



Senatus Academicus (Senate) Election Regulations

Composition of the Senate (Ordinance 212 Paragraphs 1-3 and 5)

1. The Principal of the University will preside at any meeting of the Senate.¹
2. The Senate model will comprise the following categories with numbers apportioned as follows²:

Table 1

| Position | Membership |
|---|--------------------------------------|
| Principal | 1 |
| Heads of Schools | 21 |
| Heads of Colleges | 3 |
| Other <i>ex officio</i> appointments | Approximately 50 |
| Total <i>ex officio</i> | Approximately 70 (maximum 80) |
| Elected academic staff (Professorial) | 100 |
| Elected academic staff (Non-professorial) | 100 |
| Elected students | 30 |
| Total elected | 230 |
| Total Senate membership | Approximately 300 |

3. The elected membership of Senate will be broken down as follows:

Table 2

| Position | Membership | Membership Breakdown |
|---|------------------|---|
| Elected academic staff (Professorial) | 100 ³ | 34 Professors from the College of Arts, Humanities and Social Sciences |
| | | 33 Professors from the College of Science and Engineering |
| | | 33 Professors from the College of Medicine and Veterinary Medicine |
| Elected academic staff (Non-professorial) | 100 ⁴ | 34 academic staff members from the College of Arts, Humanities and Social Sciences, with 3 positions prioritised for early career academic staff. |
| | | 33 academic staff members from the College of Science and Engineering, with 3 positions prioritised for early career academic staff. |

¹ Ordinance 212 Paragraph 1.

² Ordinance 212 Paragraphs 2, 3, and 5.

³ Ordinance 212 Paragraph 3a.

⁴ Ordinance 212 Paragraph 3a.

| | | |
|------------------|-----------------|---|
| | | 33 academic staff members from the College of Medicine and Veterinary Medicine, with 3 positions prioritised for early career academic staff. |
| Elected students | 30 ⁵ | See Appendix 2 |

4. Staff *ex officio* roles are detailed in Appendix 1. This list may be amended by the University Secretary from time to time, to reflect changes in organisational structures and job titles. Any changes will be notified to Senate at the next meeting of Senate.
5. The Students' Association will determine the office holders whose roles will entitle them to take up Senate membership and will be responsible for appointing these students to Senate.
6. The Students' Association must inform the Senate Support team if it is necessary to make any alteration to the list of office holders in Appendix 2 whose roles entitle them to Senate membership. Any changes will be notified to Senate at the next meeting of Senate.
7. Should a relevant Students' Association position become vacant for a period of time or a relevant student office holder be otherwise unavailable, the Students' Association will identify another appropriate elected student office holder to fill the vacant Senate position.
8. Election of Senate Assessors and Professional Services Staff to the University Court operates under separate regulations relating to election to University Court. Senate Assessors on the University Court will comprise two Senate Assessors. The Professional Services Staff Member elected to the University Court will also serve on Senate. Assessors and Professional Services Staff are elected for a four-year term on Court; they hold Senate membership as *ex officio* members for the duration of their term as Court members if their term as a Senate member would otherwise have concluded.

Term of Office (Ordinance 212 Paragraphs 4 and 6)

Elected academic staff

9. Elected academic staff will stand for a term of office which will not exceed three years from the first day of August of the year of election.⁶ Elected academic staff will demit office on 31 July of their final year in office.
10. There is no cap on the number of terms of office for which academic staff members may stand; academic staff members will be eligible for re-election for the same term of office provided that they demit office on ceasing to hold a contract of employment with the University.⁷

⁵ Ordinance 212 Paragraph 5.

⁶ Ordinance 212 Paragraph 4.

⁷ Ordinance 212 Paragraph 4a.

11. Elected academic staff members may resign membership at any time.⁸ Their membership will remain vacant until the next scheduled Senate election.

Elected students

12. The term of office for undergraduate student members will be one year, starting on the first day of August in the year of election. The terms of office for postgraduate student members will be one year, starting on the first day of November in the year of election. Students will be eligible to stand for multiple terms of office consecutively. There is no cap on the number of terms of office for student members.
13. A student member will demit office on ceasing to be a student at the University. Student members may resign membership at any time.⁹

The Electoral Roll (Ordinance 212 Paragraphs 3 and 5)

Elected academic staff

14. Academic staff members who are eligible to stand for membership of Senate and elect members from their own number will hold appointments from the University Court, as attested by a contract of employment issued by the University.¹⁰ In practice, 'Academic staff' will apply to all members of staff who are categorised as 'academic' in the University's Human Resources records.
15. All members of staff who are categorised as 'academic', and who also hold a personal or established chair, will be eligible to stand and vote in the 'elected academic staff (professorial)' category. All members of staff who are categorised as 'academic,' and who do not hold a personal or established chair, will be eligible to stand and vote in the 'elected academic staff (non-professorial)' category. Members of staff who are categorised as early career academic staff, including both early career research and teaching staff who hold a position up to and including Grade 08 on the University Grade Structure, will be eligible for election to the reserved early career academic staff positions contained within the 'elected academic staff (non-professorial)' category.
16. Members of the academic staff who hold a personal or established chair will not be eligible to stand and vote in the 'elected academic staff (non-professorial)' category. Members of the academic staff who do not hold a personal or established chair will not be eligible to stand and vote in the 'elected academic staff (professorial)' category. Members of staff who are categorised as early career academic staff, including both early career research and teaching staff who hold a position up to and including Grade 08 on the University Grade Structure, will be eligible for election to the reserved early career academic staff positions contained within the 'elected academic staff (non-professorial)' category.
17. Academic staff members who hold any of the posts or offices which qualify them for *ex officio* membership will not be eligible to stand for membership of Senate in either of the elected academic staff categories,¹¹ but are entitled to vote in the election for the academic staff category relevant to their role.

⁸ Ordinance 212 Paragraph 4b.

⁹ Ordinance 212 Paragraph 6a, 6b.

¹⁰ Ordinance 212 Paragraph 3

¹¹ Ordinance 212 Paragraph 3b

18. The electoral roll will be compiled from Human Resources' records on 31 January preceding the call for nominations meaning that nominees for the elected academic staff places will need to have been in their posts from this date in order to be eligible for nomination. Academic staff members who are allocated to the University Secretary's Group or Information Services Group will be included in the electoral roll for College of Arts, Humanities and Social Sciences.
19. Academic staff in both elected categories will be eligible to stand for the places which have been allocated to the College of which they are a member. If an academic staff member is a member of multiple Colleges, they will stand in the College where they work a greater proportion of their time (based on full-time equivalent). If an academic staff member works for equal amounts of time across multiple Colleges, they will be permitted to select the College in which they intend to stand, on condition that they only stand for election in one College, and that they declare in writing to the Senate Support Team in which College they intend to stand.

Elected students

20. The eligibility for students to stand for offices which can entitle them to Senate membership will be determined according to the eligibility criteria used by the Students' Association to appoint students to official roles. All students who are registered on credit-bearing courses, or who hold sabbatical offices, will be eligible for student membership.

Election of Academic Staff Members to Senate (Ordinance 212 Paragraph 7)

21. Elections for academic staff members will be held annually and will be run by the Senate Support team. There will be two elections for each College each year, one for eligible professorial staff vacancies and one for eligible non-professorial academic staff vacancies. Both elections will usually be held on the same day.
22. The Senate Support team will inform Colleges of the number of vacancies in each elected academic staff category and will report on an annual basis the members of each College in each category who will continue in office. Senate Assessors will be included in the count of College elected members if they are continuing a term of office as a College elected member, otherwise they are classed as an *ex officio* member and are not included in the count.

Election Dates

23. The call for nominations for each election will be made after 31 January each year, normally at the next Senate meeting. No nominations will be accepted before this date. At this meeting, Senate will agree a deadline for the submission of nomination forms.
24. The elections will be conducted on a date which will be determined by the Senate in each year and all elections to Senate will usually take place on the same date in a given year. The elections must take place in time to communicate the results to Senate before its final meeting of the academic session, and the results must be communicated to Senate no later than 30 June each year.

Role of the Returning and Deputy Returning Officers

25. On an annual basis, Senate will appoint a Returning Officer and Deputy Returning Officer, who will be responsible for the management of the elections and the declaration of the results of the elections.
26. The Deputy Returning Officer will provide nomination forms calling for nominations and will draw attention to the correct procedure for making nominations. The call for nominations will be published by the Deputy Returning Officer and advertised via agreed channels.

Nomination and Validation of Candidates

27. Only members of the electorate in each category, as defined in paragraph 15, will be eligible to stand for election in that category. Eligible individuals will be entitled to nominate themselves as a candidate using the process specified in the call for nominations.
28. All nominations must be received by the deadline agreed by Senate. No nominations will be accepted after this date and time.
29. If the Deputy Returning Officer receives a nomination from an individual who is not eligible to stand for election under the terms defined in these regulations, the Deputy Returning Officer will contact the individual to inform them that their nomination will not be accepted. Where the individual whose nomination has not been accepted wishes to challenge the rejection of their nomination, they may do so by contacting the Returning Officer. The decision of the Returning Officer is final.
30. In the event of there being only one valid candidate for each vacancy and therefore an uncontested election, the Deputy Returning Officer will declare and publicise as soon as practicable the name of the valid candidate elected for each vacancy.

Conduct of election process

31. Each candidate will receive from the Deputy Returning Officer a copy of these Regulations.
32. If the Deputy Returning Officer has reason to believe that a candidate may have breached these Regulations, the Deputy Returning Officer will request a written explanation or clarification from the candidate. If the Deputy Returning Officer concludes that a material breach has occurred, the Deputy Returning Officer will inform the Returning Officer. The Returning Officer has the authority to disqualify a candidate, subject to the right of appeal by the candidate to the University Secretary (or specified delegated authority) within two working days of receiving written notification of the disqualification. The decision of the University Secretary (or delegated authority) will be final.
33. The validity of the elections will not be affected in the event that a candidate is unavailable to continue for any reason prior to the results of the election being announced and, where there is a greater number of candidates remaining than vacancies in any category, the election will proceed as planned. In the event of there being only one remaining candidate for each vacancy in any category and therefore an uncontested election in that category, the Deputy Returning Officer will declare and publicise as soon as practicable, and no later than two working days after confirmation of the uncontested election status, the names of the valid candidates elected.

34. The Deputy Returning Officer will distribute to each member of the electorate via email a link to the voting system along with a link to the relevant web page to view information about the candidates.

Voting arrangements

35. The elections will be conducted by means of the Single Transferrable Vote, Weighted Inclusive Gregory Method (STV WIGM). The candidates with the greatest share of the vote will automatically be elected.
36. Voting will be conducted by staff online. All those on the electoral roll will be permitted access and will be able to vote on the online voting system on the election date(s).
37. Members of staff who are formally employed in more than one College will be entitled to vote in all Colleges in which they are employed.

Counting

38. All votes cast online will be counted together using an electronic counting system.
39. In the event of a tie, the successful candidate or candidates will be determined by the drawing of lots. The Returning Officer will draw lots from the pool of candidates whose votes are tied until the available vacancies are filled.

Declaration

40. The Deputy Returning Officer will ensure that the result of the election is posted to the Senate webpages as soon as is practicable after the result or results have been declared. The result of the election will be communicated to Senate at the first meeting following the elections.

Election of Student Members to Senate (Ordinance 212 Paragraph 8)

41. Elections for student members will be held annually on dates to be determined by the Students' Association. Elections for student members will be conducted by the Students' Association in accordance with election regulations determined by the Students' Association, and with section 16 of the Higher Education Governance (Scotland) Act 2016.

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Document control

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| 2/12/19 | Approved by University Court |
| 5/2/20 | Amended under section 4 by the University Secretary, Senate informed 5/2/20 |
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| 9/2/22 | Amended under sections 4 and 6, Senate informed 9/2/22 |
| 8/2/23 | Amended Appendix 1, Senate informed 8/2/23 |
| 7/2/24 | Amended Table 2, Section 8, 15, 16, 22, 40 and Appendix 1 |

Appendix 1

Senate *Ex Officio* membership

(See regulations 2 and 4)

| Position | Membership | Membership Breakdown |
|--------------------------------|---|---|
| Principal | 1 | (Required under Ordinance 212) |
| <i>Ex officio</i> appointments | Approximately 70, with a maximum 80 <i>ex officio</i> members in total. | Heads of Schools (Required under Ordinance 212) and Heads (Deans) of the Deaneries of the Edinburgh Medical School. |
| | | Heads of College (Required under Ordinance 212) |
| | | Provost |
| | | Vice-Principals |
| | | Assistant Principals |
| | | Director of Library and University Collections |
| | | Director of the Institute for Academic Development |
| | | University Leads on Climate Responsibility and Sustainability; Equality, Diversity and Inclusion |
| | | Up to 6 College-level office holders per College nominated by that College. 5 office holders must hold academic posts (for example, Deans and Associate Deans) 1 office-holder will be a professional services staff member elected to that role by their peers. |
| | | Office-holders who are specifically entitled to Senate membership under the terms of collaborative agreements. |
| | | 2 Senate Assessors on the University Court if not serving a term as an elected member. |
| | | 1 Academic Staff member on the University Court if not already a Senate member. |
| | | 1 Professional Services member on the University Court |

Appendix 2

Student membership

(See regulations 5 and 6)

| Position | Membership | Membership breakdown |
|------------------|------------|--|
| Elected students | 30 | 5 Sabbatical Officers |
| | | 8 Section Representatives |
| | | 5 Liberation Officers |
| | | 6 Undergraduate School Representatives |
| | | 6 Postgraduate School Representatives |