

Appointing Committee Guidance Notes

The composition of the appointing panel will be nominated by the Head of School/RI/Service or appropriate recruiting manager. This information must be included in the Hiring Manager Vacancy Checklist in order for the recruitment process for the vacancy to begin. All members including a Convener should be identified at this stage¹.

The role of the Convener is to:

- ensure fairness and equality for all candidates
- assign areas to be covered by each panel member
- greet the candidate and introduce him/her to all the members of the panel
- direct the questioning and ensure continuity
- manage the interview process especially in relation to time management
- record initial scores
- vote where consensus cannot be reached
- record final decision
- ensure a decision is made concerning probation for academic appointments (as appropriate).

When appointing the Committee consideration should be given to the following:

1. The appointment committee's gender balance should reflect the gender representation of the subject specialism and at a minimum there should be at least one person of each sex represented;
2. Any member of an Appointing Committee should declare any conflicts of interest to the Convener; (if unsure please discuss with your Recruitment Assistant or People & OD representative)
3. Appointing Committee members cannot act as referees for candidates being interviewed;
4. Training in Recruitment and Selection is mandatory;
5. Careful consideration should be given to take account of principles of Equality and Diversity.

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¹ When an external panel member is required, this can be noted on the checklist as 'external panel member' to allow the vacancy to progress whilst the individual is identified.

Appointing Committee Membership

US Senior Management MPA and Heads of College

- Convener: Principal or nominee
- Head of College/Vice-Principal
- Secretary of Court
- A Vice-Principal or Senior Member of cognate College/School/Institute
- One External Assessor (appointed by the Secretary of Court in discussion with the VP and Head of College)
- Executive Director of People & OD or nominee
- a Senate Assessor on Court for Head of College only

Head of School

- The Principal or his/her nominated Vice-Principal (Convener)
- the Vice Principal/Head of College,
- a cognate Head of School/Research Institute □ a representative from the School /Research Institute □ a Senate Assessor on Court.
- Executive Director of People & OD/Head of People & OD.

College Deans

- the Head of College
- a Head of School
- the College Secretary

Professorial and Reader

- Convener: Principal or nominee
- Head of College/Vice-Principal
- Head of School/Director of RI
- One Professorial Member of the School/RI associated with the area of activity
- One external Assessor (appointed by the Head of College/Vice Principal in discussion with the Head of School/Director of RI)
- Head of People & OD

Research and Teaching Posts (Excluding Research 6 and 7)

- Convener: Head of College/Vice-Principal or nominee
- Head of School/RI
- One Senior Member of the School/RI associated with the area of activity
- One Senior cognate academic
- the appropriate Dean will be given the option to attend

Research (level 6 & 7)

- Principal Investigator/Line Manager
 - One other R&T member at a level equal to or above the advertised post
- Management Professional and Administrative Posts (Grade 8-9)***
- Head of School/Director of RI
 - College Secretary
 - Line Manager
 - Head of People & OD
 - Head of appropriate central/corporate department for professional posts e.g. in People & OD, IT or Finance

Management, Professional and Administrative, Technical & Specialist and Operational posts (up to and including Grade 7)

- Line Manager
- one other Manager/Administrator

Regius Professors, some other Senior University Appointments and clinical appointments may be subject to additional requirements. Please check with your Recruitment Assistant.

Please note: Head of College/ Vice-Principal must endorse (or delegate responsibility) membership of the Appointing Committee for all academic positions prior to any action.

Appointing Committee Membership

Post Category	Committee Membership
US Senior Management MPA and Heads of College	Convener: Principal or nominee; Head of College/Vice-Principal; Secretary of Court; A Vice-Principal or Senior Member of cognate College/School/Institute; One External Assessor (appointed by the Secretary of Court in discussion with the VP and Head of College); Executive Director of People & OD or nominee; a Senate Assessor on Court for Head of College only
Head of School	Convener: The Principal or his/her nominated Vice-Principal the Vice Principal/Head of College; a cognate Head of School/Research Institute; a representative from the School/Research Institute; a Senate Assessor on Court; Executive Director of People & OD/Head of People & OD
College Deans	The Head of College; A Head of School; The College Secretary
Professorial and Reader	Convener: Principal or nominee; Head of College/Vice-Principal; Head of School/Director of RI; One Professorial Member of the School/RI associated with the area of activity; One External Assessor (appointed by the Head of College/Vice Principal in discussion with the Head of School/Director of RI); Head of People & OD
Research and Teaching Posts (Excluding Research 6 and 7)	Convener: Head of College/Vice-Principal or nominee; Head of School/RI; One Senior Member of the School/RI associated with the area of activity; One Senior cognate academic; An appropriate Dean will be given the option to attend
Research (level 6 & 7)	Principal Investigator/Line Manager; One other R&T member at a level equal to or above the advertised post
Management Professional and Administrative Posts (Grade 8-9)	Head of School/Director of RI; College Secretary; Line Manager; Head of People & OD; Head of appropriate central/corporate department for professional posts e.g. in People & OD, IT or Finance
Management, Professional Administrative, Technical & Specialist and Operational posts (up to and including Grade 7)	Line Manager; one other Manager/Administrator