DIRECTOR APPOINTMENT POLICY

Purpose

This policy sets out the principles for appointing the Director of the Dodd-Walls Centre (DWC).

1. **Scope**
   1. Managing the succession process of the Director is outlined in the Heads of Agreement document 2019, which states:
      
      “The initial appointment will be Professor David Hutchinson for a term of 2 years. Any subsequent appointment or reappointment of Director shall be determined by the Host after discussion with the Parties and the Governance Board.”
   
   2. Succession planning is addressed in the Board Charter in the bid documentation for Dodd- Walls Centre 2.0 and is repeated here in full:

   **Succession Planning**

   The current Chair, Dr Garth Carnaby, brings a very broad span of experience and expertise to the role. He has been Chair since the CoRE was established and has indicated that he would like to see the Centre through to the next phase of its evolution. He is however now 69 and has noted that a new Chair will be required to succeed him during the first half of the next period if the Centre is renewed. The host institution, Otago University, will manage the process for identifying and appointing a new Chair in consultation with the Centre Executive. The new Chair should be distinguished by virtue of their own research achievements, preferably in the physical sciences, and have a range of governance and chair experience across a range of science organisations of substance.

   The current Director, Professor Hutchinson, was the Director of the Jack Dodd Centre and establishment Director of the Dodd-Walls CoRE. He achieved his leadership roles at a relatively young age and still has a significant career ahead of him. However he is likely to step aside before the next funding cycle is complete having served for perhaps a decade. It is envisaged that succession of first the Chair and then the Director will be phased to provide maximum continuity. Professor Hutchinson has provided inspirational leadership of the Centre and replacement of the Director is a major consideration for all stakeholders and an appropriate search will be undertaken. Internal succession candidates are supported by the Centre with opportunities for Management and Governance training both through the constituent tertiary institutions and external bodies such as the Institute of Directors of New Zealand.

2. **Principles and responsibilities**
   1. The appointment of the Director is the responsibility of the Host (the University of Otago). The appointment of the Director is subject to the approval of the Dodd-Walls Centre Governance Board. To achieve this purpose the Host wishes to engage and empower the Governance Board in this process through: establishing the appointment panel in consultation
with the Chair of the Governance Board; asking the Chair (or their nominee from the Board) to chair the appointment panel; supporting this Board-engaged process through the Host’s HR functions.

2. The appointment of the Director should be undertaken after discussion with all partner institutions according to the Dodd-Walls Centre Heads of Agreement. This may be undertaken, for example, by ensuring that there is inclusion of one or more members of the appointment panel that can represent the partners’ views in the selection process.

3. The broad membership of the Dodd-Walls Centre should be engaged and their views sought in the selection process via the members represented through the Dodd-Walls Centre Executive. This will include appointment of current or past active researchers from the DWC on the selection panel.

3. Specifications

1. The Directorship shall be open to both internal and external candidates.

2. Whilst the Director does not have to be employed by the Host (University of Otago), if from an alternate institution, the Director role shall be a secondment position to the University of Otago, with appropriate local line-management and oversight.

3. The initial appointment of the Director shall normally be for a three-year term or until the termination of the current Dodd-Walls Centre funding period, whichever is the sooner.

Consultation

DWC Governance Board set the original parameters for the policy
DWC Executive Committee discussed the details and procedure
DWC Programme Manager wrote the policy
DWC Executive Committee views were sought by e-mail correspondence

Contact for further information about this Policy

If you have any queries regarding the content of this policy or need further clarification, contact the Programme Manager by email, dwcmanager@otago.ac.nz

Implementation Process

Person responsible Programme Manager
Communication strategy Policy distributed by e-mail and posted on the DWC website.