

The Appointments Committee

Principles and Process of Appointment

The Appointments Committee is a group of six students delegated by the Association Board of Trustees to consider applications and make decisions online about Student Representatives, Central Disciplinary Committee volunteers, and some membership categories of the Open University Students Association Student Senate Reference Group. Occasionally the Appointments Committee will make decisions about other groups of representatives. The Appointments Committee receives annual training and are supported by a team of staff as stated within the Appointments Committee Terms of Reference.

All sensitive information is restricted from applications before consideration by the Appointments Committee (for example details of a disability or ethnicity).

Unsuccessful application forms are stored for a period of up to 6 months in relation to our retention policy, this allows for data to be accessed should any queries of questions around appointments occur. This also allows for unsuccessful candidates to be contacted should a vacancy arise soon after they applied.

Successful applications will be stored for the duration of the role (up to two years) and some information e.g., full name will be stored to ensure legacy of student representatives is kept.

Some personal information including full name(s), email address and accessibility related information will be shared with relevant Association, OU staff and fellow volunteers as is required by the role.

Once appointed in the role, Student Representatives will be provided with an official email account in the format firstname.surname@open.ac.uk to allow them to share their contact details with the wider team. Volunteers will be given forum access where they can liaise and network with other Representatives, as well as having the option to join a regular online session with other Representatives.

A seminar will be held annually to provide training, information and guidance to Representatives, prior to the first meeting in the new timetable. This will be organised by Vice President Education with support from the Appointments Committee, existing Student Representatives and Association staff.

Principles of Appointment

- When appointing two or more Representatives to a University Committee (including Central Disciplinary Committee) it should be the aim of the Appointments Committee to place a new Representative with a more experienced one where possible.
- If a representative has previously been removed from a committee, they will not normally be considered for appointment. Removal will be in accordance with:
 - The Students Association Volunteer Policy
 - The Students Association Disciplinary Policy
 - Committee terms
 - or at the request of the Committee Chair or University for breach of University Regulations.
- Although priority will be given to non-Student Leadership Team Committee members, applications from Student Trustees or Members of the Student Leadership Team are considered in the same manner as those from other applicants.
- With the exclusion of Access, applicants will be expected to have studied for a period of at least 3 months or to have previously studied with the OU.
- Long serving Student Representatives are not appointed in preference to other representatives.
- For continuing representative applicants, the Appointments Committee will consider their previous year's performance record in terms of the number of meetings attended, standard of reports received, participation in the online Student Representative forums and notification of reasons for non-attendance.
- The Appointments Committee will consider any declaration of interest which may include:
 - applications from a member of the Appointments Committee or the immediate family or partner of a member being considered,
 - current or past Open University employees
 - Current or past Student Association employees
 - And any other cases deemed appropriate

Members of the Appointments Committee that declare a conflict of interest will not take part in the shortlisting process as per the Terms of Reference.

Process of Appointment

- Appointments are either for a year or two years (the student's choice) and are made in line with the Open University governance cycle from the 1 August – 31 July.
- Appointments to a Faculty Committee or Board of Studies will only be given to students that study within the faculty or area. Please note, this does not include Association Honorary Life Members.
- If an Applicant needs to step away from their role for personal reasons, and less than one year has passed since they were last applying for a role, they will be considered for positions as a continuing Representative and be given the option to return to their committee, should there be a vacancy. If they wish to apply to a new committee, they will be expected to complete a full application along with other students. Under normal circumstances, volunteers will serve no more than four consecutive years on any one committee.
- Should the Appointments Committee decide not to appoint, the reason for non-appointment must be agreed upon by the Appointments Committee and communicated to the applicant. If any applicant is unhappy with this response or wishes to receive further feedback, they can contact the chair of Appointments Committee.
- Applicants will be required to undertake training that is relevant and useful to their role.
- Student Reps are invited to attend either a briefing or de-briefing with an Association member of staff, either remotely or face to face.
- All Representatives will have their attendance to committees, briefings and training as well as having reports recorded. This information will be used to support future recruitment decisions made by Appointments Committee.

Last updated October 2023.