16 January 2015

Dear member of Senate

Nominations are called for to fill the vacancies caused by the expiry of the terms of the following Senate-appointed members of the **Board of Undergraduate Studies:**

 Associate Professor Jane Jones

 Professor Sam Smith

Nominations should be submitted in writing to the Manager, Academic Committees by **Friday 6 February 2015**. Please ensure a signature from the nominee is on the nomination letter.

A brief statement summarising the nominee’s suitability for membership of the Board should also be attached, and provided electronically to academic.committees@otago.ac.nz. If an election is required, this statement will be used as a biography which will accompany voting papers.

The period of appointment will be until 31 December 2017. Nominees for the Board of Undergraduate Studies may be members of the Senate but do not need to be.

The current Terms of Reference and Composition of the Board of Undergraduate Studies are attached, as is a list of the current Senate membership. Members whose terms have expired are eligible for re-appointment.

Yours sincerely

Manager, Academic Committees