

# CONVOCATION, CONGREGATION, FACULTIES AND SUB-FACULTIES

These notes set out the criteria for membership of each of these bodies and the procedures by which membership can be registered.

## CRITERIA FOR MEMBERSHIP

### Convocation<sup>i</sup>

Convocation consists of all former student members of the University who have been admitted to a degree (other than an honorary degree) of the University, and of any other persons who are members of Congregation (see further below) or who have retired having been members of Congregation on the date of their retirement.

Convocation does not meet as a body; its only functions are to elect the Chancellor and the Professor of Poetry. Membership is conferred automatically on graduation.

### Congregation<sup>ii</sup>

Congregation is the supreme governing body of the University, consisting of all Oxford academic staff, and more senior academic-related staff. Its overall membership is made up of several categories:

1. the members of the faculties (basically all active teachers and researchers in the university, and the largest group within Congregation; more on faculties below);
2. the principal officers of the University (Chancellor, High Steward, Vice-Chancellor, the Proctors);
3. the heads of all colleges, societies and Permanent Private Halls (PPHs);
4. members of the governing bodies (plus principal bursar/treasurer if not a member of the governing body) of all colleges societies (but not of the PPHs);
5. staff working in any university department or institution (i.e. not including colleges) who hold posts on, or assessed as equivalent to, grades 8 and above;
6. other postholders as defined by regulation (currently the Deputy Steward, Public Orator, Keeper of the Archives, Warden of Rhodes House, Director of the Maison Francaise, the Secretary to the Delegates, the Chief Executive and the Finance Director of the University Press, Tutors in Fine Art at the Ruskin School, emeritus Professors under the age of 75);
7. anyone who was a member of Congregation under the statutes as they stood on 1 June 1977 so long as they possess the qualification or post which then entitled them to membership; and
8. such other persons as Council shall determine (see further Council's Standing Orders).

Holding an MA is no longer a requirement for membership, but an **MA (by resolution)** is still offered to those members of Congregation in categories 2, 3 and 4 above who do not already hold, and are not qualified for, an MA. **MA status** (as opposed to an MA proper) is no longer given to anyone, but those who hold MA status from before its abolition will continue to do so while they hold the post which originally qualified them to hold it, and, if they retire rather than resign from that post, will continue to hold MA status after retirement.

The conduct of business in Congregation is governed by the University's statutes and regulations.

### Faculties<sup>iii</sup>

The 27 faculties of the University each consist of the body of academics working within the disciplines covered by the faculty in question. ([Full Faculty List](#)). Note that an academic can be a member of more than one faculty (or for that matter sub-faculty).

Membership of a faculty is acquired by virtue of:

1. holding a University post involving research or teaching;
2. holding a college or society post involving research or teaching;
3. being made a member by the relevant Divisional or Faculty Board on account of the work the person is doing in Oxford.

The relevant Divisional Board decides which faculty (or faculties) a person qualified under 1 or 2 shall belong to.

Divisional Boards can make non-members of the University “additional members” of a faculty, but “additional members” are not eligible to become members of Congregation.

No-one can be made a member of a faculty after the age of 70; existing members of faculties can remain so until they reach 75 as long as their faculty confirms they are still active in teaching and or research.

Persons who do not receive faculty membership may, at the discretion of the relevant faculty board, receive 'associate' faculty membership, but such 'associate members' shall not be qualified for membership of Congregation, nor to vote in faculty board elections or serve on faculty boards.

## **PROCEDURES FOR REGISTERING MEMBERSHIP**

### **Convocation**

Membership of Convocation is conferred automatically through graduation and no membership fee is payable. There is therefore no separate procedure for registering membership.

### **Congregation, Faculties and Sub-faculties**

Since ordinary membership of a faculty/sub-faculty carries with it membership of Congregation, membership of the two types of body has been combined into one process; detailed procedures vary according to the basis on which an individual qualifies for membership.

#### ***(a) Holders of University academic appointments***

The relevant University appointing body should submit a [Congregation Application Form](#) to the Congregation Membership Administrator, Council Secretariat, University Offices, Wellington Square, Oxford OX1 2JD.

#### ***(b) Holders of posts at Grade 8 or above, and of any departmental or faculty (as opposed to University) academic appointments (i.e. which are not published in the Gazette).***

The relevant department or faculty should submit a [Congregation Application Form](#) to the Congregation Membership Administrator, Council Secretariat, University Offices, Wellington Square, Oxford OX1 2JD.

#### ***(c) Holders of qualifying college posts.***

The relevant college should submit a [Congregation Application Form](#) to the Congregation Membership Administrator, Council Secretariat, University Offices, Wellington Square, Oxford OX1 2JD.

#### ***(d) Persons whom a Divisional or Faculty Board has decided at its discretion to make a member of a faculty or sub-faculty.***

The relevant Divisional or Faculty Board should submit a [Congregation Application Form](#) to the Congregation Membership Administrator, Council Secretariat, University Offices, Wellington Square, Oxford OX1 2JD.

### **MA by resolution**

The Congregation Membership Administrator will identify, from the information gathered in the process of registering Congregation and faculty membership, those who are entitled to an MA by resolution.

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<sup>i</sup> The provisions governing Convocation are set out in [Statute III](#).

<sup>ii</sup> The provisions governing Congregation are set out in [Statute IV](#), [Congregation Regulations 1 of 2002](#) (Membership of Congregation) and [Congregation Regulations 2 of 2002](#) (Conduct of Business in Congregation)

<sup>iii</sup> The provisions relating to Faculties and Sub-Faculties are set out in [Statute VII](#), [Council Regulations 18 of 2002](#) (Faculties) and [Council Regulations 19 of 2002](#) (Faculty Boards).