1. This Ordinance applies to the College Consuls of the Faculties of Engineering, Natural Sciences and Medicine.

INTRODUCTION

2. College Consuls are Professors of the College who, having been elected by the senior academic members of their constituency, enjoy the confidence of their colleagues and may therefore be expected to act as a conduit for academic opinion which complements that coming through the management structure.

3. College Consuls are not members of ‘line management’ and do not, for example, stand between the Provost, the Deans of the Faculties and Heads of Department or Heads of Division. Thus Consuls have an essentially non-executive role as spokesmen or spokeswomen and advisors, although a number of specific administrative responsibilities are also assigned to them.

4. There shall be two elected College Consuls for each of the Faculties of Engineering, Natural Sciences and Medicine. One of the Faculty of Medicine College Consuls will be a clinical Professor, with the other being a non-clinical Professor.

5. In order that all of the College Consul’s duties can be carried out effectively, in any one year there will normally be seven College Consuls; the six elected College Consuls, and a Senior College Consul.

6. The Senior College Consul is a current or former College Consul (or elected Dean prior to 1 March 2013), elected by the College Consuls.

CONSTITUENCIES

7. The Constituency for the election of the College Consuls for the Faculty of Engineering shall comprise the Faculty of Engineering and the Imperial College Business School.

8. The Constituency for the election of the College Consuls for the Faculty of Natural Sciences shall comprise the Faculty of Natural Sciences and the Centre for Co-Curricular Studies.

9. The Constituency for the election of the College Consuls for the Faculty of Medicine shall comprise the Faculty of Medicine.
ELECTION OF COLLEGE CONSULS

10. College Consuls shall be elected by the Professors, Readers and Senior Lecturers of their respective constituencies.

11. College Consuls shall normally serve for a term of office of three years commencing on 1 September. A former College Consul (or elected Dean prior to 1 March 2013) is eligible for re-election after one period out of office except that, where an outgoing College Consul has served for less than two years having been elected to complete a term of office relinquished early by another College Consul, he or she is eligible to stand for election for the ensuing period of office.

12. A College Consul may not hold office concurrently as Provost, Dean, Vice Dean, Head of Department, Vice President, Vice Provost, Campus Consul or any other appointment with substantial line management responsibilities.

13. The election for a College Consul shall be conducted by the Director of Human Resources during the second term of the final year of office of the retiring College Consul. Notice of election shall be given to the Senate at its Spring Term meeting when the date by which nominations are required shall be announced. On the day following the Senate meeting the Director of Human Resources shall give notice of the election and the date by which nominations must be received to the relevant constituency.

14. Each candidate shall be proposed and seconded by members of the relevant constituency who must first obtain the consent of the nominee. If there is more than one nomination, voting shall be by secret ballot conducted by the Director of Human Resources. Each elector is allowed to vote for one candidate only. The Director of Human Resources shall declare the result on the basis of the number of votes cast and announce it on the first working day following the closing date.

15. In the event of a tie, the Director of Human Resources shall:
   a. Ascertain whether one or other of the candidates wishes to withdraw;
   b. If not, conduct a second election amongst the same constituency, with only those who have tied being included as candidates;

16. In the event of a second tie, the Director of Human Resources shall conduct a second ballot amongst the Vice-Presidents, Vice-Provosts, the Associate-Provost and the existing College Consuls only.

17. If a casual vacancy occurs, the Director of Human Resources shall proceed to hold an election as soon as practicable; except that:
   a. If the vacancy occurs within the first two years of the term of office of the retiring College Consul, the incoming College Consul shall complete the term of office of the retiring College Consul and, if the incoming College Consul has served for less than
two years, may be subsequently eligible for election for a further term of three years (see Paragraph 11 above).

b. If there are less than twelve months remaining in the term of office of the retiring College Consul, the incoming College Consul shall be deemed to have been elected for the next full term of office. The incoming College Consul shall complete the term of office of the retiring College Consul and shall then serve a further full term of office of three years.

**ELECTION OF THE SENIOR COLLEGE CONSUL**

18. The Senior College Consul is a current or former College Consul (or elected Dean prior to 1 March 2013) who has served at least two years as a College Consul. The Senior College Consul is elected by the College Consuls and serves for one year in the first instance. Subject to approval by the Provost, the Senior College Consul may be re-elected for up to two further terms of office. This election is to be made by 31 May in the academic year preceding that in which the Senior College Consul is to serve.

**SPECIFIC DUTIES OF ALL COLLEGE CONSULS**

19. College Consuls have specific roles, which are recorded in College policy documents.

**COMMITTEE MEMBERSHIP**

20. The Senior College Consul is an *ex officio* member of the Court. The College Consuls are *ex officio* members of the Senate and the Academic Promotions Committee and attend Heads of Department/ Division meetings. Individual College Consuls may also be co-opted on to other committees.

21. The appropriate College Consuls chair the Engineering Studies, Medical Studies and Science Studies Committees.

**OTHER MATTERS**

22. In accordance with their role as stated in Paragraphs 2 and 3 above, College Consuls may be asked by the Provost from time-to-time to sit on, or chair, committees or working parties and to undertake other *ad hoc* tasks.

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