

**ACADEMIC-RELATED STAFF ANNUAL MEETING 2025**

**FORM FOR NOMINATION TO THE ACADEMIC-RELATED PROFESSIONAL SERVICES STAFF COMMITTEE**

1. **Vacancies to which nominations are sought**

There are the following places on the Academic Related Professional Services staff committee:

**4 vacancies for a term of two years**

**1 vacancy for a term of one year**

Nominees must be in good membership standing and be employed in an academic-related role, or, if not employed at the time of nomination, have been employed on such a contract within the last year.

Each branch may nominate up to three members to the committee. (Each nomination should be made on a separate form.)

**2 Submission of nominations**

This nomination form has two sections:

**Section 1** should be completed by the nominee and includes declarations about eligibility to stand for the committee, and the opportunity to submit 150 words in support of the nomination.

**Section 2** should be completed by the branch officer who is confirming the branch’s nomination and asks how the nomination was approved.

Both the branch secretary (or other local officer) and the nominee must sign this form where indicated. If necessary, the relevant parts of the form can be returned separately by the nominee and branch officer. (**An electronic signature or a photo of the signatures must be provided)**

Completed nomination forms (including nominees’ brief notes in support of their nomination) must be received by **5:00pm on Thursday 20 February 2025.** The nomination should be marked for the attention of Sue Bajwa. Nominations should be submitted by email. Email nominations should be sent to sbajwa@ucu.org.uk.

Receipt of all nominations will be acknowledged to both the nominee and the branch officer signing the form. If you do not receive acknowledgement, please email Sue Bajwa at sbajwa@ucu.org.uk **before** the deadline.

UCU cannot accept responsibility for nominations not received due to a failure of electronic communication and nominees and branch officers are urged not to leave submission to the last minute.

**3 Declaration – qualifying employment**

At the time of nomination, candidates must be in qualifying employment, or if not in employment, have been in qualifying employment within the preceding 12 months.

**Candidates must provide, as part of their nomination, evidence of their qualifying employment, normally in the form of a copy of a payslip for work carried out within the preceding 12 months, or, in the case of a member who is self-employed, evidence of payment for work carried out within the preceding 12 months**

**Nomination to the academic-related staff committee 2025**

**Section 1: To be completed by the nominee**

|  |
| --- |
| Name: |
| UCU membership number: |
| Branch/local association: |
| Contact address |
| Email address: |
| Telephone number: |
|  |
| **Declaration – eligibility for nomination**1. I confirm that I am in good membership standing, *and*
2. I am employed in an academic-related role, *or*

I am currently unemployed but have been employed in an academic-related role within the past year, *and*1. I am willing to represent academic-related staff.

**Signed**............................................................................ *(Under the committee’s standing orders, these criteria must be fulfilled for a member to be eligible for nomination.)* |

**Nomination to the academic related staff committee 2025**

**Section 1 (continued)**

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| **Notes in support nomination (to be provided by the nominee)***Nominees are asked to submit a maximum of 150 words brief notes of past service and special interests, in support their nomination. Responsibility for the content and accuracy of these notes rests entirely with the nominee.* |
| **Consent of nominee**I confirm that I consent to be nominated to the academic-related staff committee, and to the publication of my brief notes of past service and special interests to branch/LA secretaries and to delegates attending the academic-related staff national annual meeting, and understand that if elected to this committee, my name and institution may be displayed on the UCU website. **Signed**………………………………………………………………............................ |
| Date: |

**Nomination to the academic related staff committee 2025**

**Section 2: to be completed by the branch officer**

|  |
| --- |
| Name: |
| UCU membership number: |
| Branch office held: |
| E-mail address: |
| Telephone number: |
| Name of nominating branch: |
| **Declaration of approval of nomination**I confirm that the nomination of (insert name of nominee):...................................................................... to the academic-related staff committee has been approved, in accordance with the branch’s local rules, by (please indicate which): □ a quorate general branch meeting□ a quorate branch committee meeting □ a properly constituted meeting of academic-related membersDate of meeting................................. **Signed**...............................................................................  |
| Date: |