

## **PRO CHANCELLOR**

### **TERMS OF REFERENCE**

1. **Appointing Authority:**

A Pro Chancellor or Pro Chancellors shall be appointed by the Board of Governors.

2. **Roles and Responsibilities:**

The office of Pro Chancellor is a non-constitutional role encompassing the following roles and responsibilities:

- (i) To act as:
  - (a) ambassador for the University and champion an agreed academic portfolio, and
  - (b) in place of/for the Chancellor when necessary;
- (ii) To represent the University's interests and to further the aim and profile of both the University and the agreed academic portfolio;
- (iii) To visit the University at least once a year, to provide encouragement and support to staff and students;
- (iv) To step in (when requested) as the Presiding Officer at degree congregations;
- (v) To discharge such responsibilities with due regard for the proper conduct of public business and in accordance with accepted standards of behaviour in public life, which embrace selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
- (vi) To undertake such other responsibilities as determined by the Board of Governors and/or the Vice Chancellor from time to time.

The Pro Chancellor shall be entitled to wear the University's Pro Chancellor's robes and/or regalia at degree congregations and such other events as is deemed appropriate or where the Pro Chancellor is officially representing the University.

The appointment is an honorary one and carries no remuneration.

3. **Appointment of a new Pro Chancellor:**

The appointment of a Pro Chancellor shall be made by the Board of Governors upon the joint recommendation of the Vice Chancellor, the Chair and the Deputy Chair of the Board.

The appointment shall be made for a term of up to three (3) years and shall commence upon completion of the acceptance of appointment form as set out in the appendix.

Re-appointment of an existing Pro Chancellor is not automatic and shall be made by the Board of Governors on the recommendation of a group set up by the Board of Governors, comprising the Vice Chancellor, the Chair of the Board, and the Deputy Chair.

Continuous service beyond the first term of office is permissible in exceptional circumstances. The office may be relinquished or ceased at any time upon written notice from the Pro Chancellor or the University.

The appointment is unremunerated except in respect of incidental travelling and subsistence allowances.

4. Amendment:

These terms of reference may be amended only by a resolution of the Board of Governors.

Appendix: Acceptance of Appointment

Approved 17 February 2015

**PRO CHANCELLOR OF**  
**THE UNIVERSITY OF BOLTON**

ACCEPTANCE OF APPOINTMENT

**Full Name:** .....

**Term of Office:** .....

**Designated Academic Portfolio:** .....

I agree to accept the appointment of Pro Chancellor of the University of Bolton in accordance with the Terms of Reference (Pro Chancellor) governing such appointment and to serve the interests of the University to the best of my ability.

I agree to:

(i) sign the Data Protection Consent Form and to supply relevant information for a Register of Interests which is open to public inspection and I will declare any relevant interests which arise during a meeting;

(ii) keep confidential those items of business which the Board of Governors decides from time to time will not be available for public inspection or any matter which should, in the interests of the University, remain confidential.

**Signed:** ..... **(Pro Chancellor)**

**In the Presence of:** .....  
**(Governor)**

**Date:** .....