

Selwyn College Cambridge

**GUIDE
FOR FELLOWS**

2023-24

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INTRODUCTION

This guide is intended both as an introductory document to help newly elected Fellows find their way in the Selwyn community, and also to provide the current up-to-date position on Fellowship matters for established Fellows. It covers a range of topics including the College's expectations of its Fellows and the benefits and resources that they can access. It is in a constant state of evolution so please do feed back to the Bursar or the Senior Tutor any comments and suggestions, particularly on how it could be improved and made more helpful. It is hoped that it will help give you a clear sense of Fellows' privileges, rights and responsibilities.

Information, document templates in the approved College style, wine order forms and many other important documents, as well as an electronic version of this Guide itself, are brought together on the 'Information for Fellows' page of the College website at <https://www.sel.cam.ac.uk/current-members/information-fellows>. Note that you will need a Raven password to access this page. You will find this webpage referenced frequently throughout this Guide.

Collegiality is crucial to the maintenance of the strong sense of community that makes Selwyn such a special place in which to live and work. The hope and expectation is therefore that all Fellows will contribute actively to fostering this aspect of the College's culture. That may take the form of social activities with students and/or with colleagues, involvement in College-organised events, bringing academic events and visitors into College, participation in the associative life of the place through Committee service, or other activities. Above all, we hope to see all Fellows around Selwyn and involved in its life.

The College Diary details the main events taking place during the year, and is available for download at: <https://www.sel.cam.ac.uk/college-diary>. The diary is updated during the year and should be consulted for any changes, especially if you download a copy into the calendars of your various devices.

1. JOINING THE FELLOWSHIP

1.1 ADMISSION OF FELLOWS

Fellows are elected by Council upon the nomination of the Master (also known as the 'Head of House'). Each newly-elected Fellow is admitted to the Fellowship by the Master in the presence of the Fellows in what forms a significant and sociable College event. The Master nominates a convenient day as soon as possible after the election, on an occasion when many Fellows may be expected to be present. The form is described within Regulation 1 and follows custom. It usually takes place in the Chapel at a time convenient for the Fellowship to dine afterwards and welcome its newest members.

A list of members of the Fellowship by seniority, Council members and Bye-Fellows is circulated to Fellows at the beginning of each term.

1.2 MENTORS

All newly-elected Fellows are assigned a mentor for their first year. This colleague should be a point of contact for them early in their time to help explain Selwyn's working, introduce them to others, and provide them with advice and guidance. It is important to stress however, that the Senior Tutor (on academic and pastoral matters) and the Bursar (on financial and organisational issues) are easy to contact and happy to answer questions. The Chaplain is available to colleagues as well as to students of all faiths or none as a source of personal support. Appendix 11 sets out further guidance for mentors of new Fellows.

1.3 STATUTES AND THE COLLEGE AS A CHARITY

The cornerstone of the College's governance is its Statutes, which can be found on the College website at: <https://www.sel.cam.ac.uk/about/finances-and-governance>

You are encouraged to read the Statutes, which lay down the constitution of the College and the power of the Fellowship as a whole. The Statutes were recently updated and the revised version was approved by the Privy Council in June 2023. They have a counterpart in the Regulations issued in the same month which deal with details of the constitutional framework.

In 2010, the College formally became a charity and is registered with the Charity Commission. Selwyn's entry on the Charity Commission register is available to view at: <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/4046613>

The College Council is, as of June 2023, its Trustee body for the purposes of being a charity. Members of the College Council are (with the exception of the junior members) members of the Governing Body and are therefore also Trustees of the charity. Being a Charity Trustee carries with it legal responsibilities, which are set out as follows:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

1.4 THE GOVERNING BODY

The **Governing Body** ordinarily meets once a term to consider matters set out under the Statutes. One of its members is elected as Secretary, usually, but not necessarily, the same Fellow as Secretary of the Council. **It is expected that all Fellows, unless on Sabbatical Leave, will make every effort to attend meetings of the Governing Body as laid out in Regulation 7**, and to send their apologies to the Secretary in advance of any meeting which they are unable to attend.

Membership of the Governing Body includes all Fellows other than Emeritus Fellows, plus four junior members (the President and Treasurer of the JCR and the President and Treasurer of the MCR).

Scheduled meetings of the Governing Body take place at 20.30 on a Tuesday evening. This timing additionally provides an opportunity for Fellows to meet socially over dinner beforehand. By convention, the meeting concludes by 22.00 at the latest.

The timetable for Governing Body meetings together with those of College Council and the College Meeting for the current year can be found in Appendix 1 as well as on the College website (<https://www.sel.cam.ac.uk/current-members/information-fellows>). The agenda and papers for each Governing Body meeting are made available in advance of the meeting on the [College website](#), and are also archived there. Please contact the Master's Assistant (masters-assistant@sel.cam.ac.uk) if you have any questions about how to access them.

1.5 THE COLLEGE COUNCIL

Most educational and administrative matters are entrusted to the **College Council**, which comprises four members ex-officio (Master, Vice Master, Senior Tutor and Bursar), eight Fellows elected by the Governing Body to serve for four years (two of whom retire each year), and the same three junior members as on the Governing Body, with the MCR Treasurer also in attendance. The Council normally meets three times a term, but may meet additionally for special or urgent business. It also meets twice during the Long Vacation. Certain business of the Governing Body and Council is 'reserved', that is, it is not discussed in the presence of junior members. The rules for reserved business are defined in Statute 26 and further details are provided on specific reserved items within Regulations.

Each Fellow elected to College Council is allocated a constituency of Fellows not on Council (see Appendix 2). Council agendas include a system of 'dagged' items (†) about which Council members are particularly encouraged to consult their constituents. However, you should not hesitate to raise any particular concerns about Council business through this system. Statute 6.12 states that all Governing Body Fellows also have a right to be present at Council.

Council papers are available in the same way as Governing Body papers on the 'Information for Fellows' page of the [College website](#).

1.6 THE COLLEGE MEETING

The Statutes also provide for a **College Meeting**. As well as Governing Body Fellows (but not its student members), this meeting also involves Emeritus Fellows. The College Meeting takes place once a year, usually in the Michaelmas Term and usually earlier on the same evening as that term's meeting of Governing Body, to consider domestic matters of concern to the whole Fellowship (see Statute 8).

1.7 COLLEGE COMMITTEES

The Council and Governing Body devolve a range of operational and other matters to various committees, many of which involve key members of the non-academic staff and students, as well as Fellows. It is not a formal duty, but it is an informal understanding, that all Fellows will make themselves available to take part in the smooth operation of this important aspect of collegiate life and work. We hope that Fellows will find Committee roles which will harness their particular expertise or interests and will also be an enjoyable aspect of being a Fellow. Most Committees only meet once a term, with the majority taking place at lunchtime, commencing at 13.10.

A list of committees, membership and other appointments for the current year can be found in Appendix 3, and are also available on the [College website](#). Please contact the Master and the Senior Tutor if you wish to volunteer to join a committee.

1.8 MEMBERSHIP OF THE SENIOR COMBINATION ROOM

Becoming a Fellow of the College automatically confers membership of the Senior Combination Room (SCR).

1.8.1 The Senior Combination Rooms

The Harrison Room (formerly the New Senior Combination Room) is used for High Table dining, College events and meetings, and is bookable depending upon availability. The Old Senior Combination Room is also used for High Table dining where smaller numbers are involved but is not normally bookable for other events.

1.8.2 The Owen and Ruth Chadwick Fellows' Parlour

The Fellows' Parlour is available for use by Fellows at all times. There is a social space with daily newspapers and journals, which should not be taken away. Hot and cold drinks are also provided, with a self-service coffee machine dispensing high quality coffee throughout the day. A selection of alcoholic drinks and mixers is also available in the cupboard, and a variety of sandwiches is available in the refrigerator on weekdays. Fellows consuming these should sign in the book provided, and the meal allowance will be charged accordingly.

There are both wired and wireless internet connections, and there is a communal PC in the anteroom; a Raven Password is needed to login. Also in the anteroom on the desk can be found telephone directories and a photograph album showing Selwyn Fellows, past and present. Writing materials may be found in the top drawer.

Fellows are requested to avoid making or receiving mobile phone calls in the Parlour.

1.8.3 The SCR subscription

The subscription to the Senior Combination Room (SCR) is currently £25 per quarter, and is decided at the annual College Meeting. The subscription is charged to each Fellow's bill. The rate is kept as low as possible by an annual auction of the right to receive SCR periodicals second-hand. The SCR Secretary, currently Dr Tom Smith, is appointed annually by the College Meeting and runs the auction. Successful bidders receive each edition of their chosen publication when it is no longer needed in the SCR, usually the day after the next edition is received, so either daily, weekly, or monthly, according to the publication. The auction normally takes place early in the Lent Term, and Fellows will be invited to bid a minimum reserve price of 20% of the actual cost. After the auction, consideration may be given to cancelling subscriptions to periodicals that do not receive bids over their reserve. In many cases the College's subscription to the journals includes online access.

There is also a Fellows' Book Club whose members order books which are then circulated to all members. Further details are available from the Book Club Secretary, Daniel Beauregard.

1.8.4 The Fellows' Charities Fund

£20.00 per quarter is charged to the account of each Fellow as a charitable donation (agreed amount for 2023-24). The Fellows' Charities Committee meets during the Michaelmas Term to determine the allocation of these donations (having previously circulated the Fellowship to request nominations of suggested charities). If you wish to opt out of this scheme, please notify the Finance Manager.

2. FELLOWS' DUTIES AND RESPONSIBILITIES

The specific duties of College Teaching Officers are set out in the contract issued on appointment. More generally, Fellows are asked to note the following points.

2.1 COLLEGE EVENTS

There are a number of College occasions throughout the year when it is very desirable to have a good turn-out of Fellows. These are also enjoyable events where it is often also possible to meet our students in a social setting. Fellows are warmly encouraged to attend these functions, including the Matriculation and Graduation dinners, the entertainments of Postgraduate students, the admissions of Fellows and of Scholars and associated meals, and the dinner for supervisors. The format for these occasions varies considerably and the invitation (or reminder) usually comes from the College Officer who is arranging the event. Appendix 4 details the major events held in College each year. It is also available online in the [Information for Fellows](#) section of the College web pages. This gives details of the events, the dress code, invitation list and whether the event is free.

2.2 ADMISSIONS

The attraction, assessment and admission of undergraduate and postgraduate students is self-evidently a major priority in the life of the College. A particular duty of Fellows is to be available on Open Days if so requested by the Admissions Tutors, and it is also hoped that relevant Fellows will assist the Admissions Tutors or Directors of Studies with the admissions process if so requested.

2.3 DIRECTORS OF STUDIES

Directors of Studies oversee and discuss the progress of their work with each student in their charge. They are paid a lump sum retainer and a capitation per student for their duties. They are primarily responsible for ensuring that students understand the options available to them and help students to make choices in ways that allow them to fulfil any conditions laid down by the faculties or departments. Their role is also to secure the best possible supervision arrangements for each of their pupils. Students are required to see their Director of Studies (often abbreviated to DoS) at least at the beginning and end of each term and, in addition, should see new students in the middle of the Michaelmas Term. They should be available on request to discuss the progress of the work or any problems students are encountering; and they should be available to see any other students who are considering a change into the Tripos for which that Director of Studies has responsibility. The online [Undergraduate Student Guide](#) contains a fuller description of the role and of the mutual expectations of students and their Directors of Studies.

Directors of Studies play a key role in undergraduate admissions. They are expected to be available in December to conduct interviews of candidates; to attend moderation meetings as required; to be available in January to participate in the Pool and to conduct Pool interviews if necessary. They should be available at other times of the year to deal with admissions matters. Directors of Studies should give a high priority to being available at the Open Days to be attended by candidates for their subject. At present there are at least three such days

each year. In addition, they should be available on occasion to see prospective candidates at other times than the Open Days, although the Admissions Tutors will try to keep such interviews to a reasonable level. It is hoped that they will also contribute to the College's outreach and widening participation activities. The Senior Tutors' Committee has defined a role description for Directors of Studies (your Raven password may be needed to access this site):<https://www.seniortutors.admin.cam.ac.uk/university-guidance-and-procedures/roles/directors-studies> .

2.4 COLLEGE LECTURERS

University Teaching Officers who are also College Lecturers are paid a retainer and a *per capita* sum to give priority to teaching for and on behalf of the College. The first six hours of each College Lecturer's supervision (see section 2.5 below) should be allocated on the criterion of the College's need. First and foremost, College Lecturers should be willing to teach any undergraduate at Selwyn who wishes to take a paper which they have stated a willingness to teach. Beyond that, they should undertake teaching that Directors of Studies believe is in the interest of the College (for example an exchange of teaching with particular persons at other colleges). College Lecturers are expected to undertake such teaching as a priority over any other teaching they might wish to undertake and it is hoped they will assist the Admissions Tutors or Directors of Studies with the admissions process if so requested.

2.5 SUPERVISIONS AND OTHER TEACHING

Cambridge's small group teaching is undertaken via 'supervisions'. These are organised by Directors of Studies and most Fellows will form part of their subject's supervision team. Supervisions are a key aspect of the collegiate system's approach to teaching and learning. Each Term supervisors are asked to submit reports on their students' progress. The feedback to students is important and is discussed with them by their Directors of Studies and Tutors. The reports also form a crucial part of the evidence submitted by the College to the University's Examination Access and Mitigation Committee if we need to make a case on a student's behalf. They may also be important in our internal Fitness to Study procedures. The submission of the reports is also the way to claim for payment for supervisions. Reports are submitted through the intercollegiate [CAMCORS](#) system. Please contact the Tutorial Office Manager for more information. You can also find out more through the guidance to students in the [online guide section on CAMCORS](#). That section also covers the University's student records system, [CamSIS](#).

The College provides supervision space that Fellows may book when their office is not suitable for that teaching. The Old Library contains four seminar rooms for general use, and a dedicated room for medics and vets. Other supervision rooms are also bookable. In addition, there are various larger public rooms in the College which Fellows can book for the purpose of holding classes, seminars and meetings, as well as social events. All enquiries should be directed to the Conference & Events team (email: conferences@sel.cam.ac.uk), who will advise as to which venue is suitable and will also be able to check if the room is available.

2.6 APPRAISALS

There is a formal system of appraisal for all Fellows who are employees of the College or who

hold major offices in College. Qualifying Fellows are appraised on an annual basis. A lighter touch appraisal for all other Fellows is based around a review of contribution to the College. Where a Fellow is eligible, re-appointment to College office or to the Fellowship is the responsibility of College Council.

2.7 Pernoctation

Resident Fellows (see section 4.2) will be asked to take on the duties of Pernoctating Fellow on a rota system where each takes on the role for a week at a time. During Full Term only, the Pernoctating Fellow is on call to assist the Duty Porter with any situation which may arise out of hours, when access to the normal tutorial system is not immediately available. A handbook of emergency procedures is issued to all Pernoctating Fellows. Given the number of resident Fellows the duties are not all that onerous as they are widely shared. It is vital that the week's Pernoctating Fellow ensures that the Porters know how to contact them should they be needed.

2.8 Quiet Periods

During the two examination periods that fall in the Easter Term, there are formal Quiet Periods during which no parties, private dinners, or other large social gatherings are permitted. No events, indoors or out, at which loud music or other amplified music is played are allowed during these periods. The Dean and Assistant Dean are, however, empowered to allow formally-constituted non-sporting College societies such as subject societies to hold small dinners during either Quiet Period, provided that a Fellow is present to ensure order is kept and to encourage timely and quiet dispersal at the end. In the last week of Full Term, events may be allowed within limits agreed with the Deans. These may be indoors or outdoors but may not feature amplified music or other loud noise. Guidelines for the operation of the Quiet Periods can be found [online](#). These regulations apply to all members of College, including Fellows. Please note that it is necessary, however, for certain routine College activities, such as lawn-mowing and unobtrusive maintenance, to continue during the two Quiet Periods.

The College Council requires that the Dean or the Assistant Dean must be consulted by any member of College proposing to hold any sizeable gatherings in College during the Quiet Periods. At other times of year Fellows are asked to consult the Deans before organising parties in College. This will ensure that clashes with other events are avoided and that Fellows abide by the same rules as others.

2.9 Prevent

The College has a statutory obligation under Prevent legislation to take reasonable measures to meet the requirements of that law. The Senior Tutor is the College's 'Prevent Lead' and is responsible for the implementation of policies. The Senior Tutor also chairs the Prevent Committee.

Fellows are required to undertake the University's online training on the Prevent duty which is laid upon us. It can be accessed through the main University web pages at: <https://www.prevent.admin.cam.ac.uk>. Anyone who has already done this, or other, Prevent training should please report the fact to the Tutorial Office Manager and provide a copy of

any certification.

2.10 DATA PROTECTION

The College holds personal data about its students (and potential students), Fellows, employees, alumni, supporters, clients, suppliers and other individuals for a variety of purposes. We comply with data protection law, in particular, the Data Protection Act 2018, which incorporates the General Data Protection Regulations (GDPR) in the UK, by protecting personal data and ensuring Fellows and staff understand the rules governing their use of personal data to which they have access in the course of their work.

All Fellows must complete online data protection and cyber security training when they join the College (cybersecurity training is also a University requirement); details of how to access this training will be provided by the HR team who can be contacted at hr@sel.cam.ac.uk. All existing Fellows who have not previously undertaken online data protection and cyber security training are also required to do so, and training updates may be encouraged from time to time if need arises.. Fellows are responsible for ensuring compliance with data protection legislation and that requirements of the College's [Data Protection Policy](#) are met. Please contact the Bursar (who is the College Data Protection Lead) if you have any questions or concerns about data protection, or if you become aware of a breach (or suspected breach) of data protection principles. The College has an obligation to report significant breaches to the UK Information Commissioner's Office within 72 hours of becoming aware.

2.11 FELLOWS' RELATIONS WITH STUDENTS

A key aspect of the strong sense of community which characterises Selwyn is the good relationship that exists between senior and junior members. Fellows are encouraged to foster this through participation in subject based activities that bring together members of the Senior, Middle (postgraduate) and Junior (undergraduate) Common Rooms. Entertainment allowances exist in part to enable Fellows to support such activities.

Both small group teaching and the activities mentioned above necessarily entail a measure of social interaction with students and the College has no wish to deter these. However, Fellows should also be mindful of boundaries and the need to avoid behaviours that may be seen by the students or others as inappropriate, and they should be aware of the power relationships inherent in any interactions with students which may alter perceptions of things that might be considered unexceptional in a different social context. A key question to ask oneself in any setting and especially in individual interactions is how something would look to the other party and/or to third parties. Fellows should be mindful of the relevant sections of the [Staff Handbook](#) on Dignity at Work and Close Personal Relationships at Work, which reflect the College's stance in these matters, and which were updated in 2022.

A Fellow should report any close personal relationship with an individual student to the Senior Tutor and heed advice on how to manage any real or perceived conflicts of interest. As a guide: if in doubt, report, and even if not in much doubt, report. Such reports will be taken as proper behaviour and the College will endeavour to be properly supportive. That said, it operates a zero tolerance approach to harassment or bullying and takes very seriously any report of inappropriate behaviour by Fellows towards students. If allegations of such

behaviour are substantiated after investigation they will be treated as a serious disciplinary offence.

3. FELLOWS' STIPENDS, BENEFITS AND SUPPORT

3.1 STIPENDS

College stipends are determined by the Remuneration Committee, an autonomous sub-committee of College Council with a majority of external members in accordance with Charity Commission guidelines. Stipends for College Teaching Officers, known as College Assistant Professors, are linked to the University scale for Lecturers. After the first year of employment a CTO will qualify for an annual increment. Thereafter, increments take the form of discretionary awards informed by the annual appraisal process, with a ceiling of Step 49 and with the possibility of applying for a promotion to the position of Associate College Professor with remuneration above Step 49. All stipends are reviewed annually, and normally rise by the same percentage as that agreed within the University for academic stipends. Stipends are paid quarterly in arrears, although monthly advances are available and can be arranged with the Finance Manager. Stipends are normally pensionable through the provisions of the Universities' Superannuation Scheme (USS); the Finance Manager can give details of current employer and employee contribution rates. Fellows who wish to pay additional voluntary contributions or opt out should also contact the Finance Manager.

3.2 ALLOWANCES, BENEFITS AND LOANS

3.2.1 Academic Allowance

Fellows other than Emeritus Fellows are eligible to apply for reimbursement of costs incurred in support of academic endeavours up to a maximum of £1,150 per annum (figure for July 2023 to June 2024). Examples may include, but are not limited to, conference and travel expenses, book purchases, subscriptions to journals or learned societies, and IT equipment required for teaching or research. It is important that claims are in support of *bona fide* academic activity; otherwise HMRC may deem payments to be subject to income tax. Entertainments are not covered, for which there is a separate allowance.

Electronic copies of completed claim forms, accompanied by electronic scans of receipts, should be submitted to the Bursar via the Bursar's Assistant at bursars-assistant@sel.cam.ac.uk. Due to the extra time and effort in processing, hard copy submissions are strongly discouraged. A claim form is available on the Fellows' page of the [College website](#) or from the Bursar's Assistant.

As the College's financial year runs from 1 July to 30 June, all claims should be submitted in advance of 30 June. Claims submitted after 30 June will count against the following year's allowance.

If a claim is made in excess of the annual maximum, reimbursement will be made up to the level of the maximum annual allowance.

3.2.2 Entertainment Allowance

Each Fellow is entitled to an entertainment allowance of £403 p.a. (figure for October 2023 to September 2024). Holders of certain College offices, including Tutors and Directors of

Studies, receive an additional entertainment allowance per student, as agreed by the Remuneration Committee. Both the lump sum and any capitation entertainment allowances may be used for entertaining students, or for entertaining academic guests at meals or hosting academic visitors in College. In these cases, Fellows should identify on their termly statement from the Bursary which items qualify for the allowance and the charge will be removed from their bill. The allowances are maxima up to which claims may be made for *bona fide* College entertainment.

3.2.3 Carer's Allowance

Fellows who incur costs for caring responsibilities as a result of attendance at College meetings, may reclaim these costs using the form for College expenses (see section 3.3.1), subject to receipts. It should be noted that this is a taxable benefit and will be paid via payroll.

3.2.4 Computer Loans

The College has an interest-free loan scheme (max. £1,000) to assist Fellows in buying their own desktop or laptop computers or tablet devices. This loan is repayable over three years (quarterly, by deduction from Stipend) or when a Fellow resigns his or her Fellowship, whichever is the sooner.

Fellows for whom the College is their primary employer, e.g. College Teaching Officers, can be provided with a desktop computer, which remains the property of the College and is returned in the event of the Fellow leaving the College. In cases where a laptop is essential to the conduct of College duties, for example, Admissions Tutors, a laptop may be provided under the same terms.

3.2.5 Leave entitlement

Fellows holding a College office (including that of Director of Studies or College Lecturer) who have reason to be absent from Cambridge for more than three and less than fifteen consecutive nights during Full Term are required to apply to the Master for short-term leave. A form for this purpose is available in [Information for Fellows](#) web pages or can also be obtained from the Master's Assistant (email: masters-assistant@sel.cam.ac.uk). No College Officer will be granted more than 28 nights of short-term leave in any one period of Full Term.

It is the invariable practice of the College Council to grant leave to University Teaching Officers who have been granted sabbatical leave by the University, the rule being one term's leave after six terms of service, although permission must first be sought from Council. A form for this purpose is available on the College website and can also be obtained from the Master's Assistant. College Teaching Officers have the same entitlement to leave as University Teaching Officers. The Bursar, Chaplain and Development Director normally do not have this leave entitlement. Other forms of leave are possible, but are not an entitlement, and each application will be treated on its merits by Council. During a period of sabbatical leave, it is normal for the stipend of College lectureships to be paid by the College, but not the stipends for any College office which another Fellow or another person has to undertake on behalf of a sabbatical Fellow (e.g. Direction of Studies, Tutorship, Dean, Praeceptorship etc.). The College will, however, maintain superannuation payments in respect of the College offices concerned.

3.3 SUPPORT FOR FELLOWS

3.3.1 College Expenses

Fellows who travel on College business can claim expenses (second class rail ticket or car mileage according to the College's sustainable travel policy, see Appendix 5) by submitting their claim, with receipts, to the Bursar. The form is available on the [Information for Fellows](#) pages of the College website, and should be submitted electronically via the Bursar's Assistant (bursars-assistant@sel.cam.ac.uk).

Other reasonable expenses incurred on College business will be reimbursed by the Bursar upon production of receipts, using the same form and process as above. Wherever possible, any expenses should be agreed in advance before they are incurred.

3.3.2 IT support for Fellows

The College IT Office (2nd Floor, Christopher Dobson Building, tel: (3)35850, helpdesk@sel.cam.ac.uk) provides general support for IT within the College, including advice on computer equipment, network connections, email, etc. Each College room has a network point, which provides a wired connection to the University network and the Internet. A wi-fi network also covers nearly all areas of the College. Fellows can register their computers to make use of this. Details are available from the IT Office.

Email accounts are issued by University Information Services (UIS). If this does not happen automatically on appointment, a form should be completed and then signed by the Bursar or the IT Manager.

Fellows must adhere to the College's [IT Acceptable Use Policy](#), which reflects wider UIS guidelines.

3.3.3 Administrative support for Fellows

Strictly limited secretarial support may be offered to Fellows in connection with their College teaching and administrative duties. Fellows who require secretarial assistance should consult the Tutorial Office Manager in the first instance. The Fellows' academic allowance may also be used for this purpose if privately sourced at a cost.

The costs of photocopying by a Fellow in connection with their College teaching and administrative duties and carried out on a College machine will be met by the College.

The preferred printer / photocopier for Fellows' use is available and located on the 2nd floor administrative offices in the Christopher Dobson Building. Contact IT to be provided with details for secure printing, scanning and copying – these details only need to be provided once and then can be used on each subsequent occasion.

The printer / photocopier in the Porters' Lodge is also available for occasional use by Fellows. In addition, Tutors and one or two other designated office-holders may use the photocopier in the Tutorial Office on the understanding that there will be occasions on which the work of

the Tutorial and Admissions Office staff must take precedence. It is regretted that this machine is not available to the Fellowship at large.

3.3.4 Functions and Conference Bookings

The Conference & Events team can assist when a Fellow wishes to arrange a function which may or may not require catering. With sufficient notice, all kinds of functions can be arranged. Fellows may request use of the Harrison Room (and exceptionally the Old SCR) for dinners and other functions; however, the regular pattern of High Table meals always takes priority in these rooms. Fellows organising conferences or symposia are eligible for discounts on the hire of College facilities (see Appendix 6 for details). Contact the Conference & Events team (conferences@sel.cam.ac.uk) to book.

4. ACCOMMODATION AND ROOMS

4.1 FELLOWS' OFFICES

All Fellows (other than Emeritus Fellows) who live out and whose College duties entail significant contact with students in their role as Director of Studies, Tutor, College Teaching Officer (CTO) or other major College office are entitled to an office in College subject to the policy on the allocation of offices (see Appendix 12 for details). Where possible, this shall be for their single occupancy, but on occasion it may be necessary to share.

Fellows who live out and whose College duties are not substantial may find that it is not possible to allocate them an office or they may be asked to share. Where their department does not make an office available, every effort will be made to find them suitable office space.

In some cases, a Fellow who lives in (a resident Fellow) with a two-room set may request an extra office space. Requests should be made to the Senior Tutor and, if space is available, decisions will be made according to the policy on the allocation of rooms and on a case-by-case basis. In the main, an extra office will be allocated only if a Fellow's College duties demand that they spend a significant amount of time engaged on pastoral or Director of Studies business. As an indication of priorities, a third room would usually only be made available to Tutors or a CTO with a large DoS side. Research Fellows would not usually qualify as there is provision for booking supervision space.

In all cases, the availability of rooms may be constrained by the various demands on existing stock, transient circumstances such as building works, or other considerations. The College will do all it can to provide something along the lines envisaged above but cannot guarantee being in a position to do so.

4.2 RESIDENT FELLOWS

Resident Fellows shall have a minimum entitlement to a set of two rooms that should be enclosed where possible behind their own front door. They should also have access to their own tea station as a minimum, and if possible to a small kitchen. It may not always be possible to ensure that all living-in Fellows have access to the latter, while some living-in accommodation will exceed this minimum entitlement.

Every effort will be made to provide those Fellows who request it, either with single-occupancy residential accommodation in a College set, or with a College flat suitable for multiple occupancy. College sets may be used for single occupancy only. Fellows with partners will be given some priority in the allocation of flats, but they are subject to availability and cannot be guaranteed.

All Fellows' rooms (whether a set or a flat) are furnished, but Fellows may wish to substitute or supplement College furniture with their own furniture. However, any such items must comply with current fire safety standards. The Head Housekeeper and his team (head-housekeeper@sel.cam.ac.uk) will be happy to advise. The allocation of Fellows' rooms is made by the Senior Tutor and Fellow for Rooms, reporting to the Accommodation Committee. Representations about accommodation can be made at any time to the resident

Fellow on the Committee or to the Senior Tutor.

Any Fellow vacating a college office or residential accommodation must do so by 31 August in order to allow a successor an appropriate amount of time to settle in ahead of the new academic year.

Where possible, Fellows should make use of the Senior Guest Rooms for visitors (see 4.4 for booking arrangements), especially if guests are to be left unattended in College overnight. Fellows' rooms should not normally be used for regular accommodation of friends or colleagues. For reasons of safety and security, the Porters should be informed well in advance of any guest staying unaccompanied in a Fellow's room overnight. Guests must be aged at least 16 years.

Rooms should be kept locked whenever they are unoccupied. Fellows should also insure their own property as it is not covered by the College's policy. Resident Fellows should note that they require their own TV licences, as the College licence does not cover their sets or viewing of live TV on a computer or similar device.

The College's smoking policy prohibits smoking on College premises, other than in the designated smoking areas in the Kitchen Yard and Cripps Court (outside the exit door between I and J staircases on the Rugby Club side). This policy includes e-cigarettes.

4.2.1 Charges for a set of College rooms

No rent will be paid by resident Fellows newly occupying College rooms for the first five years of their residence, with a sliding scale of 20%, 40%, 60% etc., up to 100% of the market-equivalent rent over the years six to ten of occupancy. Additionally, any Fellow already resident as at October 2020 will not pay any rent until October 2025 and will then pay the sliding scale of 20%, 40%, 60% etc., up to 100% of the market equivalent rent over the following five years. Thus, no resident Fellow in a set of College rooms will be charged rent in 2023-24. The provision of this accommodation is however a taxable benefit, which is calculated by the Bursary and advised to resident Fellows annually via Form P11D for use with any personal income tax return required.

A service charge is payable to cover the cost of services – see Appendix 7 for details. To the extent that this charge is less than the calculated cost of providing the services, a taxable benefit also arises on the difference. However, with effect from 6 April 2023 all resident Fellows will pay the full cost of the services provided and therefore no taxable benefit on the service charge will arise after that date.

4.2.2 Charges for a College flat

An appropriate market rent is charged for College flats, with two exceptions. A Fellow in the first three years of his or her Fellowship will be eligible for a 50% discount on the market rent, while a Fellow who lives in a College flat and who designates one room a supervision room (giving up their entitlement to a room in College) will receive a 33% discount on the market rent.

4.3 HOUSEKEEPING AND MAINTENANCE MATTERS

Fellows' rooms (but not flats) are serviced regularly. Fellows should contact the Head Housekeeper and his team (head-housekeeper@sel.cam.ac.uk) if they have any particular requirements, although it cannot be guaranteed that these will be able to be fulfilled in all cases.

Maintenance matters should be reported to the Maintenance Department using the online Maintenance Request System (MRS) on the College website, <https://maintenance.sel.cam.ac.uk/>, which is accessible using your Raven password. If the matter is not resolved through the use of the MRS, a Fellow should contact the Maintenance Office Manager, Mary Richardson (email: mvr25@cam.ac.uk) or the Head of Buildings & Maintenance, Jamie Secker (email: js587@cam.ac.uk).

For any major works and alterations, prior consultation with the Bursar or the Operations Manager is required.

4.4 SENIOR GUEST ROOMS

Fellows are entitled to book Senior Guest Rooms in College at the prevailing rate, (see Appendix 7: High Table and Other Charges). Rooms should be booked by Fellows on behalf of their guests with the Accommodation Officer (email: accommodation@sel.cam.ac.uk). If booking at very short notice when the Accommodation Officer is not available, it may be possible to book through the Porters' Lodge. There are currently three Senior Guest Rooms (all ensuite) and a further six ordinary guest rooms. The ordinary guest rooms are charged at the prevailing student guest room rate. On arrival, guests will be given instructions for accessing the internet via 'SC-wifi' when they register at the Porters' Lodge. A network cable if required can be borrowed from the Porters' Lodge for a refundable £5 deposit.

There are times when demand for guest rooms can be extremely high, and you are advised to book well in advance. Senior Guest Rooms may only be booked for a maximum of three nights at any one time, although College Council has given the Bursar discretion to allow bookings for a longer period if there is appropriate availability.

4.5 KEBLE COLLEGE, OXFORD

Selwyn is 'twinned' with Keble College, Oxford, and as part of this relationship has reciprocal hospitality arrangements.

To book a room at Keble, Fellows should contact the Keble Porters' Lodge (tel: 01865 272727 or email: porters.lodge@keb.ox.ac.uk). If you wish to stay for more than three nights, please direct your enquiry to the Bursar at Keble (on the number given above). Fellows are entitled to book guest rooms at the prevailing rate for guests of Fellows.

Meals are taken in the Keble Senior Common Room, except dinner during Term which is taken in Hall. There are no charges for meals in the first twenty-four hours, and thereafter meals are charged at the rate applied to guests of Fellows. Wine is charged as to 'home' Fellows.

5. FOOD AND DRINK

Fellows have the right to take seven meals a week free of charge in College throughout the year, except when the College is closed. Communal dining is regarded by many as an essential and distinguishing feature of College life, and Fellows are encouraged to dine as frequently as they can. Bringing in guests is also encouraged, both to enhance the diversity of the Combination Room and to promote the College as a hospitable place. See section 3.2.2 on Fellows' allowances under which academic guests are covered.

If you have any dietary requirements, please discuss them with the Head of Catering, Sally Bird (email: sab215@cam.ac.uk). Vegetarian dishes are provided in Hall at every meal, but if you or a guest has special dietary requirements not currently catered for, please consult the Head of Catering. No vegetarian meal contains any meat or animal fat, and cross-contamination is avoided; vegetarian meals are therefore suitable for those on halal or most kosher diets. Any Fellow with a serious or unusual allergy should also contact the Head of Catering to discuss how the College can help them.

Matters relating to catering may be raised through the Fellows' Steward, Robert Tasker (email: rct31@cam.ac.uk), who also welcomes any comments.

5.1 BREAKFAST

Breakfast is not served separately to Fellows. Instead, Fellows may go into the Servedy, where a self-service meal is provided from 08.00 to 09.30 Monday to Friday, and elect to take breakfast as one of your seven free meals. After selecting what you want, simply present yourself to the cashier, mentioning that you are a Fellow, and they will make a note of your name on the system against your weekly allowance. You can then take your breakfast into the Hall and sit alongside other Fellows, staff and students. You may go back to the service point for further cups of coffee, toast etc. Appendix 7: High Table and other Fellows' Charges gives details of breakfast charges where applicable. Breakfast is free to resident Fellows. Outside Full Term, and especially when conferences are in residence, the arrangements for breakfast may vary. Any changes to opening times will be posted in the entrance to the Hall.

5.2 LUNCH

Lunch is a popular feature of College life for the Fellows. Usually it is taken from Monday to Friday between 12.00 and 13.30. There is no need to sign in. Instead, on arriving, the Catering staff will make a note of your attendance. During Full Term, lunch is usually served from the Fellows' Servedy next to High Table, and taken on the High Table. At other times, lunch is generally both served and taken in the Harrison Room. A variety of dishes, including a vegetarian dish, is available at the hot counter, together with a selection of vegetables. A salad bar is available daily as an alternative, or an accompaniment, to a hot dish. Fellows normally return to the counter to select each course. It is also usual to take empty plates etc. to the trolley when returning for a further course. By convention, Fellows sit at the next available space at the table, leaving no gaps. There is also a table reserved for Heads of Department, which Fellows are welcome to join should they wish. Tea and coffee is available in the Fellows' Parlour throughout the day on a self-service basis. Barista coffee is also available from the Servedy throughout the day, but must be paid for and is charged to Fellows

at normal prices following the completion of breakfast service.

5.3 DINNER

There are two options for dinner – self-service dining through the Servedy every evening during the hours set out in section 5.5, or, if sufficient Fellows sign in, formal High Table dinner on Tuesday and Thursday evenings.

5.3.1 High Table Dinner

Provided sufficient Fellows have signed in by the deadline (currently 09.00 on the day before the meal), a formal dinner is served at High Table in Hall or in one of the Combination Rooms on Tuesday and Thursday evenings. You can sign in using the on-line booking system with your Raven password, <https://www.sel.cam.ac.uk/high-table-bookings>. Wine preferences for yourself and any dietary requirements for you or your guests should also be recorded as part of the online booking system.

The pattern for High Table dinner is different between Full Term, when formal hall dinner is served to students in Hall, and outside Full Term, when it is not.

5.3.2 High Table Dinner during Full Term

During Full Term, when formal hall dinner for students is served in the Hall, the minimum sign-in requirement is two Fellows. Dress is formal, i.e. jacket and tie, or equivalent. During Full Term Fellows wear gowns. Guests who are entitled to wear Cambridge academical dress may do so if they wish.

Diners assemble prior to dinner in the Old SCR from 19.00, where alcoholic and non-alcoholic pre-dinner drinks are available. The wine preferences for any guests should be recorded on the sheet provided during this time, to ensure both that the correct wines are served, and accurate charging to their hosts' bills. At 19.30 dinner is announced and the Presiding Fellow then proceeds into Hall, followed by the rest of the diners; there is no other order of precedence. The members of the High Table stand behind their chairs until Grace is said.

At the end of the meal the gong is sounded and all rise. There is a short concluding grace, 'Benedicamus Domino' followed by the response 'Laus Deo'. The Fellows then leave the Hall via the door into the Old SCR.

Combination (also known as 'dessert') is usually set out either in the Harrison Room, if a larger number are dining, or the Old SCR when a smaller number dine. It is not compulsory to attend Combination; when signing in for dinner online, there is an 'Opt-out of Combination' box which anyone not wishing to attend Combination should tick. No grace is said before Combination, and you are free to take your place at the table once the Presiding Fellow so indicates. Those partaking of wine normally charge their glasses in time for the loyal toast, which is taken seated in deference to the infirmity of the second Master, and is 'Church and King'. Coffee is served by the Butler's staff in the first instance. It is then the duty of the junior Fellow present (or two junior Fellows if there are many people present) to serve subsequent cups as required. The end of Combination, though normally at about 21.30, is not formally defined. On occasion, the Presiding Fellow will declare a formal end to proceedings and (possibly) leave; the rest of the company can then leave as and when they wish. Fellows

wishing to leave before this time should simply excuse themselves to the Presiding Fellow before departing. It is the duty of the junior Fellow left at the close of the evening to extinguish all candles and inform the Porters' Lodge that the Harrison Room or Old SCR is vacated and ready to be locked. Instruction on how to undertake these important tasks can easily be obtained from now much relieved former junior Fellows.

5.3.3 High Table Dinner outside Full Term

Outside Full Term, when no formal hall dinner for students is served, the pattern of Fellows' high table dinner is different. The minimum sign-in requirement is six people of whom at least two should be Fellows (the remainder may be other Fellows, bye-Fellows or guests). Dress remains formal, i.e. jacket and tie, or equivalent, but gowns are optional and not generally worn.

At the discretion of the Butler and Presiding Fellow, both dinner and combination may be taken in one of the SCRs, depending on numbers dining.

5.3.4 High Table Wine

If you choose to take wine with dinner, you will be charged for the wine. The system for wine charging is straightforward. In 2023-24 there is a flat-rate charge of £3 for pre-dinner wines, £6.50 for wines with dinner, and £5.50 for wines with Combination (rates for 2023-24). Any mix of these options is acceptable, and preferences are selected as part of signing in on the online High Table booking system. College bills are then charged automatically, based on these selections. Soft drinks are available at any or all of the stages of High Table dinner and are free of charge. Fellows are asked to ensure that any guests' drinks preferences are recorded with the Catering staff on arrival at the dinner; there is no need to pre-book drinks requirements for guests. Fellows are charged for guests' wines at the same rates as for Fellows.

5.4 SATURDAY AND SUNDAY BRUNCH AND DINNER

During Full Term there is no breakfast served on Saturday or Sunday. Instead, a cooked brunch is available from 11.30 until 13.00. Outside Full Term, breakfast is usually served from 08.00 to 09.00, with any changes to timings indicated in the Hall entrance.

On Sunday evenings during Full term, a Chapel Supper with the Preacher and Chapel congregation is available following the evening Chapel service, which Fellows are very welcome to attend. Fellows may sign in on-line, or on the list held at the back of the Chapel, by the preceding Wednesday lunchtime. Alternatively, the usual self-service meal is also available in Servedy and Hall from 18.00 until 19.00.

5.5 CAFETERIA DINING WITH JUNIOR MEMBERS

You are always free to take your meals with junior members by attending in Hall at the appropriate times. As with breakfast, you should always present yourself to the cashier in the Servedy who will note your name and register the meal on the system against your allowance. The Servedy is open between 08.00 and 19.00, Monday to Saturday and between 10.30 and 19.00 on Sunday. Within these hours, cold snacks, coffee, tea, cakes and confectionery, and a range of non-food items such as toiletries, notepads, batteries and

washing powder etc., are all available for purchase in the Cafeteria (none of these items being eligible for inclusion within the Fellows' meal allowance).

More substantial cafeteria meals (which are eligible for inclusion within the Fellows' meals allowance) are available at the following times:

Monday to Friday			
Breakfast	08.00	–	09.30
Lunch	12.00	–	13.30
Dinner	18.00	–	19.00
Saturday			
Brunch	11.30	–	13.00
Dinner	18.00	–	19.00
Sunday			
Brunch	11.30	–	13.00
Dinner	18.00	–	19.00

The Borradaile Room is open from 08.00 daily. Food and drink purchased from the Servery can also be enjoyed there.

Opening times will vary outside Full Term, e.g. breakfast rather than brunch is usually served on Saturday and Sunday. Any changes to opening times outside Full Term will be posted in the entrance to the Hall. Fellows are requested to avoid entering the Hall outside opening hours.

5.6 THE CAFÉ-BAR

The College Café-Bar is located next to A staircase and is operated by the College under the Licensing Act 2003. It is open from 12.00 (mid-day) to 23.00 every day. The Bar Manager, Sotirios Lazarou, and his staff will be pleased to welcome you for coffee, drinks, snacks and meals during opening hours. Hot food is available until 21.00. Purchases can be made using your University Card.

These times may vary, particularly during the Quiet Periods and during the vacations. Any changes to opening hours will be posted on the college website and on the door.

5.7 CHARGES

Fellows are currently entitled to seven free meals per week, throughout the year. These meals may be breakfast, lunch or dinner, with the higher cost meals taken against the allowance first. These meals may be taken at the High Table or in Hall via the Servery. If Fellows take their meal entitlement from the Servery, they should always ensure that items are registered with the cashier and should follow the guidance in Appendix 8. Any Fellow who takes more than one starter, one main course, and one dessert will be charged for the extra dishes. Breakfast is free for resident Fellows and does not count towards their seven meals entitlement. Meals taken in excess of the free allowance are charged to termly bills. Meals taken by guests may not be included within a Fellow's meal allowance and are charged to their hosts' bills at a slightly higher rate than for Fellows. See Appendix 7 for details of current

High Table and other charges. Fellows may use their University Card to pay for breakfast (where chargeable) or guest meals, and the purchase of sundry items in Hall. Please contact the Bursary (bursary@cam.ac.uk, Ground Floor, Christopher Dobson Building) to arrange validation prior to use. The card may also be used for purchases in the College Bar and in the Porters' Lodge.

5.8 GUESTS

Guests are welcome at most High Table meals. Guests are normally expected to be of postgraduate age. Nobody under the age of 18 is permitted to lunch or dine at High Table. For High Table dinner, guests should be signed in via the on-line booking system. At lunch, Fellows should simply indicate to the Catering staff that they have a guest. One or two guests can easily be accommodated, but please remember that larger numbers can cause congestion.

Generally, Fellows should try to avoid bringing more than two guests to lunch, owing to problems with overcrowding and the provision of sufficient food. If you wish to entertain a larger number of guests at lunch, the Butler or Catering Manager should be consulted well in advance so that suitable arrangements can be made; a separate table may be set or another room used. They will make every effort to be accommodating. The same considerations apply to dinner. Fellows are especially requested not to sign in a large number of guests at short notice, as this causes difficulties with the provision of fresh food. Again, consultation with the Butler or Catering Manager well in advance is recommended. It is considered inappropriate to invite so many guests as to dominate High Table.

There are a number of occasions when guests are not normally invited. These include dinners which precede meetings of the Governing Body, and dinners followed by other official functions (such as Entertainments for Graduate Students, Admission of Fellows or Scholars etc. or Fellows' evenings). The dates of functions such as these are given in the College Diary, available on the college website: <https://www.sel.cam.ac.uk/college-diary>.

5.9 THE FELLOWS' WINE LIST

Wines are available for purchase from the College cellars, and a wine list is circulated from time to time by the Wine Steward. It is a very good value source of high quality wines selected by an expert and easily ordered by Fellows from the Butler. The wine list and order form are available on the [Information for Fellows](#) section of the College website.

5.10 FELLOWS' COMMONS

Fellows are entitled to milk free of charge, which may be obtained from the Porters' Lodge. Any other items (which Fellows may purchase from the Servery) will be charged to Fellows' accounts.

5.11 FELLOWS' GUEST NIGHTS

Fellows' Guest Nights are held periodically, usually on Friday nights. The Fellows' Steward normally makes an announcement by email. Dress is Black Tie and gowns are worn. Fellows sign up on-line in the usual way. It is helpful for the Fellows' Steward who draws up the

seating plan if Fellows can give the name and affiliation of their guests when signing in. Although there is no formal limit on the number of guests a Fellow may bring, it is normal to consult the Steward or the Fellows' Steward if you wish to bring more than two guests. Fellows should not feel compelled to bring a guest. Guest Nights are open to all classes of Fellow. The College does not send out formal invitations, but invitations cards for use by individual Fellows are available for this purpose in the desk in the anteroom of the Fellows' Parlour.

All Fellows (including Emeritus Fellows) are entitled to one free Guest Night per year (not including wine) for themselves and one guest which is normally applied automatically.

5.12 FORMER FELLOWS

The College likes to welcome back former colleagues whether they remain nearby or have gone further afield. Former Fellows of the College are automatically entitled to certain dining rights, namely that they may lunch or dine on High Table on 8 occasions in the period between the start of successive terms at the College's expense. They may lunch or dine on High Table on other occasions at their own expense and bring a guest at their own expense. In exceptional circumstances, the Fellows' Steward might grant them permission to use the cafeteria.

These dining rights are also applicable to existing Fellows of other Cambridge Colleges who are graduates or doctors of Selwyn; and to graduates or doctors of Selwyn who hold teaching, post-doctoral research or administrative positions within the University but who have no other College affiliation.

Former Fellows may also book brief stays in College Guest Rooms, subject to availability and at the usual rates. Contact the Bursar if you have any questions.

6. PEOPLE AND ROLES

A number of College Offices are held by full-time employees of the College, although most are carried out by Fellows in addition to their normal teaching and research duties. The College Officers include the Bursar, Senior Tutor and Tutors, including Admissions and Study Skills Tutors, the Chaplain, the Development Director, the Dean and the Praelector. Fellows are appointed to certain other roles, including the Steward (usually the Bursar), the Fellows' Steward, the Wine Steward, the Fellow for Grants, the Fellow for Rooms, as well as Directors of Studies.

6.1 THE MASTER

The Master, Roger Mosey, is the head of the College. He presides on official and ceremonial occasions and would usually act as the Vice-Chancellor's Deputy in conferring degrees at the 'Congregations', as Cambridge degree ceremonies are known. The Master chairs the Governing Body and the College Council as well as certain committees. He plays a key role in the election and installation of Fellows as well as in the appraisal of Fellows. The Master's Assistant, Vicki Crook, can be found in an office that forms part of the Master's Lodge as well as being accessible from G Staircase.

6.2 THE BURSAR

The Bursar, Jennifer Phillips, has ultimate responsibility for the College finances, administration, property, buildings, catering and non-academic staff in accordance with decisions of the relevant committees. She is supported by the Bursary team, led by Sally Clayson, whose offices are on the ground floor of the Christopher Dobson Building, and the Operations Manager, Matt Rowe, who is responsible for domestic operational services around the college, and in particular Catering, Housekeeping, Maintenance, Conference & Events and Gardens. The Bursar has overall responsibility for Fire Safety and general Health and Safety in the College, and is also the College's Data Protection Lead and Freedom of Information Officer. The Master's Assistant, Vicki Crook, is also the Bursar's Assistant. Appendix 9 gives the contact details of key non-academic staff.

6.3 THE SENIOR TUTOR AND TUTORS

The Senior Tutor, Mike Sewell, oversees all academic, pastoral, welfare and student disciplinary matters. He and the Tutors are supported by the staff of the Tutorial Office, which is on the first floor of the offices in the Christopher Dobson Building.

The duties of Tutors are in some ways very formal and others very informal. It is described in the College's [Guide for Students](#). A [section of that guide](#) brings together the various key policies that govern the College's relationship with the students.

With regard to College rules, regulations and other requirements, it is the responsibility of Tutors to give advice to their pupils and, when requested, to act as their representative in any disciplinary hearings or in the event of an appeal to the College Council against being sent down following examination failure. Tutors also play a key role when students need, for whatever reason, to make a case to the University, for example, on academic or disciplinary

matters. They also work closely with their pupils' Directors of Studies to help ensure academic progress and personal welfare. Tutors are also expected appropriately to support and advise any pupil who is in trouble with an outside body, such as the Police. They are required to see their pupils at the beginning and end of every term and either to have regular periods each week during which they expect to be available for consultation or to provide easy and reliable ways for pupils to contact them to seek a meeting. They are also expected to undertake whatever duties the College Council or the Senior Tutor may reasonably require of them.

Informally, Tutors should seek to build a personal relationship with each of their pupils such that their pupils will seek them out to discuss in confidence matters that are troubling them. How Tutors develop this relationship will be very much a matter of personal style and preference. Tutors should be willing to offer wide, but not unconditional, guarantees of confidentiality under the College's [Confidentiality Policy](#). The 'Key Definition' in that document states: "College Tutors ... cannot promise to maintain absolute confidentiality because, if students or other individuals are in danger, further help may need to be sought. Nonetheless, confidentiality will normally be maintained within the College welfare team on a strictly need-to-know basis."

There are separate Tutors for undergraduate and for postgraduate students. Any Fellow interested in taking on a Tutorial role is encouraged to speak to the Senior Tutor.

6.4 ADMISSIONS TUTORS

Undergraduate admissions are overseen by the Admissions Tutors, Daniel Beauregard, Stuart Eves and Tom Smith, who report to the Senior Tutor. The Undergraduate Admissions Officer is Stephanie Pym (admissions@sel.cam.ac.uk). It is hoped that Fellows will give some time, when requested, to assist the outreach and widening participation activities of the College.

The Admissions Tutor for Postgraduate Students is Heather Webb, who also reports to the Senior Tutor. They are supported by Samantha Carr.

The admissions teams are based in the Tutorial Offices in the Christopher Dobson Building.

6.5 VISITING FELLOWS, BYE-FELLOWS, TREVELYAN RESEARCH ASSOCIATES AND COLLEGE TEACHING ASSOCIATES

Selwyn appoints annually a range of academics and others to a variety of roles relating to the College's activities. Full details of these roles can be found in Appendix 10. Fellows may nominate individuals for such posts. If you have someone in mind who fits the various criteria outlined in the appendix, please discuss the matter with the Senior Tutor.

6.6 THE DEAN OF CHAPEL AND CHAPLAIN

The Dean of Chapel and Chaplain, Arabella Milbank Robinson, has control over the services in and responsibility for the College Chapel. Her consent is necessary for any use of the

Chapel for purposes other than those expressly authorised by Statute. Historically, when the Master was required to be a clerk in holy orders, the roles of Dean of Chapel and the Chaplain were often undertaken by different people (with the Master typically also the Dean of Chapel), but currently the Dean of Chapel is also the College's Chaplain. She performs services in Chapel and carries out pastoral and other duties as determined by Council. The College Chaplaincy offers confidential pastoral support to all Fellows, students and staff, regardless of religious affiliation. Fellows are welcome to contact Arabella (tel: (3)35875, email: chaplain@sel.cam.ac.uk).

The Chapel is available for all members of College to use as a place of quiet reflection and prayer for all faiths and none. There are services morning and evening, six days a week, in Full Term. Details of services, timings, and of other regular Chapel events are given on the Chapel Card, which can be found on the Chapel and Choir page of the College website at <https://www.sel.cam.ac.uk/about/chapel-and-choir>.

The Chapel Choir sings at Evensong on Tuesdays and Sundays, and on Thursdays when there is either Evensong or an Evening Eucharist. Several Fellows are on the rota for reading lessons at Choral Services; any Fellow wishing to be added to this rota should contact the Dean of Chapel. Any Fellow wishing to be considered for the Chapel Choir is invited to request an audition with the Director of Music, Sarah MacDonald (seam100@cam.ac.uk).

Many Fellows choose to sit in their own stalls at Choral Services. Gowns and hoods are usually worn at Evensong. Scarlet is worn in Chapel on Scarlet Days.

6.7 THE DEVELOPMENT DIRECTOR

The Development Director, Mike Nicholson, is responsible for alumni relations and fundraising. He is always keen for Fellows to engage with activities that his office runs, for example attending reunions, offering talks, meeting with alumni of their subject, and passing on details of former students with whom they may maintain contact. The Development Director reports directly to the Master.

6.8 THE DEANS

The Dean, Charlotte Summers, and the Assistant Dean, Grant Stewart, are responsible, in conjunction with the Senior Tutor and Tutors, to the Governing Body for maintaining good discipline and the observance of College Regulations on the part of the students of the College. The Dean has the power to fine or impose such other minor disciplinary sanctions as may be appropriate, within limits laid down by the College Council.

6.9 THE PRAELECTOR

The Praelector, Stewart Sage, is responsible for presenting students, on arrival at Cambridge, for their matriculation, when they become junior members of the University. He then accompanies students to their graduation ceremonies, known as Congregations of the Regent House, where degrees are conferred.

6.10 THE STEWARD

The Steward, traditionally but not invariably the Bursar, has responsibility for the catering service offered overall in College, including environmental health, health and safety and budgetary matters.

6.11 THE FELLOWS' STEWARD

The Fellows' Steward, Robert Tasker, monitors the High Table service for and on behalf of the Fellowship, as well as co-ordinating the arrangements, including seating plans, for several special High Table entertainment events such as Guest Nights. He meets regularly with the Head of Catering. Fellows are encouraged to use the Comments Book, which is available in the Fellows' Parlour (ante-room).

6.12 THE WINE STEWARD

The Wine Steward, Michael Tilby, is responsible for the selection, purchase and maintenance of the Fellows' wine stocks, and for the choice of wines enjoyed at High Table dinners.

7. FACILITIES AND PRACTICAL MATTERS

7.1 THE PORTERS' LODGE

The Porters' Lodge, which reports direct to the Bursar, is in many ways the fulcrum of the College community. It forms a hub where everyone goes regularly, if only to collect their keys or to check for their mail. It is where parcels are delivered, notices are posted and much else.

The roles of Porters are many and diverse. They oversee safety and security; they are the College's first point of reception for visitors; they deal with incoming mail, issue keys, and generally keep a helpful eye on what is going on. The Head Porter is also the College's Security Officer and Fire Officer. The Lodge is staffed 24 hours a day, every day, and the Lodge staff are all first aid trained. The Porters are also a great source of advice and practical support. They know the College, the University and the city well and have lots of experience of being the first port of call for students with questions about Cambridge life.

The Porters' Lodge can be contacted on (3)35846 or by email: porters@sel.cam.ac.uk and the Head Porter, Helen Stephens (Cambridge's first ever woman Head Porter), on (3)35899 or headporter@sel.cam.ac.uk

7.2 KEYS

Fellows are issued with the following keys:

- **Room key(s)** which also act as a '**late key**'. A '**late key**' is issued to those without a room key. It opens the front entrance to the College, the gates to the bicycle sheds, the Gym, the external doors to Cripps Court, and the pedestrian gates to Ann's Court and the Ramsay Murray Gates (West Bye Lane);
- **Fellows' key to the Porters' Lodge marked 'F'**: also opens the back door (from the Bar passage) into the SCR staircase, the Old SCR door, the Fellows' Parlour, C, F and G gates, and the gate to the Sidgwick site.

Fellows who require other keys should consult the Head Porter.

It should be noted that in addition to keys, a University Card held by a member of Selwyn College will open the gate to Cripps Court, as well as the entrances to the Bartlam Library and the Quarry Whitehouse Auditorium.

7.3 POST

Fellows pay for their own postage for private use. The University's Mail Service (UMS) makes one collection daily, mid-morning, Monday to Friday. The Royal Mail collection of 1st and 2nd class national post is at 17.30 Monday to Friday only. Mailability is used for international post, with collection at 16.30.

Please contact the Porters' Lodge for more information on delivery and collection times, and current rates.

7.4 THE BARTLAM LIBRARY

The Bartlam Library is the College library, opened in 2021. The Bartlam Library, and its materials and services, exists to support the studies of the entire college community. Its primary purpose is to provide resources for undergraduate students, particularly those in the first two years of study. The collection is searchable online via the University's [iDiscover](#) system. It provides space for study and there is a silent study room upstairs. The Librarian is Sonya Adams.

The Library is a teaching facility and not primarily a research collection. The aim is to have at least one copy of the key books for Part I of the Tripos, with a reference copy for those books which are most in demand. Fellows are encouraged to make recommendations, especially Directors of Studies, to keep subject sections relevant to undergraduate needs. A portion of the book budget, mainly based on student numbers, is allocated to each subject. Please contact the Librarian for details.

The Library is open from 07.00 to 02.00 during Full Term and until midnight in vacations. The dedicated web pages (www.sel.cam.ac.uk/selwyn-college/college-library/) provide more detailed information including regarding resources available across Cambridge. Library staff are usually available in the library office between 09.00 and 17.00 on weekdays should you have any questions. You can also get in touch by phone on (3)35880 or by email at library@sel.cam.ac.uk.

The Library has a self-issue system for borrowing using the University Card. Fellows wishing to borrow books or DVDs should contact the library office before their first visit to have their details entered on the library database. Fellows may borrow up to 20 books for four weeks at a time, with books automatically renewing unless requested by another library user. Fines are levied only if requested books are not returned on time.

As well as around 40,000 books, reference works, music scores, and DVDs, the Library also provides access to the thousands of e-books and other electronic material subscribed to by the University and Colleges. The Library also holds a collection of books on academic skills and welfare and one for general reading. There is a multi-function copier/printer/scanner linked to the University DS-Print network and a comb binder available for general use.

Selwyn's rare books, dating back to the 16th century, and special collections of 19th-century New Zealand and Melanesia, theology, and church and missionary history, are held in several locations in College and comprise approximately 6,000 volumes. Fellows wishing to consult material from these collections can find details of them on [iDiscover](#) and are requested to consult the Librarian for access. The College's collection of incunabula and valuable manuscripts is held on deposit in the University Library, where it may be consulted.

The College Archives, based in the Old Library, house papers relating to the Selwyn family and material concerning the history of the College. Fellows are welcome to visit but are requested to contact the Archivist, Ms Elizabeth Stratton (tel: (7)62014, email: archivist@sel.cam.ac.uk), in advance as she works part-time.

7.5 COLLEGE GYM

The gym (Cripps Court) can be accessed with your Room or Late Key. Bookings can be made via the website: <https://www.sel.cam.ac.uk/current-members/room-bookings> . Users should refer to the Gym Usage Policy, available in the gym and is also on the College website: https://www.sel.cam.ac.uk/sites/default/files/assets/current/UGHandbook/Selwyn_College_Gym_Usage_Policy.pdf

7.6 TELEPHONES

University Network calls are free. Other calls to outside lines from College telephones should be for College or University business. Fellows with any telephone problems should contact the IT Office (tel: (3)35850, email: helpdesk@sel.cam.ac.uk).

7.7 BICYCLES

Please register your bicycle on-line through the College website. Once you have done this, please collect a tag from a duty Porter who will attach it to your bike. Alternatively, speak to the Porters and they will advise. Mopeds are treated in the same way as bicycles. At the point of registration the Porters will advise on parking.

A certain amount of space for parking bikes is reserved for Fellows just outside the Porters' Lodge on the forecourt. There are secured bicycle sheds between the Old Library and 38 Grange Road, behind M and N staircases in Cripps Court, and near Ann's Court/21 West Road by the Ramsay Murray Gate. The Old Library cycle shed includes reserved space for Fellows' bicycles. Please lock the gates behind you to maintain security for all users.

7.8 CAR PARKING

Fellows who wish to use College parking facilities should apply to the Head Porter for the appropriate badge. Fellows are requested to ensure that their parking permits are displayed at all times. The car park outside the main gate is reserved for the use of Governing Body and Emeritus Fellows only. Occasionally, if space permits, Fellows may ask the Porters to reserve a parking space for a guest. Fellows are asked to be considerate in their use of this facility as the number of spaces is limited.

7.9 FIRE ALARMS

Fire Alarm testing is carried out weekly, excluding the Quiet Periods, on Thursday mornings between 09.30 and 12.30. There is no need to respond to these. However, there are unannounced Fire Drills during Michaelmas and Lent Terms and Fellows are required to cooperate. A notice detailing Emergency Assembly points is displayed in all rooms. All members of College are required to cooperate in the event of an evacuation.

7.10 RECYCLING AND SUSTAINABILITY

Fellows are encouraged to make use of the various recycling facilities around the College. If Fellows have any queries or comments about recycling in the College they should contact the Operations Manager.

By way of an easy guide as to what should be placed in any recycling bin around the College (including those which are historically labelled for paper recycling only), the following can and should be recycled:

- Glass bottles and jars
- Food tins, drink cans, aerosols and clean aluminium foil
- Paper and cardboard
- Plastic bottles, pots, tubs and trays
- Cartons
- Plastic bags, wrapping and clean film

For larger amounts of recycling of the items above, there are also large recycling bins at:

- The back of Cripps Court, next to the gym
- The Kitchen Yard, next to Sidgwick Avenue
- West Road, next to the 23 West Road hostel

Batteries may be taken to the battery recycling point in the Porters' Lodge.

It should be noted that any item which is placed in a bin other than a dedicated recycling bin will go to general waste and **not** be recycled.

The College's recycling service is provided by Cambridge City Council and a guide to what happens to the recycling is available at <https://www.cambridge.gov.uk/what-happens-to-your-recycling-and-rubbish>.

If you need more detailed advice on where to put less frequently used items, the City Council's Recycling A-Z guide should be followed. It is available at <https://www.cambridge.gov.uk/recycling-and-rubbish-a-to-z>. Anything in the A-Z guide which says 'black bin' should go in general waste and anything that says 'blue bin' should be placed in recycling bins.

Reduction and reuse are also strongly encouraged as well as recycling. For example, the College no longer provides disposable food containers for takeaway meals but requests that you bring a reusable one. For barista coffee there is a discounted price for bringing a 'keep cup' rather than using a disposable.

Fellows should also be aware of the need for suitable disposal of confidential or sensitive documents, e.g. Council and Governing Body papers, admissions material. There is a dedicated bin for Fellows' confidential documents (paper only please) in the Porters' Lodge. There is also a shredder in the 2nd floor offices of the Christopher Dobson Building. Alternatively, Fellows are welcome to contact the Master's Assistant who will make the necessary arrangements for disposal.

The College is committed to reducing energy consumption levels and the associated high cost of gas and electricity, and would be grateful if all College members could assist in this by switching off heating appliances, computer monitors and lights etc. when not in use. In particular, the thermostats on radiators should be set to a minimum level or off when rooms

or offices are not in use.

The College has a Sustainability Working Group examining strategies to improve the College's environmental footprint further, including both senior members and JCR and MCR representatives. A Green Impact team made up of student representatives and operational staff team members oversee and encourage good and improving practices day to day. The College welcomes further suggestions on the sustainability-based practices within Selwyn, which can be directed in the first instance to the Bursar, Senior Tutor or Operations Manager.

If you have any queries or need any further information, please contact:

Master's Assistant: tel: 01223 (3)35890, email: masters-assistant@sel.cam.ac.uk

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Updated September 2023



SELWYN COLLEGE, CAMBRIDGE

Timetable for College Council & Governing Body Meetings 2023-24

Council Meetings (1.10pm)

Call for Agenda items (MONDAY)	Agenda Items to Secretary by (FRIDAY)	Draft Agenda to M, V-M, B, ST (TUESDAY)	Papers to Secretary by (WEDNESDAY)	Agenda & Papers circulated by (THURSDAY)	Date of Meeting (TUESDAY)
25-Sep-23	29-Sep-23	03-Oct-23	04-Oct-23	05-Oct-23	10-Oct-23
16-Oct-23	20-Oct-23	24-Oct-23	25-Oct-23	26-Oct-23	31-Oct-23
13-Nov-23	17-Nov-23	21-Nov-23	22-Nov-23	23-Nov-23	28-Nov-23
08-Jan-24	12-Jan-24	16-Jan-24	17-Jan-24	18-Jan-24	23-Jan-24
29-Jan-24	02-Feb-24	06-Feb-24	07-Feb-24	08-Feb-24	13-Feb-24
26-Feb-24	01-Mar-24	05-Mar-24	06-Mar-24	07-Mar-24	12-Mar-24
15-Apr-24	19-Apr-24	23-Apr-24	24-Apr-24	25-Apr-24	30-Apr-24
06-May-24	10-May-24	14-May-24	15-May-24	16-May-24	21-May-24
27-May-24	31-May-24	04-Jun-24	05-Jun-24	06-Jun-24	11-Jun-24
24-Jun-24	28-Jun-24	02-Jul-24	03-Jul-24	04-Jul-24	09-Jul-24
09-Sept-24	13-Sept-24	17-Sept-24	18-Sept-24	19-Sept-24	24-Sept-24

Governing Body (8.30pm)

Call for Agenda items (MONDAY)	Agenda Items to Secretary by (FRIDAY)	Draft Agenda to M, V-M, B, ST (TUESDAY)	Papers to Secretary by (WEDNESDAY)	Agenda & Papers circulated by (THURSDAY)	Date of Meeting (TUESDAY)
30-Oct-23	03-Nov-23	07-Nov-23	08-Nov-23	09-Nov-23	14-Nov-23
12-Feb-24	16-Feb-24	20-Feb-24	21-Feb-24	22-Feb-24	27-Feb-24
03-Jun-24	07-Jun-24	11-Jun-24	12-Jun-24	13-Jun-24	18-Jun-24

College Meeting (6.30pm)

Call for Agenda items (MONDAY)	Agenda Items to Secretary by (FRIDAY)	Papers to Secretary by (MONDAY)	Agenda & Papers circulated by (THURSDAY)	Date of Meeting (TUESDAY)
30-Oct-23	03-Nov-23	06-Nov-23	09-Nov-23	14-Nov-23

Dr C Woodford | Secretary to Governing Body & College Council



1 October 2023

Selwyn College Cambridge

To All Senior Members of the Governing Body**College Council “Constituents” Michaelmas Term 2023**

The College Council “constituency” system is intended to help maintain a channel of communication between the Governing Body and the Council. Elected members of Council (the “members”) consult certain Fellows (their “constituents”) when necessary and constituents are free to make comments on any matter or ask their member to raise any issue in Council. Constituents can also ask their member for sight of any Council documents. A list of constituents is appended below. This list reflects any changes to the elected membership of Council as well as changes in the Fellowship.

Fellows are reminded that any member of the Governing Body may attend Council meetings as a non-participating observer (unless the member has a personal interest in the matter as defined under Statute 26(8)).

Member	Constituents				
Dr Bardhan:	Dr Al Azmeh Dr T Smith	Dr Cameron Dr Venkateshvaran	Dr Filimonova	Dr Impett	Prof. Meer
Dr Beauregard:	Dr Armitage Ms Soderman	Prof. Cant Dr Viejo Rose	Mrs Fraser Butlin	Dr Keeler	Dr Milbank Robinson
Ms MacDonald:	Prof. Baert Prof. Stewart	Prof. Chu Prof. Webb	Dr Gardner	Dr Kim	Prof. Moultrie
Mr Matheson:	Dr Balakrishnan Prof. Summers	Prof. Connell Dr Wilcox	Dr Halina	Mr Kitov	Prof. Nikiforakis
Mr Nicholson:	Dr Bitney Prof. Tasker	Dr Dicks Dr Woodford	Dr Hartwell	Prof. Larcom	Dr Nowak
Dr O'Donnell:	Dr Briggs Prof Sage	Prof. Ellis Dr Thompson	Dr Haustein	Dr Hopkins	Dr Lee
Dr Reinbold:	Prof. Butterfield Dr Vargas Weil	Dr Eves	Mr Helm	Dr de Lera Acedo	Dr da Silva
Dr V Young:	Dr Button Prof. Velu	Prof. Felli Dr Zhang	Dr Howard	Dr McDougall	Dr D Smith

SELWYN COLLEGE**MEMBERSHIP OF COMMITTEES AND OTHER APPOINTMENTS 2023-24****COMMITTEES OF THE COLLEGE COUNCIL**

(Ex-officio members of committees appear in bold type. The first named person is the chair of the committee. Dates in brackets indicate the year of first appointment where known)

ACCESS COMMITTEE**Senior Tutor****Bursar****Admissions Tutors****Postgraduate Tutor:** Dr D Smith (2017)

Dr Venkateshvaran (2018)

Dr Wilkes (2022)

Schools Liaison Officers**Conference & Events Manager****JCR Access Officer(s)****MCR President or Access Officer**

Senior member who leads on external communications (currently the Master)

ACCOMMODATION COMMITTEE**Senior Tutor****Bursar****Fellow for Rooms****Postgraduate Tutor:** Dr Haustein (2020)**Admissions Tutor:** Dr Beauregard (2016)

Dr Briggs (2019)

Dr Lee (2020)

Dr Hartwell (2022)

Operations Manager**Accommodation Officer****1 JCR Representative****1 MCR Representative****ALUMNI & DEVELOPMENT COMMITTEE****Master****Bursar****Development Director**

Mr Matheson (2012)

Dr Reinbold (2019)

Professor Felli (2020)

Dr T Smith (2020)

Mr Peter Agar (2019, external member)

Professor Anna Philpott (2022, alumna)

APPRAISAL PANEL (Appointed for one year)**To appraise the Master, one of:**

A Head of House

Vice-Master

To appraise the Officers of the College:

Master

Vice-Master

To appraise College Teaching Officers/Admissions Tutors/Research Fellows:

Master

Senior Tutor

COMMITTEE ON COMMITTEES**Master****Vice-Master****Senior Tutor****Bursar****Secretary of the College Council****COMPLIANCE COMMITTEE****Bursar****Senior Tutor****Compliance Officer****Operations Manager**

Dr Keeler (2020)

Dr Gardner (2020)

Dr Viejo Rose (2023)

1 JCR Representative**1 MCR Representative****CRIPPS FEAST COMMITTEE****Master****Vice-Master****Senior Tutor****Bursar/Steward****Fellows' Steward****Development Director**

Dr Dicks (2021)

Mr Helm (2022)

Dr Balakrishnan(2023)

EDUCATION COMMITTEE**Senior Tutor****Admissions Tutor:** Dr Beauregard (2017)**Study Skills Tutor**

Professor Meer (2015)

Professor Tasker (2021)

Professor Moultrie (2022)

Dr Wilcox (2022)

External DOS: Dr Noel Rutter (2021)

1 JCR Representative**1 MCR Representative**

EQUALITY, DIVERSITY & INCLUSION COMMITTEE

Vice-Master

Senior Tutor

Bursar

Operations Manager

HR Manager

Professor Sanders (2017)

Mrs Fraser Butlin (2019)

Professor Tasker (2020)

Dr Bardhan (2021)

1 JCR Representative

1 MCR Representative

FINANCE COMMITTEE

Bursar

Senior Tutor

Finance Manager

Mr Matheson (2022)

Dr Gardner (2022)

Dr Haustein (2022)

GARDENS COMMITTEE

Dr Beauregard (2005)

Master

Operations Manager

Head Gardener

Mr Matheson (1998)

Professor Meer (2005)

Professor Sage (2007)

Professor Chothia (2011)

Professor Butterfield (2018)

Dr Dicks (2020)

Professor Ellis (2023)

1 JCR Representative

1 MCR Representative

HONORARY FELLOWSHIPS COMMITTEE

Master

Vice-Master

Mr Fox (2016)

Dr Keeler (2016)

Professor Sanders (2017)

Professor Stewart (2021)

Professor Webb (2022)

Dr Briggs (2022)

Dr Viejo Rose (2023)

HR COMMITTEE

Bursar

Vice-Master

HR Manager

Mrs Fraser Butlin (2020)

Dr Keeler (2021)

Professor Larcom (2022)

Professor Baert (2023)

INVESTMENT COMMITTEE

Master

Bursar

Finance Manager

Mr Coutts

Professor Velu (2015)

Mr Kitov (2019)

Mr Tom Bartlam (2011, to 2023)

Mr Gavin Boyle (2021, to 2024)

Ms Julia Fordham (2021, to 2024)

Dr Kim (2023)

Mr Matthew McEneaney (by invitation)

IT COMMITTEE

Senior Tutor

Bursar

IT Manager

Operations Manager

Mr Matheson (2005)

Dr Armitage (2021)

Dr Impett (2023)

1 JCR Representative

1 MCR Representative

LECTURES COMMITTEE

Master

Senior Tutor

Fellows' Steward

Development Director

Professor Connell (2015)

Dr Briggs (2019)

Professor Baert (2020)

Dr Woodford (2022)

Dr Vargas Weil (2022)

Professor Ellis (2023)

Dr Reinbold (2023)

LIBRARY & ARCHIVES COMMITTEE

Senior Tutor

College Librarian

College Archivist

Mr Fox (1998)

Dr Gardner (2017)

Dr da Silva (2017)

Dr Lee (2019)

Dr Hartwell (2020)

Dr Impett (2023)

Dr Reinbold (2023)

1 JCR Representative

1 MCR Representative

OPERATIONS COMMITTEE

Master

Bursar

Senior Tutor

Operations Manager

Head of Buildings & Maintenance

Dr Wilcox (resident fellow) (2021)
Professor Tasker (2022)
Dr Vargas Weil (2023)
Professor Cant (2023)
1 JCR Representative
1 MCR Representative

PAINTINGS COMMITTEE

Vice-Master
Bursar (2020)
College Archivist (co-opted 2007)
Professor Meer (2012)
Dr Howard (2015)
Dr Filimonova (2017)
Mr Nicholson (2019)
Dr Hartwell (2021)
Professor Holton (2022)

PREVENT COMMITTEE

Senior Tutor (Chair and Prevent Lead)
Bursar
Dean
Dean of Chapel
Operations Manager
Head Porter
JCR President
MCR President

PROMOTIONS COMMITTEE

Master
Senior Tutor
Professor Keeler (2023)
Professor Cant (2023)
Professor Barnard (external)

RE-APPOINTMENTS COMMITTEE

Master
Vice-Master
Mr Matheson (2014)
Dr Woodford (2019)

REMUNERATION COMMITTEE

Professor Sanders
Master (in attendance)
Vice-Master (in attendance)
Senior Tutor (in attendance)
Bursar
Professor Felli (2022)
Sir Clive Lewis (2016, external)
Ms Jill Whitehouse (2021, external)
Professor Cant (2023)
Professor Stewart (2023)

STEWARDS COMMITTEE

Steward (Bursar)
Vice-Master
Fellows' Steward
Wine Steward
Catering Manager
Conference & Events Manager
Dr Nowak (2020)
Dr Balakrishnan (2022)
Professor Ellis (2023)
Dr Soderman (2023)
1 JCR Representative
1 MCR Representative

WINE COMMITTEE

Wine Steward
Bursar
Fellows' Steward
Dr Harding
Professor Sage (2006)
Dr Sewell (2009)
Dr Thompson (2017)
Professor Webb (2018)
Professor Chothia (2021)

COMMITTEES OF THE GOVERNING BODY

(appointed annually, to be approved by Governing Body at the Easter Term meeting)

THE STATUTES COMMITTEE

Required under Statute 29.1:

Master, Bursar and 2 members of GB elected annually

Master

Bursar

Dr O'Sullivan (2013)

Mrs Fraser Butlin (2019)

Dr Thompson (2020)

COMMITTEES OF THE COLLEGE MEETING

FELLOWS' AMENITIES COMMITTEE

Fellows' Steward

Secretary of the SCR

Steward

Professor Ray

Professor Holton (2018)

FELLOWS' CHARITIES COMMITTEE

Dean of Chapel

Bursar

Professor Nikiforakis (2016)

Dr McDougall (2020)

Dr Al Azmeh (2023)

OTHER APPOINTMENTS

AUDITORS OF THE COMMON GOODS

Professor Holton and Professor Chothia (2022-23)
The College Meeting to nominate annually two Emeritus Fellows for the following year. Audit Report to be submitted to the College Meeting.

DEAN

Professor Summers (2018)

ASSISTANT DEAN

Professor Stewart (2021)

DISCRIMINATION AND HARASSMENT CONTACTS

Dr Bardhan, Professor Tasker, Dr Woodford

EDITORS OF THE CALENDAR

Mr Fox (2016)
Professor Chothia (2016)
Mr Matheson (2016)
Professor Holton (2018)
Mr Mosey (2019)

ELECTION OF UNIVERSITY REPRESENTATIVES

Master

Bursar

FELLOW FOR GRANTS

Professor Chu

FELLOW FOR ROOMS

Professor Moultrie (2013)

FELLOWS' STEWARD

Professor Tasker (2022)

KEITH FRASER BOOK FUND

Dean of Chapel

Dr D Smith

FRIENDS OF SELWYN COLLEGE BOAT CLUB

Formerly Permanent Henley Fund

Mr Nicholson (as SCBC Senior Treasurer) (2019)

OMBUDSMAN

Professor Nicky Padfield (F)

PRAELECTOR

Professor Sage (2015)

SECRETARY TO COLLEGE COUNCIL AND GOVERNING BODY

Dr Woodford (2021)

SECRETARY TO THE SCR

Dr T Smith (2020)

SELWYN SPORTS GRANTS SCHEME

Senior Tutor

SENIOR TREASURER OF THE JCR & SENIOR RETURNING OFFICER

Professor Sage (2013)

SENIOR TREASURER OF THE MCR

Professor Tasker (2022)

SENIOR TREASURER OF THE SCMS

Dr Howard (2016)

SENIOR TREASURER OF THE SNOWBALL

TBC

STEWARD

Bursar

WINE STEWARD

Dr Tilby (2009)

TUTORS

STUDY SKILLS TUTOR

TBC

POSTGRADUATE TUTORS

Dr Bardhan, Dr Bitney, Dr Haustein, Dr D Smith, Professor Tasker

POSTGRADUATE ADMISSIONS TUTOR

Professor Webb

UNDERGRADUATE TUTORS

Dr Armitage, Professor Baert, Dr Beauregard, Dr Eves, Dr Howard, Dr Kim, Dr Reinbold, Professor Sage, Dr Sewell, Dr Thompson, Dr Woodford, Dr V Young

UNDERGRADUATE ADMISSIONS TUTORS

Dr Beauregard, Dr Eves, Dr T Smith



SELWYN COLLEGE FELLOWS' ENTERTAINMENT LIST

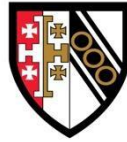
Appendix 4

Selwyn College Cambridge

EVENT/DRESS CODE	FELLOW/OFFICER RESPONSIBLE FOR		HOW FUNDED FOR FELLOWS	THOSE INVITED / ELIGIBLE TO ATTEND
	ARRANGEMENTS	SEATING PLAN		
Admission & Entertainment of Scholars Dress code: Suit & tie or equivalent/gown	Praelector/Senior Tutor	Praelector/Senior Tutor	Food and Wine – by College	Fellows Class A - D, Emeritus Fellows, Bye-Fellows, Lectors Research and Teaching Associates
Cripps Feast Dress code: Black tie or equivalent/gown/ scarlet and decorations	Fellows' Steward/Cripps Feast Committee	Fellows' Steward (With support of Master's Assistant)	Food and Wine – by College	Fellows Class A - D, Emeritus Fellows Honorary Fellows, Fellow Benefactors
Entertainment for Postgraduate Students Dress: Informal	Tutors for Postgraduate Students	None	Food and Wine – by College	Fellows Class A - D, Emeritus Fellows, Bye-Fellows, Lectors, Research and Teaching Associates, plus all postgraduate students and their partners
High Table Dining Dress Code: Jacket and tie or equivalent (gowns term time only)	Catering	None	Food: Fellows – Fellows' allowance Guests – by Fellow (High Table guest charge Wine Fellows and guests – High Table wine charge	Fellows Class A-D, Emeritus Fellows, Honorary Fellows, Fellow Benefactors, Bye-Fellows, Visiting Bye-Fellows, Trevelyan Research Associates
Fellows' and Partners' Christmas Dinner Dress code: Jacket & tie or equivalent (no gowns)	Fellows' Steward	Fellows' Steward	Food: Fellows – Fellows' allowance Partners – by Fellow (High Table guest charge) Wine: Fellows and partners – High Table wine charges	Fellows Class A - D, Emeritus Fellows, Honorary Fellows, Stipendiary Bye-Fellows; and their partners

EVENT/DRESS CODE	FELLOW/OFFICER RESPONSIBLE FOR		HOW FUNDED FOR FELLOWS	THOSE INVITED
	ARRANGEMENTS	SEATING PLAN		
Fellows' Evening (pre-prandials only) Dress code: none	Vice-Master	None	Food – not applicable Wine – by College	Fellows Class A - D, Emeritus Fellows No guests
Graduands' Dinner Dress code: Suit & tie or equivalent/gown/scarlet	Praelector	Praelector/JCR President of the graduating year	Food and Wine – by College	Fellows Class A - D, Emeritus Fellows Bye-Fellows, Lectors External DoSs with graduating students Research and Teaching Associates
Graduation Day Drinks and Buffet Dress code: Suit & tie or equivalent /gown/scarlet	Praelector	None	Food and Wine – by College for students, Fellows and partners. Guests – charged a set price.	Fellows Class A - D & partners Emeritus Fellows & partners Bye-Fellows & partners Lectors, Research and Teaching Associates
Fellows' Guest Nights Dress code: Black tie or equivalent/gown	Fellows' Steward	Fellows' Steward	Food: Fellows and Guests – one free guest night p.a. for Fellows and one guest. Thereafter Fellows pay for themselves and guests. Bye-Fellows, Honorary Fellows and all others – own expense. Wine: Fellows and guests – High Table wine charges	Fellows Class A - D, Emeritus Fellows, Honorary Fellows, Bye-Fellows, Lectors, Trevelyan Research Associates. It is customary to bring a distinguished guest from outside the College
MA Dinner Dress code: Suit & tie or equivalent (no gowns)	Praelector	Praelector	Food and Wine – by College	Fellows Class A - D & partners, Emeritus Fellows & partners, Bye-Fellows known to the students
Matriculation Dinner (Undergraduate) Dress code: Suit & tie or equivalent /gown	Praelector	Senior Tutor	Food and Wine – by College	Fellows Class A - D, Emeritus Fellows, Bye-Fellows, Lectors, external Directors of Studies, Research and Teaching Associates
Matriculation Dinner (Postgraduate) Dress code: Suit & tie or equivalent /gown	Praelector	Tutors for Postgraduate Students	Food and Wine – by College	Fellows Class A - D, Emeritus Fellows, Bye-Fellows, Research and Teaching Associates

EVENT/DRESS CODE	FELLOW/OFFICER RESPONSIBLE FOR		HOW FUNDED FOR FELLOWS	THOSE INVITED
	ARRANGEMENTS	SEATING PLAN		
Ramsay Murray Dinner Dress code: Suit & tie or equivalent (no gowns)	Development Office with Ramsay Murray Committee		Food: Fellows – Fellows’ allowance Fellows’ guests – by Fellow (High Table guest charge) College Guests – by College Wine – by College	Fellows Class A - D, Emeritus Fellows, Honorary Fellows, Fellow Benefactors, Bye-Fellows, Visiting Bye Fellows, Lectors, Trevelyan Research Associates
Supervisors’ Dinner Dress code: Suit & tie or equivalent (no gowns)	Senior Tutor	Senior Tutor	Food and Wine – by College	Fellows Class A - D, Bye-Fellows, Lectors, Research and Teaching Associates, external Directors of Studies and supervisors.
Part II – Development Office Events				
1882 Lunch Dress code: Suit & tie or equivalent (no gowns)	Development Office	Development Office	Food and Wine – by College (Development Office)_	Fellows Class A - D, Emeritus Fellows
Alumni Reunion Dinners Dress code: Black tie/ suit & tie or equivalent (no gowns)	Development Office	Development Office	Food and Wine – by College (Development Office)	Fellows Class A - D, Emeritus Fellows Honorary Fellows
Commemoration of Benefactors Dress code: Black tie or equivalent/gown/scarlet (no gowns)	Development Office	Development Office	Food and Wine – by College (Development Office)	Fellows Class A - D, Emeritus Fellows, Honorary Fellows, Fellow Benefactors Bye-Fellows, Visiting Bye Fellows, Lectors, Research and Teaching Associates
Family Day Dress code: Informal	Development Office	None	Food and Wine – by College (Development Office)	Fellows Class A - D, Emeritus Fellows, Honorary Fellows, Bye-Fellows, Visiting Bye Fellows, Lectors, Research and Teaching Associates
Lyttelton Dinner Dress code: Black Tie or equivalent (no gowns)	Development Office	Development Office	Food and Wine – by College (Development Office)	By invitation of the Development Director to support fundraising



Selwyn College Cambridge

Selwyn College Travel Policy

The College seeks to follow the University's lead in promoting sustainable travel policies. It therefore has drafted for review the following transport policy to inform decisions regarding all College funding for travel. The aim is to reduce the amount of non-sustainable travel undertaken for the College and / or financially supported by the College.

National and international business travel can play a part in achieving academic, research and education objectives of the College. However, it is important to note that in 2018/19, carbon emissions from the University's business travel were estimated to be at least 16,000 tonnes CO₂e, which is roughly equivalent to emissions from gas used for space and water heating across the University estate ([Environmental Sustainability report 2019](#)). Around 95% of this came from air travel (2018/19 data).

This policy covers travel that includes all domestic and international travel beyond Cambridge for research, education and business purposes related to the College or supported by the College, including through travel grants. It does not include travel between different parts of the University estate or commuting to/from home. It does not include student travel to/from the University at the start/end of term, but students are expected to take the policy into account and are strongly encouraged to follow the travel guidelines when making travel decisions.

Statement of Expectations

Fellows, staff and students are strongly encouraged to adopt climate conscious travel choices when undertaking College related travel.

The term "climate conscious travel" was first developed by the University of Edinburgh. It is achieved when the travel choices that staff and students make as part of their day-to-day work and study are informed by the environmental impact that they have, and preference is given towards virtual collaboration and lower carbon travel modes. With climate conscious travel in effect, the environmental cost of travel is prioritised over the financial cost and individual convenience, but not over individual safety considerations.

Essential versus non-essential travel

Fellows, staff and students should consider what travel is essential, and by whom, for supporting their and the College's academic, research, business and educational objectives.

The College recognises that virtual collaboration methods are not always an effective alternative to in-person interactions, and therefore some travel is essential for supporting academic, research, business and educational objectives.

The College also recognises that staff and students are best placed to form and evaluate their rationale for their travel emissions, but they should refer to the guidance listed below to determine whether a specific journey is essential for progressing their research, study or business objectives, and to help them to identify essential travellers. They should also discuss in advance of booking travel with those who approve travel within a College department¹, approve claims or

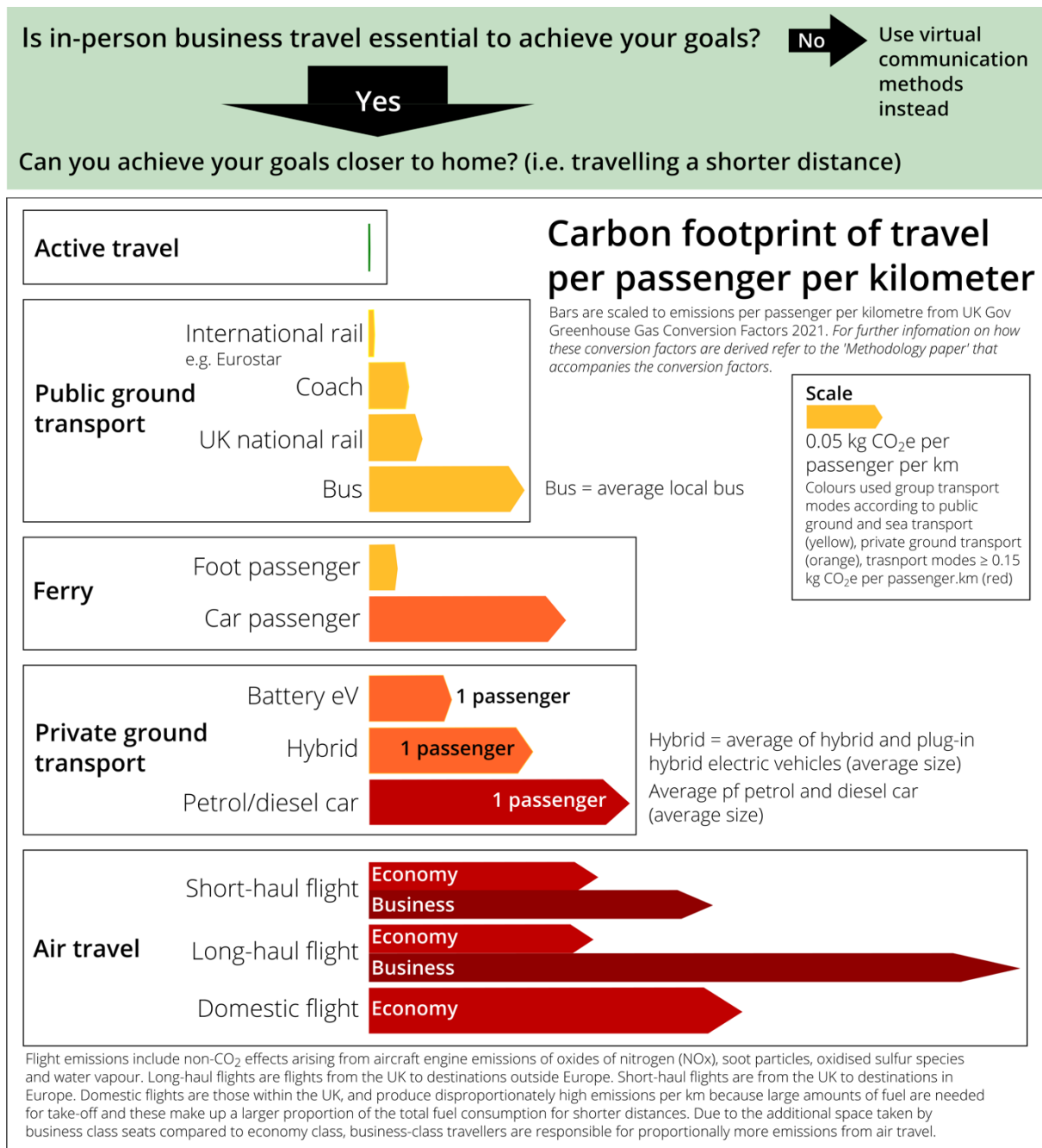
¹ For example, but not restricted to admissions, choir, development activities where the College books

consider applications for travel funds whether their activity meets the guidance contained in this document. As part of this process the traveller must submit an estimate of the carbon footprint of their proposed trip(s). [A useful calculator, recommended by the University of Cambridge Estates Sustainability team in March 2023, is found at https://www.atmosfair.de/en/offset/flight/](https://www.atmosfair.de/en/offset/flight/)

Generally, staff and students should avoid making regular, short-stay trips (especially on a regular basis), in particular journeys made by plane. Wherever possible², individuals should combine their needs to travel into fewer, longer-stay trips.

Preferred modes of travel

When it is essential to travel, staff and students should prioritise available modes of travel that have the lowest carbon impact. The carbon efficiency of different modes of travel is shown in the



and pays for travel directly rather than individuals seeking reimbursement.

² The College recognises that combining trips may be difficult or impossible for those with caring responsibilities or certain disabilities or health conditions; these considerations, as well as any safety implications, should take priority where necessary.

travel hierarchy shown below. These preferences will inform decisions on travel grants.

In addition to this, staff and students are strongly encouraged to follow the principles below:

- a. For local and national travel, where available, public transport should be chosen over car use.

For national travel, train and/or other public transport should be chosen over air travel.

- b. Train travel (including Eurostar and other international rail) should be chosen over air travel for travel to all European destinations that can be reached within 12 hours from Cambridge.

There may be occasions when it is not possible to follow the above principles. Appropriate criteria for deviation from the travel hierarchy include:

- Safety considerations (e.g. in some countries/regions public transport may not be sufficiently safe).
- Caring responsibilities, where a longer time away would mean you are unable to make the trip.
- When following the sustainable business travel guidelines would be detrimental due to disability or health conditions.
- When contractual obligations from external partners (e.g. funding bodies) make following the travel expectations impossible.

There is a general presumption against Premium Economy and Business Class bookings, which are responsible for greater emissions than Economy bookings due to the allocation of more space on the plane. A case should be made to the Bursar or Master for exceptions to be made to this principle where, as an example, the flight is of more than eight hours and the traveller will be conducting College business within 24 hours of arrival.

Expenses

Staff and students may claim additional subsistence expenses (accommodation, food and drink) when travelling by a less carbon-intensive mode necessitates more travel time.

If a member of staff/student needs to incur additional expenses to allow them to work whilst travelling by a less carbon-intensive mode (e.g. roaming charges, internet connection charges), then they may claim these as expenses, provided it can reasonably be shown that these additional expenses were incurred as a consequence of utilising a less carbon-intensive mode of travel.

Air Travel

Economy class should be used. If the lowest available fare is not used, justification must be made to the Master or Bursar for another class to be used. Subject to the approval of the Master or Bursar, a Fellow or member of staff may travel premium economy or business cabin class if the flight is more than 8 hours. The Master and Bursar will seek such approval from the Vice Master.

Rail Travel

Rail travel is normally the most cost-effective option for travel to London. For longer journeys within the UK, compare time and cost factors (including subsistence rates) against car and air travel options. Second class should be used, although an individual may personally fund an upgrade of ticket. The cheapest appropriate tickets should be purchased, preferably booked in advance. Where possible, business should be arranged so that rail travel can take place in off peak periods.

Private Vehicle Travel

Private vehicles should only be used where it is absolutely impractical to use other methods of transport. Even where use of a car is more cost-effective, the principles of this policy are that some extra costs may be incurred rather than travelling this way for purely financial reasons. The college will reimburse 45p per mile for the first 10,000 miles then 25p per mile thereafter. If however the individual chooses to travel by car when a more cost-effective method is available, the mileage claim is restricted to the cost that would have been incurred by using the most cost-effective option, e.g. a standard-class rail fare. A hire car may be used when there is no reasonable alternative, subject to approval by the Master or the Bursar. Claims may not be made for the cost of ordinary travel between home and college.

All claims for reimbursement should be submitted on the standard form (available on the intranet). No one shall authorise reimbursement of his or her own expenses. Claims should, whenever possible, be approved by an employee senior to the claimant. Claims for reimbursement of personal expenses by Fellows or heads of department must be approved by the Bursar.

Fellows' room booking charges in College

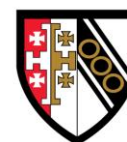
Category	Rates	Examples
Teaching / internal rate	<ul style="list-style-type: none"> Room free of charge Cost price on catering (notional 30%) 	<p>Fellows booking for teaching, research or tutorial purposes:</p> <ol style="list-style-type: none"> Teaching or research directly given or convened by a Senior Member of the College* (alone or jointly) involving students from Selwyn and wider Cambridge and/or academic colleagues from Selwyn, Cambridge or elsewhere A meeting of a University or intercollegiate committee that is booked by a Fellow Teaching or research given by someone other than the Fellow as an integral part of a programme or series that is organised by the Fellow A meeting on Selwyn College business <p>Internal meetings and events where the College pays</p>
Referral rate	<ul style="list-style-type: none"> Both Room and Catering at 10% discount to commercial rate 	<ul style="list-style-type: none"> Booking a room on behalf of a department, faculty or other associated body where the Selwyn Fellow is not leading and is essentially making or referring the booking on behalf of the department etc. for convenience
Member rate	<ul style="list-style-type: none"> Room at 70-80% discount (dependent on room), charged by the hour Catering at 20% discount to commercial rate 	<ul style="list-style-type: none"> Private party or personal event Not connected with College job

An online enquiry form is available via the Fellows pages of the College website and is encouraged for use.

[Fellows Event Booking Form | Selwyn College \(cam.ac.uk\)](#)

* The term Senior Member refers to all categories of Fellows, Bye-Fellows, Research Associates, Teaching Associates and, for these purposes, External Directors of Studies.

Jennifer Phillips | Bursar



Selwyn College Cambridge

To: College Council

Date: 13 June 2023

Re: **HIGH TABLE AND OTHER FELLOWS' CHARGES, 2023-24**

Council is requested to approve the High Table, Senior Guest Room and other Charges for 2023-24 as set out below (prices include VAT where relevant). High Table charges to Fellows themselves apply only to meals taken beyond their dining allowance.

As has been noted when discussing the budget for 2023-24, the impacts of inflation affect all parts of College life. As a consequence of rising utility, food and other supply costs, alongside our commitment to the Real Living Wage, a 10% inflationary increase is proposed. This matches the agreed student rent increases.

1. HIGH TABLE (increased by 10%, rounded to the nearest 10p).

	Cooked Breakfast	Lunch	Dinner
Fellows	As taken	£12.90	£29.00
Fellows' Guests	£11.90	£16.10	£36.20

Breakfast is included for residential fellows.

2. SENIOR GUEST ROOM (increased by 10%, rounded to the nearest 10p)

£83.00 per night

Fellows booking Senior Guest Rooms may book breakfast vouchers for their guests in advance as priced above. The guest will then be given the voucher(s) on arrival at the Porters' Lodge. Guests preferring a lighter breakfast can pay cash for food as taken.

3. FELLOWS' RESIDENTIAL ACCOMMODATION

Resident Fellows are currently liable for a small taxable benefit arising from their accommodation, which the Bursary manage with HMRC. In most cases any tax arising will be paid through adjustment of personal tax allowances. Service charges are now calculated separately for each Fellow based on the true cost of provision, including utilities,

maintenance, cleaning and linen etc. and charged to the Fellow at this rate. As a result no taxable benefit arises from the service charge.

With effect from April 2023, all resident Fellows now pay the full service cost charge.

Regarding rents: the College is approaching a period of transition. As set out in clause 4.2.1 of the Fellows' Guide, no rent is paid by resident Fellows newly occupying College rooms for the first five years of their residence, with a sliding scale of 20%, 40%, 60% etc., up to 100% of the market equivalent rent over the following five years. Additionally, any Fellow already resident as at October 2020 will not pay any rent until October 2025 and will then pay the sliding scale of 20%, 40%, 60% etc., up to 100% of the market equivalent rent over the following five years. The provision of this accommodation is however a taxable benefit, which is calculated by the Bursary and advised to resident Fellows annually via Form P11D for use with any personal income tax return required.

4. OTHER CHARGES

Fellows' Charities Fund	£20.00 termly is recommended (an 8% increase on £18.50 in 22/23). This follows the decision of the prior year to seek to keep pace as far as possible with inflation. This recognizes that all charities are experiencing the effects of high inflation and need more help than previously.
SCR subscription	£25 termly (unchanged), as agreed at the College Meeting in November 2022.

Nick Downer |Bursar



Selwyn College Cambridge

9 November 2017

NOTICE TO ALL PERMANENT MEMBERS OF STAFF

In April 2009, free meals were introduced to all members of staff with a permanent contract of employment, whose hours of work encompass a meal break. These have been reviewed periodically over the past eight years and most recently in October 2017. I feel it important to reiterate the staff meal policy, as more recently, in some cases the permitted allowances have not been adhered too. Please see below the guidelines for free meal allowances that are to be followed by all members of staff. These guidelines are to ensure fairness to all.

Meal Allowances

For each meal you will be limited to one starter, one main course and one dessert from the options set out on the attached chart. Any combination of the starter/main/dessert choice is allowed, and the chart shows some examples of the options available. Taking more than one of the items in each of the starter/main/dessert categories is **not** permitted.

Chocolate bars, pre-packaged cakes and snacks, cans, cartons or bottles of drink, and tea or coffee are not included as part of your free meal. Any of these items must be paid at your own expense. If you would like a personal card to be able to purchase these items the Bursary staff can arrange this for you. Deductions can then be taken from your pay each month via the payroll or settled via a bank transfer, cash or cheque.

Takeaway meals

You may take food that is suitable back to your department or the staff room to eat. To clarify this is food that is part of your daily allowance and is part of your meal break whilst on duty and should not be taken home. College plates, glasses and cutlery should not be removed from the cafeteria/dining hall. Please use the take away cartons provided.

These guidelines will continue to be monitored and may be subject to further change.

A handwritten signature in cursive script that reads "Nick Downer".

Nick Downer

Selwyn College Cambridge CB3 9DQ

Tel: +44 (0)1223 761660 (direct) |fax: +44 (0)1223 335988 |email: ped25@.cam.ac.uk

www.sel.cam.ac.uk Registered Charity No. 1137517

COLLEGE DEPARTMENTS - CONTACT DETAILS

BURSARY (Ground Floor, Christopher Dobson Building)			
FINANCE MANAGER	Sally Clayson	(3)35848	finance-manager@sel.cam.ac.uk
Accommodation Officer <i>for fellows' bills and guest room bookings</i>	Ali Benham	(7)69339	accommodation@sel.cam.ac.uk
CATERING DEPARTMENT (Hall)			
HEAD OF CATERING	Sally Bird	(3)35782	sab215@cam.ac.uk
<i>For catering matters</i>			
CONFERENCE & EVENTS DEPARTMENT (Lower Hall)			
CONFERENCE & EVENTS MANAGER	Simon Gascoyne	(3)35855	conferences@sel.cam.ac.uk
<i>for High Table, room and event bookings</i>			
COLLEGE NURSE & WELFARE OFFICER (Ground Floor, B Staircase)	Lucy Turnell	(3)35898	nurse@sel.cam.ac.uk
DEVELOPMENT DIRECTOR (1 st Floor, Old Library)	Mike Nicholson	(3)30403	development-director@sel.cam.ac.uk
HEAD HOUSEKEEPER (Ground Floor, B Staircase) <i>for Fellows' housekeeping matters</i>	Attila Guba	(3)35893	head-housekeeper@sel.cam.ac.uk
HEAD GARDENER (The Bothy, Sidgwick Avenue)	Alex Turner	(3)31868	gardens@sel.cam.ac.uk
HR MANAGER (2 nd Floor, Christopher Dobson Building)	Liz Hewitt	(7)64466	hr@sel.cam.ac.uk
IT MANAGER (2 nd Floor, Christopher Dobson Building)	Dave Johnstone	(7)67842	helpdesk@sel.cam.ac.uk
Deputy IT Manager <i>for IT and telephone queries</i>	Howard Beaumont	(3)35850	helpdesk@sel.cam.ac.uk
LIBRARIAN (Bartlam Library)	Sonya Adams	(3)35880	lib@sel.cam.ac.uk
HEAD OF BUILDINGS & MAINTENANCE (Maintenance Office, Sidgwick Avenue)	Jamie Secker	(3)35851	maintenance@sel.cam.ac.uk
Maintenance Office Manager <i>for maintenance queries</i>	Mary Richardson	(7)69243	maintenance@sel.cam.ac.uk
MASTER'S & BURSAR'S ASSISTANT (Ground Floor, G Staircase)	Vicki Crook	(3)35890 (3)35892	vc268@cam.ac.uk
OPERATIONS MANAGER (2 nd Floor, Christopher Dobson Building)	Matt Rowe	(3)36241	mr300@cam.ac.uk
PORTERS' LODGE			
HEAD PORTER	Helen Stephens	(3)35899	headporter@sel.cam.ac.uk
Duty Porter <i>for general enquiries</i>		(3)35846	porters@sel.cam.ac.uk
TUTORIAL OFFICE MANAGER & SENIOR TUTOR'S ASSISTANT (1 st Floor, Christopher Dobson Building)	Gina Vivian-Neal	(3)35842	grv21@cam.ac.uk

A complete list of contact details for Fellows and all members of staff can be found in the telephone/email directory updated at the beginning of the Michaelmas Term, and on the College's intranet pages.

Bye-Fellowships

The College Council recently initiated a review of our policy on Bye-Fellowships. What follows attempts to distil principles that should inform our efforts to associate valued colleagues, visitors and others to the College short of the grant of a full Fellowship. There follow some draft regulations.

As well as reviewing the approach to appointing the various categories of Bye-Fellows, as presently defined, this document seeks to connect the review to the wider issues discussed by Directors of Studies and the Education Committee and as reported to Council last Term under the heading of College Teaching Associates. The relationship between Bye-Fellowships and Visiting Fellowships is also reviewed.

The aim in appointing Bye-Fellows is to cement a closer relationship with a particular individual who will serve the College and whose involvement in collegiate life will enhance either our academic offering or other aspects of the College's activities, for example in associating key University Officers more closely with collegiate Cambridge to mutual advantage. Our current scheme is unhelpfully configured and dated. For historic reasons, no longer relevant, we have a cap on the total number of Bye-Fellows. The dislocation of appointment deadlines articulates awkwardly, at best, with the cap.

The Education Committee and meeting of Directors of Studies have recommended the creation of a new category of appointments (with incentives) to tie key supervisors into prioritising our requests for supervision and recognise and reward those who give us the best service. Such titles and privileges can recognise the value to the College of key people in different ways and encourage them to remain loyal to us. Different incentives include, for example: enhanced remuneration, lunching rights, dining rights or the grant of a title as recognition for good practice. Distinguishing the Teaching Bye-Fellow category from College Teaching Associates helps give us a range in this regard just as distinguishing Visiting Bye-Fellows from Visiting Fellows can do.

It is therefore proposed to refine the current arrangements in order to:

1. Rename certain categories of Bye-Fellowship and clarify the nominations and appointments processes.
2. Remove the cap and replace it with a system whereby Council shall review and determine on an ongoing basis the number of appointments, and reporting to Governing Body.
3. Clarify the distinction between Visiting Fellowships (as defined in the Statutes) and the visiting status short of a Fellowship – Visiting Bye-Fellow.
4. Reform the timetable for nominations and appointments to make it better suited to our current needs than present arrangements.
5. Create a scale of appointments whereby the Council may tie key individuals into a closer relationship with the College, especially those who are valued supervisors.
6. Create a category of Stipendiary Bye-Fellow for CTOs appointed jointly with another College and where the Fellowship is not held at Selwyn.

Regulations Concerning Visiting Fellows, Bye-Fellows And College Teaching Associates

The College Council shall from time to time elect Visiting Fellows, Bye-Fellows and College Teaching Associates. By Statute, Visiting Fellowships may be held for up to two years. Stipendiary Bye-Fellowships shall be held coterminous with another appointment. Other positions under these Regulations shall be tenable for a period of no more than one academic year, renewable on an annual basis without prescribed limit. The College Council shall review all existing appointments at the second meeting of the Easter Term.

There shall be the following categories of appointment: Visiting Fellow, Stipendiary Bye-Fellow, Bye-Fellow, Visiting Bye-Fellow, Teaching Bye-Fellow and College Teaching Associate.

With the exception of Visiting Fellow, these appointments are not defined in the Statutes. In all cases, including that of Visiting Fellows (Statute 18.6), they shall not be deemed a Fellow for the purposes of the Statutes, shall not be a member of the Governing Body, and appointment shall not automatically entitle them to any privileges, emoluments or allowances except as stipulated in these Regulations.

i. Visiting Fellow and Visiting Bye-Fellow

A **Visiting Fellow** shall be an individual whose academic work shall be world-leading or whose excellence in another field shall be of an analogous level of distinction. They may be appointed for up to two years but shall not be eligible to have their appointment immediately renewed beyond that term. They will not have an automatic entitlement to accommodation. They should usually satisfy at least two of the following criteria:

- a. be coming to Cambridge to collaborate with a Fellow of the College.
- b. be coming to Cambridge for a period of sabbatical or other academic leave to pursue research that relates to the interests of a Fellow of the College.
- c. have a previous connection to the College.

OR

- d. be deemed by the College Council to be of sufficiently great distinction in their field that, in the absence of meeting the above criteria, they will be likely to contribute significantly to the academic life of the College and/or to enhance the College's reputation for world-leading excellence.

A **Visiting Bye-Fellow** shall be an individual with a strong academic reputation from another university or comparable institution or whose excellence in another field shall be of an analogous level of distinction. They shall satisfy one or more of the following criteria:

- a. be coming to Cambridge to collaborate with a Fellow of the College.
- b. be coming to Cambridge for a period of sabbatical or other academic leave to pursue research that relates to the interests of a Fellow of the College.
- c. have a previous connection to the College.

OR

- d. be deemed by the College Council to be of distinction in their field such that, in the absence of meeting the above criteria, they are likely to contribute significantly to the life of the College and/or to enhance the College's reputation for excellence.

Proposals for appointments to either Visiting Fellow or Visiting Bye-Fellow status may be made by any member of the Governing Body for consideration by the College Council. The nominations should include a brief C.V. of the nominee and a statement of the case for election, making particular reference to the criteria above. Such proposals may be made at any point in the academic year. Visiting Bye-Fellows will be appointed for up to one academic year and will not usually be reappointed for a further consecutive year.

ii. Bye-Fellow and Stipendiary Bye-Fellow

Bye-Fellows shall be appointed on grounds that they will serve the College and that their involvement in collegiate life will enhance either our academic offering or other aspects of the College's activities. The criteria for eligibility shall be as follows:

Stipendiary Bye-Fellow

A Stipendiary Bye-Fellow shall be a College Teaching Officer appointed jointly with another College, or Colleges, holding a Fellowship at another. Their Bye-Fellowship shall be coterminous with their tenure of the underlying academic post.

Bye-Fellow

Bye-Fellowships are intended primarily for the following categories of people:

- a. certain external Directors of Studies and Language Teaching Officers.
- b. University Officers whose association with the College shall be of exceptional value to the College.
- c. such other individuals whom the College Council shall determine should be appointed on the basis of their actual or potential contribution to College life.

Proposals for appointments to Bye-Fellowships may be made by any member of the Governing Body for consideration by the College Council. The nominations should include a brief C.V. of the nominee and a statement of the case for election, making particular reference to the criteria above. Such proposals may be made at any point in the academic year subject to the usual conventions for the submission of an item to the Council's agenda. Bye-Fellowships in this category shall be annually reviewed and renewable without term limit.

Teaching Bye-Fellows and College Teaching Associates

These titles and privileges shall recognise the value to the College of key supervisors and encourage them to remain loyal to the College. All appointments of Teaching Bye-Fellows and College Teaching Associates shall be reviewed annually but there shall be no fixed term limit on reappointments to the role.

A **Teaching Bye-Fellow** shall be a long-serving supervisor with an excellent record of service to the College and who teaches one or more core subjects in a Tripos. They should usually supervise at least

30 hours for the College in an academic year, though a Director of Studies may make a case that someone who teaches fewer hours should be considered on the grounds of the excellence of their teaching as shown in results and student feedback as well as their own recommendation and of the difficulty in securing excellent teaching in that particular area. Directors of Studies should normally nominate candidates who meet the above criteria (including a brief C.V. and a case for the appointment including details of positive student evaluations and results achieved as well as criteria mentioned above) to the Senior Tutor by 30th June at the latest. The latter will then evaluate proposals and forward them with comments and recommendations for consideration at the Long Vacation meeting of the College Council. In exceptional circumstances proposals may be made at other times of the academic year.

Those Triposes admitting more than six students per annum shall have a maximum entitlement to have no more than three Teaching Bye-Fellows at any time; those admitting between three and five students per annum shall have a maximum entitlement to have no more than two Teaching Bye-Fellows at any time; those admitting fewer than three students per annum shall have a maximum entitlement to have no more than one Teaching Bye-Fellow at any time.¹

It is not anticipated that most Triposes would fill their entitlement in any given year as these posts should be regarded as a reward for truly exceptional service.

A **College Teaching Associate** shall be a valued supervisor whose services to the College are deemed by the relevant Director(s) of Studies to be essential to the effective delivery of teaching in a major area of the Tripos and whom the College wishes to encourage to prioritise Selwyn students in allocating their supervision time for several years. They should usually supervise at least 15 hours for the College in an academic year, though a Director of Studies may make a case that someone who teaches fewer hours should be considered on the grounds of the excellence of their teaching as shown in results and student feedback as well as the recommendation of the Director of Studies and/or of the scarcity of excellent teaching in their area.

Those Triposes admitting more than six students per annum shall have a maximum entitlement to have no more than three College Teaching Associates at any time; those admitting between three and five students per annum shall have a maximum entitlement to have no more than two College Teaching Associates at any time; those admitting fewer than three students per annum shall have a maximum entitlement to have no more than one College Teaching Associate at any time. It is not anticipated that most Triposes would fill their entitlement in any given year.²

Directors of Studies should normally nominate candidates who meet the above criteria (including a brief C.V. and a case for the appointment addressing the criteria stated above and including details of positive student evaluations and results achieved) to the Senior Tutor by 30th June at the latest. The latter will then evaluate proposals and forward them with comments and recommendations for consideration at the Long Vacation meeting of the College Council. In exceptional circumstances proposals may be made at other times of the academic year.

Numbers of Visiting Fellows, Bye-Fellows and College Teaching Associates

The number of Visiting Fellows, Bye-Fellows in the various categories and College Teaching Associates shall be closely monitored by the Bursar, Master and Senior Tutor. Elections and appointments will be considered in the normal way by the College Council, which shall also keep the terms of appointment and the benefits of each category under review. There shall be no permanently fixed cap on the number of appointees at any one time. There will be a report annually to the Governing Body.

¹ For these purposes, Biological and Physical Natural Sciences shall be treated as two separate Triposes.

² For these purposes, Biological and Physical Natural Sciences shall be treated as two separate Triposes.

Entitlements

Visiting Fellows shall be entitled to such dining rights, allowances and other privileges of a Fellow as the College shall deem appropriate at the time of their appointment. They shall not usually be eligible for accommodation.

Bye-Fellows shall be members of the Senior Combination Room and entitled to use it in the same way as Fellows. They shall be liable to pay such SCR subscription as the College Council may determine. They shall be entitled to five free meals (lunches or dinners) each week throughout the year. They are welcome to lunch or dine on further occasions at their own expense and may also bring a guest to lunch or dinner at their own expense. Bye-Fellows may attend all Major College Events³, including Fellows' Guest Nights, but are not entitled to a free Guest Night or an invitation to the Cripps Feast. They may bring a guest to Fellows' Guest Nights at their own expense. Bye-Fellows may use the College Library under the same conditions as Fellows but may not use the Fellows' car park at the main entrance. They shall not be entitled to rooms in College. Bye-Fellows may apply for reimbursement from the Academic Allowance, and for loans for computers. They are not entitled to an Entertainment Allowance unless they qualify as a Director of Studies or through another College role.

These provisions shall be varied for different categories of Bye-Fellow as follows:

Stipendiary Bye-Fellows shall be entitled to attend such Committees and receive such allowances as shall be appropriate to their role (for example, the Directors of Studies meeting or service on the Education Committee). They may attend all College events, including Fellows' Guest Nights, shall be entitled to a free Guest Night and may attend the Cripps Feast and such Fellowship events as the Fellows' Christmas Dinner and Master's New Year entertainment.

Visiting Bye-Fellows will only be entitled to attend Major College Events⁴, Fellows' Guest Nights at their own expense, but without entitlement to a free Guest Night. They may bring a guest to Fellows' Guest Nights at their own expense. Visiting Bye-Fellows may not make application for an Academic Allowance nor do they carry any entitlement to loans for computers or entertainment allowances.

Teaching Bye-Fellows shall be entitled to payment for supervisions at the enhanced rate (no retainer, £17.20 for each supervision for the College, up to a maximum of 6 hours per week throughout the teaching period of 20 weeks). Teaching Bye-Fellows will only be entitled to attend Major College Events, Fellows' Guest Nights at their own expense, but without entitlement to a free Guest Night. They may bring a guest to Fellows' Guest Nights at their own expense. Teaching Bye-Fellows may not make application for an Academic Allowance nor do they carry any entitlement to loans for computers or entertainment allowances.

College Teaching Associates do not enjoy the entitlements of Bye-Fellows but shall be entitled to lunch three times a week in Full Term and to dine once a week in Full Term, and to lunch once a week outside Full Term. They are welcome to lunch or dine on further occasions at their own expense and may also bring a guest to lunch or dinner at their own expense.

Approved by Governing Body, 14 June 2016

³ Major College Events are those events which form part of the College's normal annual cycle of events but not those which are part of Governing Body business, the Cripps Feast, or events organised specifically for the Fellowship. In all cases invitations to events are at the discretion of those organising them.

⁴ Major College Events are those events which form part of the College's normal annual cycle of events but not those which are part of Governing Body business, the Cripps Feast, or events organised specifically for the Fellowship. In all cases invitations to events are at the discretion of those organising them.

MENTORING NEW FELLOWS

Thank you very much indeed for agreeing to act as mentor to one of our new colleagues. The advice and guidance that mentors give is extremely welcome to newcomers, perhaps especially to those with no prior connection to the College. This document is not intended to be a script or prescribe the role and messaging, but it is helpful to produce a bit of guidance about what mentors can most helpfully do.

The Guide for Fellows explains that:

All newly-elected Fellows are assigned a mentor for their first year. This colleague should be a point of contact for them early in their time to help explain Selwyn's working, introduce them to others, and provide them with advice and guidance.

That is a start. The [Fellows' Guide](#) itself will be updated in the coming weeks. But in the meantime, it still may be useful to signpost it. However, the idea of mentoring is to provide a first point of contact, a person to whom a new colleague can quickly come to feel comfortable addressing questions that might begin: "this is probably a really dumb question, but...." So maybe think back on what perplexities and oddities caused you to think in such terms yourself when you were first a Fellow or that you have since heard other new Fellows articulate. Dining, meals and etiquette form an area of concern for many. Another is the issue of how to access the various services and support the College offers – whether grants and allowances, maintenance and domestic staff help, understanding how to book a supervision or seminar room, how best to approach Matt Rowe on domestic matters, Dave Johnstone on IT, Gina and the Tutorial Office, Sally Clayson and the Bursary team, or other HoDs if they need something done or clarified. There is also the associated matter of which is the appropriate one for any given purpose. A walk around Selwyn may be a good way to orient a new Fellow in both the literal sense and giving an opportunity for them to be wheeled in to meet key staff. The specifics would depend on whether the new Fellow already knows the College, whether they are to be a DoS immediately, and so on. A meeting very early in the mentee's time here, or before they formally start, especially if it takes in lunch, is a good way to get these conversations started. New Fellows have dining rights with immediate effect and we are happy to see them around the place.

From the point of view of the College, it is desirable for mentors to encourage new Fellows to participate actively in our collective life. Lunching, dining and social activities such as the receptions for postgraduate students or the matriculation and graduation dinners are an excellent way to get to know people and settle in. The Master and Senior Tutor are also keen for Fellows to be encouraged to take part in events in the Lodge, alumni relations, outreach activities or committee service. No individual needs to be active in all these areas, but we do want to encourage all Fellows to be civic members of the Selwyn community.

New Fellows should also be made aware that although our new Statutes mean that the Council has become the trustee body, but that the expectation is that all GB Fellows are expected to participate in College governance. Initially, this only involves attendance at Governing Body, but new colleagues may be asked to participate in some committees. They should be encouraged to let the Master, Bursar and Senior Tutor know if there are particular

areas in which they would like to contribute and/or in which they have relevant expertise.

A final point bears stressing. New Fellows should be actively encouraged to approach the Bursar (on financial and organizational matters) and the Senior Tutor (on academic and pastoral ones) if they have any questions and concerns over how the place works. We welcome conversation with colleagues! The Chaplain is available to colleagues as well as to students of all faiths or none as a source of personal support.

Please let us know if you have any further suggestions for what to cover in this briefing note and of any issues that you and your mentees may encounter that could usefully be addressed in the *Guide for Fellows* and/or through mentoring.

MJS

August 2023

Principles for the allocation of Fellows' rooms:

1. The Accommodation Committee shall oversee the allocation of rooms, shall review needs annually and shall monitor the availability and use of offices and accommodation. Any member of the Committee affected by a proposal shall recuse themselves from that part of the discussion and decision-making and shall declare their interest in the usual way.
2. No Fellow should usually be required against their will to move out of rooms to which they are eligible.
3. Where rooms become available, the overall needs of the College will need to be considered before the rooms are offered to the Fellowship on the basis of seniority.
4. The College's need to conduct business, provide officers with suitable spaces for their roles and the necessity of attracting suitable new recruits to the Fellowship may at times therefore take priority over the principle of seniority. Such factors will be taken into consideration when the Committee allocates available space, whether offices, living-in sets, or College rented flats.
5. The roles especially requiring consideration over seniority in such circumstances would be those of Admissions Tutor, Bursar, Dean, Dean of Chapel, Director of Studies or Tutor, all of which require offices suitable for the respective duties.
6. The Senior Tutor should be presumed to require a three-room set, ideally with some *en suite* facilities, to provide a waiting room, a private room and a meeting room/teaching/pastoral space. If the waiting room is provided with a sofa bed, the set can also then be used in emergencies for overnight stays.
7. Living-in Fellows whose accommodation comprises two rooms only (whether or not *en suite*, or with a tea station or kitchen) may request the use of a separate office for supervisions and other teaching. In a few cases where the living space is limited or configured in such a way as to make research and writing problematic, they may request an office for more than teaching. Where a space is requested for teaching only it will usually be shared with others and there will be no eligibility to such a space when on sabbatical leave. The room offered may vary from year to year.
8. Fellows are encouraged to use their offices regularly on College or University business. If they find that they do not do so, it is hoped that they will consider the wider collegiate needs and volunteer to downsize offices or share space. It is anticipated that Fellows will recognise that accommodation is in short supply and that they should only occupy the space they actually need and use.
9. Fellows should not use their rooms primarily as storage spaces for books and journals and/or leave them virtually unoccupied. There is a case for insisting that such significantly underused rooms be shared or relinquished.
10. Class E Fellows do not have entitlement to an office of their own. There is a designated space in G1 for this Class of Fellows to use, and space in the Fellows' Parlour. Class E Fellows who retain Tutorial or DoS duties beyond their retirement will usually be entitled to retain an office space