

Governance Policies & Procedures

1.6.1.10 Policy on handling of complaints brought against the Pro-Chancellor, Deputy Chair and Chairs of Council Committees in the lawful pursuit of their duties

Policy Number	1.6.1.10
Responsibility	The Secretary to Council
Date approved:	23 February 2015 by Executive Committee of Council
Date for next review:	23 February 2018
Reference:	Charter of the University Statutes of the University of the South Pacific Code of Conduct for Members of Council

1 Overview

The Charter and Statutes allow for the appointment of officers of the University and provide them with the necessary powers to carry out their duties on behalf of the University.

The relevant provisions are below:

Provisions of the Charter

- (a) *There shall be a Chancellor of the University who shall be the titular head of the University.*
- (b) *There shall be a Pro-Chancellor of the University, who shall be Chair of the Council and preside over its meetings. In the absence of the Chancellor or during a vacancy in the office of Chancellor, the Pro-Chancellor shall exercise and perform, subject to the Statutes, all of the functions of the Chancellor.*
- (c) *There shall be a Vice-Chancellor of the University, who shall be the chief academic and administrative officer of the University.*
- (d) *There shall be one or more Deputy Vice-Chancellor's of the University who shall, subject to the Statutes, exercise and perform such of the powers and functions of the Vice-Chancellor as the Vice-Chancellor or, if the Vice-Chancellor should be incapacitated, the Council may delegate.*
- (e) *There shall be a Registrar of the University who shall be responsible for such aspects of the administration of the University as the Vice-Chancellor may from time to time determine.*
- (f) *There shall be such other officers of the University as the Council may from time to time determine.*

Provisions of the Statutes

Part 2 – OFFICERS OF THE UNIVERSITY

- 4. *Officers of the University*
 - (1) *The officers of the University are:*
 - (a) *The Chancellor;*
 - (b) *The Pro-Chancellor;*
 - (c) *The Vice-Chancellor (who may also be referred to as the President);*

- (d) *One or more Deputy Vice-Chancellors¹;*
- (e) *The Registrar.*

- (2) *The Council may appoint such other officers as it thinks fit with such duties, and upon such terms and conditions, as it determines.*

2 Policy

Part 1 - How to deal with complaints from people who provide their name(s);

- (a) Complaints from individuals who provide their names should be sent to the Secretary to Council who will take the matter to the Pro-Chancellor or the Deputy Chair of Council as appropriate. The Pro-Chancellor and/or Deputy Chair with the Secretary to Council will vet the complaint for seriousness.
 - (i) If a complaint is deemed not serious, the Secretary to Council will inform the complainant that the matter is at an end.
 - (ii) The complaint should be referred within 21 days of receipt to the sub-committee of the Executive Committee of Council prescribed in the *Ordinance for the Discipline of the Vice-Chancellor*.
- (b) The EC sub-committee in a(ii) must meet as soon as practicable to consider the allegation and decide that:
 - (i) No further action be taken; or
 - (ii) The matter be referred to the full Executive Committee of Council for consideration which in turn will decide whether no further action be taken or to refer the matter to Council.
- (c) If the matter is referred to the Council, it (Council) must establish a Special Committee to consider the allegations. The Special Committee must comprise such members of the Council and of the Senate as Council decides, and is chaired by the Pro-Chancellor, Deputy Chair or a Chair appointed by Council.

Part 2 - How to deal with allegations from anonymous sources

- (a) A complaint received from anonymous sources will not be considered by the Council or the Executive Committee of Council.

¹ This also includes the Vice-President positions.