

COMPOSITION OF INTERVIEW PANELS

Please note that at least one staff member must have attended Recruitment and Selection training. Also, where possible the Chair must ensure a diversity of representation on Panels e.g. gender among those involved in the process. This means that at least one member of any interview Panel must be a man / woman if there is a majority of one gender.

ACADEMIC APPOINTMENTS

(with the exception of appointment of Professors to established Chairs)

DURATION OF 3 YEARS OR MORE		
	PANEL CHAIR	COLLEGE
Grade 7 to Grade 9 and Reader level	a PVC (or their representative)	Dean of College (or their representative) Head of School (or their representative) College Director of Research / Teaching (dependent on whether research or teaching role).
DURATION OF LESS THAN 3 YEARS		
Grade 7 to Grade 9	Dean of College /Head of Dept or their representative	2 academic or related staff from within same department

RESEARCH APPOINTMENTS

DURATION OF 3 YEARS OR MORE		
	PANEL CHAIR	COLLEGE
*Grade 8	a PVC (or their representative)	Dean of College (or their representative) Head of School (or their representative) College Director of Research / Teaching (dependent on whether research or teaching role).
Grade 7	Head of School / Dept or their representative	2 other academic or managerial and professional staff from within same department
DURATION OF LESS THAN 3 YEARS		
Grade 7 to Grade 9	Dean of College / Head of Dept or their representative	2 academic or related staff from within same department

MANAGERIAL AND PROFESSIONAL APPOINTMENTS

DURATION OF 3 YEARS OR MORE			
	PANEL CHAIR	DEPARTMENTAL	EXTERNAL
Director level	Vice Chancellor or their representative	2 other members of the University Executive and a representative from HR	External representative from outside the University
Grade 9	Dean of College / Head of Dept or their representative	2 other academic or related staff from within same department	a PVC or other member of the Executive
Grade 7 to Grade 8	Dean of College or their representative	2 other academic or related staff from within same department	1 senior colleague from another department
DURATION OF LESS THAN 3 YEARS			
Grade 7 to Grade 9	Dean of College / Head of Dept or their representative	2 academic or related staff from within same department	n/a

SUPPORT STAFF APPOINTMENTS

	DEPARTMENTAL
Grade 1 to Grade 6	2 members of staff from within same department

APPOINTMENT OF PROFESSORS TO ESTABLISHED CHAIRS

Appointment will be in accordance with Ordinance XXI and the interview panel will consist of the following:

- The Vice Chancellor (or his nominee) (Chair)
- One member of the University Executive
- One external representative of professional status who shall have specialist knowledge of the field / subject area in question
- The Head of the relevant academic School (if the Head is a candidate for the Chair, a senior academic in the School or in a cognate subject area shall be appointed to the Committee by the Vice-Chancellor).
- HR representative (secretary)

The Vice Chancellor may, when appropriate, co-opt another senior member of the School or an additional external academic with the appropriate specialist knowledge in either a full voting or an advisory capacity.

THE ROLE OF HUMAN RESOURCES

A HR representative will not be in attendance at recruitment interviews, as is evident in the above tables. This does not mean however that HR will play no part. The designated HR Officer for the School or Department will be available to advise on any aspect of the selection process, to include the short-listing exercise, preparation for the interview, and any issues that have emerged from the interview exercise. A discussion should take place with the nominated HR Officer prior to an offer of employment being made to the preferred candidate.

Details of the Recruitment & Selection training course can be found on the [HR Web pages](#).