



University
of Glasgow

Louis Seaman
request-13853-0ef615eb@whatdotheyknow.com

30 June 2009

Our Ref: FOI 2009/115 – F0063384

Dear Mr Seaman,

Re: Freedom of Information (Scotland) Act 2002 – Request for Information

Thank you for your email which was received by the University on 29 June 2009 timed 1147 hours, requesting the following:

1. **The Job Description for the Director of Student Services.**
2. **Who wrote the Job description and when was this done?**
3. **Who approved and graded the Job Description and when was this done?**
4. **All correspondence (including emails) regarding the creation of this position and the appointment of the current post holder.**

As the University of Glasgow is a Scottish Public Authority, your request is subject to the terms of the Freedom of Information (Scotland) Act 2002 (“FOISA”). The University acknowledges receipt of your request and confirms that it will respond to you under the terms of FOISA and within the time scales required by FOISA. The Freedom of Information Office will contact you if we require any further information.

Yours sincerely,

Data Protection and Freedom of Information Office

DATA PROTECTION AND FREEDOM OF INFORMATION OFFICE

Main Building, University of Glasgow, Glasgow G12 8QQ

Data Protection: Telephone: 0141-330-3111 E-Mail: data.protection@gla.ac.uk

Freedom of Information: Telephone: 0141-330-2523 E-Mail: foi@gla.ac.uk

The University of Glasgow, charity number SC004401



The information that you supplied with your Request for information will be entered into a filing system and will only be accessed by authorised persons of the University of Glasgow or its agents. The information will be retained by the University and will only be used for the purpose of (a) processing your Request for information, and (b) for statistical and audit purposes. By supplying such information you consent to the University storing the information for the stated purpose. The information is held by the University in accordance with the provisions of the Data Protection Act 1998.