



Guidance for the Academic Recruitment Process

PRINCIPLES

The following principles should be applied when establishing a selection panel for academic posts:

- The current post holder should not be included in any part of the interview/selection process.
- Although interviews may vary slightly in duration due to the length of responses given by candidates, it is important that a consistent approach is taken with all interviewees. This is to ensure all candidates have an equal opportunity to demonstrate their suitability for the post. As a guide it is recommended that all interviews are scheduled for no more than 45 minutes.
- Additional time may be added if a presentation to the panel is to be included.
- If a member of staff involved in the recruitment process is involved in a potential conflict of interest with a candidate, this should be declared to the Chair of the panel and to the Resourcing Team as soon as they are aware of the candidate's application, and they should remove themselves from the selection process.

ASER/ASE posts

Selection Panel Composition

- The makeup of selection panels will adhere to the [University Ordinances](#), see page 4 below for an abridged version of the committee composition.
- Panel composition should include an appropriate diversity mix, including a gender mix of at least 2 female panel members.

Chairing Selection Panels

- Executive Deans will chair Lecturer committees. This may be delegated to the Faculty Dean Undergraduate or Faculty Dean Postgraduate for ASE appointments and the Faculty Dean Research or Faculty Dean Education for ASER appointments.
- Executive Deans will chair Senior Lecturer/Reader appointments.
- Professorial appointments will be chaired by the VC, DVC or PVC, but exceptionally may be delegated to an Executive Dean.

External Assessors

- Two external assessor reports will be requested before interview for appointments at Senior Lecturer/Reader/Professor level appointments.
- Recommendations for external assessors should be made by the Head of Department to the Chair of the appointment panel and approval gained, before the assessors are approached.
- The Resourcing Team will seek approval for external assessors for Professorial posts.
- The Head of Department should obtain confirmation from the external assessors that they are able to assist before the Resourcing Team are given contact details.

Approving Selection Panels

- The Chair of the selection panel (usually the Executive Dean or Vice-Chancellor) will approve the panel composition. Where the Chair role has been delegated, the new Chair will approve the selection committee composition. The Department should obtain approval of the panel directly from the Chair for Lecturer/Senior Lecturer/Reader appointments. The Resourcing Team will get approval of Professorial panels.

Shortlisting

All shortlists should be approved in accordance with the below, before they are sent to the Resourcing Team:

- The Executive Dean should approve **all** academic shortlists in their Faculty (referring only to the PVCs in exceptional circumstances).
- Where the Vice-Chancellor is the Chair (usually for Professorial posts) the Vice-Chancellor should approve the final shortlist. The Resourcing Team will obtain the final approval from the Vice-Chancellor.
- The hiring manager (i.e. the Head of Department or a nominee) will confirm that shortlisted candidates have provided all the requested application documents stated in the job pack. **Any applicant who has not completed all required documents will not be shortlisted as this does not meet the minimum essential selection criterion.**
- A maximum of 5 applicants are recommended for shortlisting for a single post (taking into account any time constraints for the interview day) plus at least 1 reserve applicant

This [flowchart](#) provides a visual representation of the shortlisting, panel and external assessors approval processes.

Offer stage

- Recommendations of salary offers and negotiations should be emailed to the Deputy Vice-Chancellor or the Vice-Chancellor (if Chair) for approval prior to making an offer.
- Any case for a market supplement must be identified separately in the recommendation (if there is a market supplement available this will have been established prior to advertising).
- A discussion with the PVC Research who holds the budget for research equipment must be completed before any commitment of equipment is made to an individual.
- A discussion between the HoD and candidate should take place at this stage to discuss timetabling commitments.
- The appointment form, interview decision grid and interview notes from each panel member (as a minimum, notes from the Chair are required) should be uploaded onto iTrent by the hiring manager (Head of Department) or the Chair in order to generate a formal offer letter.

Probation

- All new Lecturers irrespective of contract status and grade will normally be placed on Pathway to Permanency for three years.
- The Executive Dean is required to make a case to the VC for approval if they wish Pathway to Permanency requirements to be waived for an applicant. This will only be approved in exceptional circumstances.
- If approval is given for a new Lecturer to commence without completing Pathway to Permanency, a condition of their appointment is that they must achieve Fellowship of the HEA within three years of commencing in post and this is to be included in their contract.

Planning round recruitment

For new posts being recruited during April to July the following changes to process will apply:

- References will only be requested for the successful candidates;
- External panel members from another department may not be required (see page 3 below).

ASR (Research) posts

It is recommended that Principal Investigators meet with their Resourcing Adviser once they are aware they have a post to recruit to, for full support and guidance on the process.

ASR posts are not covered by the University Ordinances in terms of selection panel composition. The recommended selection panel composition is given below:

ASR posts Grade 7 - 8

- A minimum of three colleagues to sit on the panel to include the following:
 - Director of Research or Head of Research Group or a senior member of staff (ASR/ASER) from the department
 - The Principal Investigator/Line Manager
 - A further colleague that can be either internal or external to the department
 - The Chair can be the Principal Investigator or Line Manager if the post is grant funded and fixed-term
 - The Chair should be the HoD or delegated by the HoD if the post is permanent
 - A diversity mix including a gender mix, where possible
 - The selection panel composition should be approved by the Director of Research in the department.

ASR posts Grade 9 – 10

In addition to the above:

- The panel should also include the Head of Department and be Chaired by either the Executive Dean or Deputy Dean (Research)
- The Executive Dean should approve the selection panel

ASR posts Grade 11

In addition to the above:

- The Vice-Chancellor, or their delegate, will Chair and approve the selection panel.

ASR posts at Grade 9 and above:

- The shortlist should be approved by the Executive Dean

Below is an extract from the University Ordinances detailing the selection committee composition for academic posts.

Ordinance 36 - APPOINTMENT OF PROFESSORS

When the University Steering Group has resolved that a Professorship be established in a Department and does not constrain the appointment to be temporary, the following procedure shall be followed:

The Vice-Chancellor shall appoint a Selection Committee, normally including:

- The Vice-Chancellor as Chair
- A Pro-Vice-Chancellor
- An Executive Dean
- The Head of the Department to which the Professorship is allocated
- Up to five other persons of whom no member of the Academic Staff shall be appointed who has not been granted permanency of office.

The Vice-Chancellor shall appoint at least **two External Assessors** who shall be neither a member of the Academic Staff nor of the Selection Committee, to advise the Selection Committee on its decision.

The Vice-Chancellor may delegate their powers as set out in paragraphs above to a Pro-Vice-Chancellor or an Executive Dean.

Ordinance 37 - APPOINTMENT OF READERS AND SENIOR LECTURERS

When the University Steering Group has resolved that a Readership or Senior Lectureship be established in a Department and does not constrain the appointment to be temporary, the following procedure shall be followed:

The Vice-Chancellor shall appoint a Selection Committee, normally including:

- The Faculty Executive Dean as Chair
- The Head of the Department to which the Readership or Senior Lectureship is allocated
- Up to three other persons of whom no member of the Academic Staff shall be appointed who has not been

granted permanency of office.

The Vice-Chancellor shall appoint at least **one External Assessor**, who shall be neither a member of the Academic Staff nor of the Selection Committee, to advise the Selection Committee on its decision.

The Vice-Chancellor may delegate his or her powers as set out in the paragraphs above to an Executive Dean.

Ordinance 38 - APPOINTMENT OF LECTURERS

When the University Steering Group has resolved that a Lectureship be established in a Department and does not constrain the appointment to be temporary, the following procedure shall be followed:

The Vice-Chancellor shall normally appoint:

- The relevant Faculty Executive Dean as Chair of a Selection Committee
- The Head of the Department to which the post is allocated
- On the nomination of the Chair of the Selection Committee, up to five other members of whom no member of the Academic Staff shall be appointed who has not been granted permanency of office *and of whom at least one shall be a Professor, Reader or Senior Lecturer in a Department different from that to which the post is allocated*.

*The Executive Dean will continue to approve interview panel membership and will decide on a case-by-case basis whether an external member is needed or not. They will consider the burden on other departments, the burden on recruiting departments in persuading others to join, the actual need for externality, the range of people who may want to sit on the panel. This arrangement will be reviewed annually the DVC, ED and Head of Resourcing.