In agreeing to serve on an Electoral Board members agree to abide by the standards set out in this Code of Conduct, which should be read in conjunction with the Guidelines for Recruitment to Statutory Professorships.

The Chair will seek to conduct all Electoral Board proceedings in accordance with the code, and will indicate to Electors if their conduct is inappropriate. Any breaches by Electors, or a complaint that an Elector may have breached any of the standards, may be investigated and regarded as a disciplinary matter.

If you have any concerns that this Code of Conduct is being breached please report them immediately in confidence to the Chair or the Secretary to the Electoral Board.

Electors will:

1. **Professional Conduct**
   * act with the highest standards of integrity, honesty, diligence and professional behaviour at all times
   * treat all candidates with dignity and respect
   * not act in any way that would bring the University of Oxford, their own organisation/ institution, or any candidate, into disrepute
2. **Electoral Board Proceedings**
   * ensure the best person for the post is appointed
   * make selections consistently and objectively with regard to the selection criteria
   * involve all members of the Electoral Board in discussions about a candidate
   * not conduct informal discussions between Electors unless the Chair has agreed that a particular sub-set of electors may deliberate amongst themselves and report back to the full board
   * show respect for the views of other members of the Electoral Board
3. **Compliance with Legislation and University Policies and Guidance**

* comply with all relevant legislation, university policies and guidance, including but not limited to the University’s Guidelines for Recruitment to Statutory Professorships, the University’s [Equality Policy](http://www.admin.ox.ac.uk/eop/policy/equality-policy/) and the [Code of Practice on Recruitment and Selection](https://www.admin.ox.ac.uk/eop/inpractice/recruitment/recruitmentcodepractice/)
* take seriously their responsibilities under the General Data Protection Regulations (GDPR) and associated data protection legislation
* ensure that all recruitment materials including correspondence and any notes taken are stored and disposed of properly according to the instructions given by the Secretary

1. **Confidentiality** 
   * respect the confidentiality of candidates and other Electoral Board members
   * not disclose board papers (notes, applications, references, agendas and minutes etc.) to third parties (confidential PAs excepted)
   * maintain strict confidentiality at all times about the content of Electoral Board deliberations, proceedings and correspondence, including meeting dates and applicant names (refer to Section 2 of the Guidelines for Recruitment to Statutory Professorships)
   * not conduct informal discussions beyond Electoral Board members
   * refer all feedback requests to the Secretary or Chair of the Electoral Board and only give feedback if directed to do so by the Chair or Secretary
2. **Diversity and Equality of Opportunity**
   * respect diversity and not unfairly discriminate on the basis of any protected characteristics (see the [Equality Policy](http://www.admin.ox.ac.uk/eop/policy/equality-policy/) for details)
   * ensure that searches canvass names widely, including those of individuals from under-represented groups
   * be aware of, and seek to manage appropriately, the role which their biases (implicit and otherwise) may play in the recruitment and selection process
   * take account of any atypical career patterns and backgrounds including career breaks in assessing candidates’ work against the selection criteria

Members of the University who are chairs or members of University selection panels including Electoral Boards should, should complete the [**Recruitment and Selection on-line course**](https://www.learning.ox.ac.uk/) (approx. 60 minutes, requires Oxford single sign on).

Date: November 2018

Version: V1