

LETTER OF APPOINTMENT FOR NEW COURT MEMBERS

[Date]

[Name and address]

Membership of the University Court

TEXT FOR LAY MEMBER

I am very pleased to welcome you to membership of the University Court for the period up to [date]. That period is renewable for further three year period. The first meeting you will be eligible to attend will be on [date].

TEXT FOR EX OFFICIO/ELECTED/NOMINATED MEMBER AS REQUIRED

I was pleased to hear about your recent election to Court. / I write with regard to your automatic membership of Court as [insert role title].

Court usually meets on five occasions per academic year, normally on a Wednesday in each of October, December, February and June. Court also has a Friday evening/Saturday conference in April (usually combined with a normal meeting), at which strategic initiatives are discussed. Total time commitment as an ordinary member of Court is likely to be no more than 10 days per year, including membership of committees.

In the meantime, however, it would give me great pleasure to invite you for discussions with myself and Sheena Stewart, Secretary to Court. I look forward to meeting you and will ask Sheena to contact you to see if we can arrange a mutually agreeable time for you to visit, when your time permits.

At a personal level, I am delighted that you will be joining us at a very exciting period in the development of the University, and I look forward to working with you.

With kind regards,

Mr E W Frizzell CB
Chair of Court

[Date]

[Name and address]

Membership of the University Court

Dear [...]

I would like to warmly welcome you to membership of University Court.

The University subscribes to the Scottish Code of Good HE Governance (2013) for its governing body, and strives to develop best practice in corporate governance. University Court, as the governing body, is responsible for overseeing the University's activities, ensuring compliance with the statutes, ordinances and provisions which regulate it, and determining the future direction of the University. To enable Court to be as effective as possible, Court members are encouraged to attend meetings regularly and participate actively.

Given the extensive responsibilities placed on Court members, the University has in place an induction programme so that new members are fully briefed on the terms of their appointment and the responsibilities placed upon them. It gives me pleasure to invite you to attend a briefing session on [date] to meet with myself and Dr Alison Ramsay, Deputy Secretary (Corporate Governance) to discuss in more detail the University and its strategic plan, University Court and its responsibilities, and the role of Court members.

The Scottish Code of Good HE Governance notes that as a member of a governing body, Court members should at all times conduct themselves in accordance with accepted standards of behaviour in public life which embrace selflessness, integrity, objectivity, accountability, openness, honesty and leadership (known as the Nolan principles). In the interest of good governance we will be inviting you to sign the attached slip after your induction, to confirm that you accept your responsibilities as member of Court and that you accept the code of conduct.

If you have any queries relating to the University or University Court, please do not hesitate to contact me at any time.

With kind regards,

Sheena Stewart
Secretary to Court
University Secretary

[to be signed following induction]

I, _____, hereby confirm that the information I have provided in my application is accurate; that I understand and accept my responsibilities as a member of University Court, University of Abertay Dundee, and that I will conduct myself in accordance with accepted standards of behaviour in public life* at all times.

Signed _____

Date _____

* selflessness, integrity, objectivity, accountability, openness, honesty and leadership