



ST PETER'S COLLEGE

BY-LAWS

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BY-LAW I

Additional emoluments and allowances

1. Entertainment allowance The Official and Professorial Fellows shall be granted an annual entertainment allowance of such sum as the Governing Body may from time to time decide, payable in December of each year.
2. Book, equipment and travel allowance In each College financial year Official and Professorial Fellows shall be entitled to order books and equipment that are necessary for the purpose of their work for the College to the value of such sum as the Governing Body may from time to time determine. Books and equipment purchased from this allowance shall remain the property of the College.
3. Housing allowance In each College financial year every Official Fellow not residing in College accommodation shall be granted a housing allowance of such sum as the Governing Body may from time to time determine.
4. The Governing Body may at a Stated Meeting extend any or all of the above allowances to other Fellows who hold College Offices.

BY LAW II

Leave of Absence (Sabbatical)

Definition: In this By-Law Fellow means an Official Fellow who is also a tutor.

- (1) The Governing Body will grant leave of absence, for the purpose of travel or study or some similar object, for one, two, or three terms to every Fellow who has applied for it not less than a term previously, provided that:
 - (a) the cumulated number of terms of leave which the Fellow has taken since his election shall not at any time exceed one-sixth of the cumulated number of terms in which he has performed his duties since his election, except that:
 - (i) a Fellow who has held an appointment in this University carrying with it entitlement to sabbatical leave shall carry with him into his Fellowship whatever service qualification he has accumulated as a University officer, and, subject to the other rules of this By-Law, may be granted leave on the basis of such service;
 - (ii) when a Fellow has been granted a period of Special Leave on the basis that either the whole of the Fellow's salary is paid by an outside body or replacement of all the Fellow's teaching duties is funded by an outside body, or has been granted a period of unpaid Maternity Leave, that period of Special Leave or of unpaid Maternity Leave shall normally count neither as Sabbatical Leave nor as qualifying service for the purposes of calculating entitlement to Sabbatical Leave;
 - (iii) leave will not normally be granted to a Fellow during the first six terms of his Fellowship;
 - (b) the Governing Body shall not grant leave to a Fellow for a continuous period exceeding three terms in duration or for more than three terms in all within any continuous period of nine terms; nor normally to any Fellow who has taken leave within the previous six terms;
 - (c) a Fellow granted leave under these rules shall before the beginning of his leave make such arrangements as the Governing Body deems adequate for the teaching of his pupils and for the discharge of his other responsibilities during his absence;

- (d) the Governing Body shall ensure that not more than one quarter of the total number of Fellows shall be on leave at any one time.
- (2) The period of leave shall be allowed to count towards service for a pension, and during this period the College and the Fellow shall continue to pay their respective portions of the Fellow's superannuation contributions.
- (3) A Fellow granted leave under these rules shall be entitled during his leave to his College stipend, together with any allowances to which he is ordinarily entitled, but not to any part of the stipend of any College office, nor, if he resides away from Oxford for a substantial part of his leave, to rooms in College, except that:

a Fellow, who, for the period of his leave, accepts paid employment, shall receive from the College only such part of his College stipend as the Governing Body, taking into account the Fellow's total earnings during the period of his leave, shall deem equitable.

BY-LAW III

Maternity/paternity and parental leave

1. A member of the College who is also an employee of the College shall be entitled to either maternity or paternity leave and to parental leave, the benefits, terms and conditions of such entitlement to be those offered, for the time being, by the University to academic staff.
2. Application for such leave shall be made in writing to the Master.
3. In the event that an applicant wishes to vary the period of maternity leave relative to her expected date of confinement, her request shall be referred to the Sabbatical Leave Committee, the Committee having the power to act provided that the total benefit is not thereby increased.
4. Any period of paid maternity or paternity leave shall be regarded as on a par with formal sick leave and shall not affect an individual's entitlement to apply for Sabbatical Leave. However unpaid maternity or parental leave shall be discounted as qualifying service for the purpose of calculating such entitlement.

BY LAW IV

Residence of Official Fellows

Under the provisions of Statute V. 3 (c), the Governing Body shall normally be deemed to have dispensed from the requirement to reside within the University any Official Fellow who resides up to a limit of twenty-five miles from Carfax, without application. In exceptional circumstances, the Governing Body may authorise an Official Fellow, on application, to reside beyond this limit.

BY-LAW V

Public Advertisement of Stipendiary Posts

Every stipendiary post, whether Fellowship or Lectureship, to which an appointment is to be made, shall normally be advertised in the University Gazette and in at least one duly registered newspaper.

Any proposal to dispense with advertisement of a particular appointment shall be supported by a reasoned case stated in writing, which the Governing Body shall consider and on which it shall decide no later than the meeting of the Governing Body next following that at which the decision to make such an appointment was taken.

BY-LAW VI

Appointments

No Fellow shall be present at any discussion in the Governing Body or any of its committees which concerns

- (a) the decision as to whether, or in what form, the College should continue to provide tuition to undergraduates in the Fellow's own subject after his retirement or resignation;
- (b) the selection of his successor.

BY-LAW VII

Stated Meetings

There shall be a Stated Meeting of the Governing Body immediately before any College Meeting held on the Wednesday of the first week of a Full Term, and this By-Law shall constitute due notice of such Stated Meetings as required by College Statute X, Clause 1, so long as any such College Meeting shall have been scheduled more than seven days in advance..

BY-LAW VIII

Employment and dismissal of academic staff

- (i) In any case where under Statute XV an officer of the College or any person is designated to perform any duties or exercise any powers under this Statute, and that officer or person is himself certified by the Master, or in the case of the Master by the Vice-Master, to be himself involved in the matter in question, the Governing Body may on the motion of any two members appoint as an alternate to act in his place any other holder of an office explicitly specified in Statute V.12, or in case the person designated is the Senior Fellow present the official Fellow next to him in seniority and present.
- (ii) In any matter which the Master has determined should be considered by a Disciplinary Committee, the Governing Body shall within two weeks appoint a Committee composed as prescribed under Statute XV.16 and shall on the same occasion agree to instruct a solicitor or other suitable person to formulate and arrange the presentation of charge or charges to be considered by the Disciplinary Committee, as provided by Statute XV.17. The Disciplinary Committee shall commence its hearing of the charge or charges within a period not exceeding four weeks from the appointment of the Committee unless the Committee having met and heard submissions on either side so determine in the interest of a just and fair outcome of the proceedings. It shall be the responsibility of the Chairman of the Disciplinary Committee to ensure that the content of its proceedings conforms in every way with the requirements of Statute XV.18.
- (iii) In any case referred by the Master to a Medical Board constituted as provided in Statute XV.23 (e), the Board shall commence its hearing of the case within a period not exceeding four weeks from the date of its appointment unless the Board having met and heard submissions on either side so determines in the interest of a just and fair outcome of the proceedings. It shall be the responsibility of the Chairman of the Medical Board to ensure that the conduct of its proceedings conform in every way with the requirements of Statute 23 (e).
- (iv) In any appeal allowed by Statute XV from a decision made by the Governing Body or by a Disciplinary Committee, Medical Board or other tribunal of first instance appointed under the provisions of Statute XV, the appeal panel shall ensure that the proceedings are held as expeditiously as is reasonably practicable and in conformity with the requirements of Statute XV (b) and (c).
- (v) In matters in which members of the academic staff feel themselves aggrieved and which the Master has referred to a Grievance Committee constituted as provided in Statute XV.35-36, the Committee shall commence consideration of the alleged grievance within two weeks of its appointment and shall ensure that the aggrieved person and any person against whom the grievance lies shall have the right to be heard at a hearing and to be accompanied by a friend or representative.

BY-LAW IX

Notice for Governing Body business

- (1) (1) For the purpose of the application of Statute X.2, an agenda item will be held to have been communicated to members with "reasonable notice" if it has been circulated to members by the end of the fifth day before the meeting. Any supporting paper not circulated by the same deadline may only be considered at the meeting if all the members present so allow.
- (2) Where a paper is circulated electronically a hard-copy must be made available to all those who usually receive hard-copies of Governing Body papers, and therefore such papers should be provided to the College Registrar the day before the deadline for circulation.

BY-LAW X

Room entitlement of Official Fellows

Officials Fellow engaged in the teaching work of the College shall be entitled to sole occupancy of a room in College for academic purposes. Fellows wishing to take up their entitlement shall give notice of their intention. The appropriate allocation shall be made as soon as possible thereafter, and in any case no later than twelve months after notice has been given.