

DIVISION OF HUMANITIES

Procedures for the Appointment of Permanent Academic Staff

Approval to Advertise

Permission to advertise a permanent academic position is granted by the Pro-Vice-Chancellor on the basis of a written request and justification for the appointment.

Once permission to advertise has been given, the process of submitting a request through the University's online recruitment system can commence.

Composition of the Selection Committee

Selection committees shall be composed as follows:

- Convener (normally the Head of Programme)
- Head of School (if not the convener)
- Up to three academic staff members from the Programme concerned who hold confirmed appointments
- Divisional representative (appointed by the Pro-Vice-Chancellor).

Role of the Divisional Representative

The Divisional representative appointed to the selection committee shall be an experienced member of staff from another Programme.

The role of the Divisional representative is to provide a disinterested perspective to ensure that:

- the appointment is made at an appropriate standard
- the provisions of the University's Equal Employment Opportunity Policy are observed.

Selection committee members will be informed once the composition of the committee has been approved by the Pro-Vice-Chancellor.

Action: Divisional Office

Process / Procedures

1. Written justification for a new/replacement position sent to Pro-Vice-Chancellor for approval.
Action: Head of School
2. Once approved, documentation is submitted through the on-line recruiting system for approval. Documents to include: evidence of approval from PVC, advertisement, information statement for candidates, proposed advertising outlets, and recommendations for the composition of the selection committee.
Action: Head of School/ Client Services Administrator
3. The possible use of pre-screening questions for candidates should be discussed with Human Resources Recruitment Consultants.
Action: Head of School
4. Position advertised by Human Resources. *Action: Human Resources*
5. Selection committee trained/updated on the use of the University's online recruiting system.
Action: HR & Head of School
6. Longlist meeting to be held as soon as possible after the position has closed. Copies of applications, advert and information for candidates available to selection committee on recruitment system. Agenda distributed to selection committee. Convener to take minutes which will be distributed to selection committee.
Action: Convener/Client Services Administrator
7. Human Resources advised of unsuccessful longlisted candidates.
Action: Convener/Client Services Administrator
8. Referee reports to be requested for all longlisted candidates and distributed to selection committee for shortlisting meeting, together with agenda. Convener to take minutes which will be distributed to selection committee.
Action: Convener/Client Services Administrator
9. Human Resources advised of unsuccessful shortlisted candidates.
Action: Convener/Client Services Administrator
10. Invitations sent to shortlisted candidates for initial interview by videoconference or skype.
Action: Convener/Client Services Administrator
11. The two or three best candidates are invited to attend a full interview on campus. Once accepted, travel, accommodation and interview programme arrangement are made.
Action: Convener/Client Services Administrator

Note: Visits of both candidates are to be synchronised. Candidates are to be asked to present a seminar/lecture, attend meetings with staff and go to dinner with members of the selection committee. Interview programme and seminars to be completed in two days if possible. Travel costs and 2 – 3 nights' accommodation will be paid for.

12. A copy of the shortlisted candidates' CV to be provided to the Department (without referee reports). *Action: Convener/Client Services Administrator*
13. The selection committee, through the Convener, shall seek the opinion of staff members from the Department in which the appointment is being made with respect to the shortlisted candidates. *Action: Convener*
14. A recommendation for appointment to be submitted through the online recruiting system to the Pro-Vice-Chancellor, together with the applications (including referees' reports) of the shortlisted candidates.
- Note:** in recommending an appointment, the Convener of the selection committee shall submit a brief statement explaining why the person selected is the most suitable appointee in terms of the field of the job as advertised, the selection criteria, the applicant's research record, teaching experience, and qualifications.
Action: Convener
15. Pro-Vice-Chancellor approves the recommendation for appointment, as confirmation that the selection was made in accordance with the University's and the Division's policies, and that the best qualified candidate was selected.
Action: Convener/PVC

Further Notes

1. Members of a selection committee must be careful not to give any applicant the impression that he or she is the preferred candidate until the selection process is complete. No offer can be made to the preferred candidate until the Pro-Vice-Chancellor has approved a recommendation for appointment.
2. All panel members need to be aware of the risk of unfair discrimination in the selection/appointment process, which has both legal implications and consequences for the diversity of the University. Panel members should ensure they are familiar with the University's Equal Employment Opportunities and Good Employer policies. Any conflict of interest should be declared to the Chair.
3. Applicant privacy will be respected throughout the selection process. If it is deemed appropriate for a wider review of CV's (beyond the panel) the Chair will determine the most appropriate method, taking into account, applicant privacy and the most effective method of collating feedback.

Professor Tony Ballantyne
Pro-Vice-Chancellor
Division of Humanities
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