

CHANCELLOR APPOINTMENT ADVISORY COMMITTEE TERMS OF REFERENCE

ROLE

The Chancellor Appointment Advisory Committee is established by Council under section 11 of the Deakin University Council Regulations. Its role is to assist Council in the appointment of Deakin's seventh Chancellor to succeed Chancellor John Stanhope AO from 1 January 2026.

This includes developing the selection criteria; guiding the search process for candidates; conducting the shortlisting and interviewing of candidates; and ultimately bringing a recommendation on an appointment to Council for consideration and, if appropriate, approval.

The Committee will report to Council throughout the recruitment and appointment process and will forward minutes of each of its meetings to Council for consideration.

TERMS OF REFERENCE

The terms of reference of the Chancellor Appointment Advisory Committee are:

Approval of position description, selection criteria and related documentation

1. To approve the position description and selection criteria for the position.
2. To approve other documentation supporting the search, selection and recruitment steps, consistent with the position description and selection criteria.

Selection of executive search firm and other advisory firms

3. To approve the selection of an executive search firm.
4. To approve the selection, if required, of other expert advisory firms as may be required to support the appointment process, eg for due diligence checking.

Oversight of search and recruitment process

5. To instruct the search firm on all matters related to the search process; to monitor the progress of the search process; and to approve information to be provided to candidates.

Shortlisting and interviewing of candidates

6. To conduct the shortlisting of candidates.
7. To conduct the interviews of candidates.
8. To consider referee reports, due diligence checks and testimonies as appropriate.

Presentation of recommendation on an appointment

9. To make a recommendation to Council on the appointment of a Chancellor, comprising:
 - a. a single name
 - b. proposed term of office
 - c. proposed remuneration.

If approved by Council that person shall be appointed Chancellor. If not approved the Committee must reconvene and bring forward another recommendation until a candidate is approved.

COMPOSITION

- Dr Lyn Roberts AO, Deputy Chancellor, Chair
- Professor Tom Calma AO, External Expert Member
- Professor Iain Martin, Vice-Chancellor
- Professor Judy Currey, Chair Academic Board
- Stephen Bubb, Council Member and former Chair Legislation Committee

DURATION OF ESTABLISHMENT

The Committee is established for the duration of the Chancellor appointment process. It will be disestablished automatically on appointment of the Chancellor.

OPERATIONS

The Committee operates in accordance with the Operating Provisions for Committees of Council.

The Committee Secretary is the University Council Secretary, Dr Glenn Nicholls.

APPROVAL OF TERMS OF REFERENCE

These Terms of Reference are approved by the Deakin University Council and can only be amended by approval of the Council.

Approved by Deakin University Council on 23 May 2024