they are:
(a) free from any conflicts of interest that might preclude them from performing the role of governor and trustee of the University; and

(b) a ‘fit and proper person’ in accordance with the requirements of the Office for Students.

1. All successful candidates are required to complete all of the [How We Work at Essex](https://www.essex.ac.uk/staff/professional-development-and-training/essential-training) essential training modules, and additional modules for University Committee members, within four weeks of being appointed or prior to attending their first Committee meeting or event, whichever occurs first.
2. All successful candidates are required to accept the [Governor Code of Conduct](https://www.essex.ac.uk/-/media/documents/about/governance/governor-code-of-conduct.pdf) (.pdf)
3. I am aware that I must stand down from membership of Honorary Degrees and Honorary Fellowships Committee if I cease to be a professional services member of staff.

*Signed[[2]](#footnote-2):* ....................................................................... *Date:*  .................................................................

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| --- |
| Nominee Personal statement |
| Please provide a short personal statement of no more than 350 words, which can be copied and circulated with the online ballot paper. You should give brief biographical details, including how long you have worked at the University and write briefly in support of your nomination. |
|  |

## Submission Information

Candidates are required to complete and submit the following documents:

1. The Applicant Pack, comprising the:
	1. Nomination Form found on page 1 of this document, which has been signed by two professional services members of staff, one of whom must hold a post allocated to a Department/School/Section which is different from that of the nominee.
	2. Nominee Declaration found on page 2 of this document.
	3. Nominee Personal Statement found on page 3 of this document.
2. [A Register of Interest Declaration](https://www.essex.ac.uk/-/media/documents/about/governance/register-of-interests-form.docx)
3. [A Fit and Proper Declaration](https://www.essex.ac.uk/-/media/documents/about/governance/fit-and-proper-persons-declaration.docx)
4. [An Equality and Diversity Monitoring Form](https://www.essex.ac.uk/-/media/documents/about/governance/equality-and-diversity-monitoring-form.docx)

The completed forms must be submitted electronically to the Governance Office, [via Box](https://essexuniversity.app.box.com/f/6a46d7a9a0554461a4d8e92ac35db313) by **12 noon on Thursday, 03 October 2024**. Please email **elections@essex.ac.uk** to confirm that your nomination has been submitted. All nominations will be acknowledged.

Upon receipt, nominees will be invited to complete a test using our online tool, to ensure they meet the regulatory requirement of being a ‘Fit and Proper’ person and are free of conflicts of interest. This test must be completed by **12 noon on Thursday, 10 October 2024.**

### Further information

You can find out more about [Elections to Honorary Degrees and Honorary Fellowships Committee](https://www.essex.ac.uk/governance-and-strategy/governance/council/elections-to-honorary-degrees-and-honorary-fellowships-committee) and members and terms of reference for the Joint Committee of the Council and the Senate on the Governance webpages.

Informal enquiries can be addressed to the Governance Office, via email elections@essex.ac.uk.

1. Electronic signatures are preferred. Where an electronic signature is not possible, a separate original email confirmation from the nominator/seconder, will be accepted. [↑](#footnote-ref-1)
2. Electronic signatures are preferred. Where an electronic signature is not possible, a separate original email confirmation from the nominator/seconder, will be accepted. [↑](#footnote-ref-2)