



PRIFYSGOL
BANGOR
UNIVERSITY

Appendix 10

Procedure for Appointment to Academic Roles

Review	Date	Purpose of Issue/Description of Change	Review Date
1.		Introduction of formal procedure	
Responsible Officer	Senior Responsible Officer	Approved By	Approval Date
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1. Introduction

These procedures outline the way in which academic roles should be appointed to. 'Academic roles' are additional roles, above and beyond a staff member's substantive job, which attract remuneration.

All staff involved in the recruitment and selection of these roles have a responsibility to ensure that these procedures are adhered to, so that candidates are treated fairly and decisions made objectively and in line with the University's commitment to equality and in compliance with current employment law.

2. Scope

These procedures outline the steps to be followed for effective recruitment to academic roles within the University. These procedures follow the principles of the Recruitment and Selection Policy.

The University recognises the following roles:

University level:	Pro Vice-Chancellor
College level:	Dean of College Director of Teaching & Learning Director of Research Director of Impact & Engagement Director of Research Postgraduate Studies Deputy Director of Teaching & Learning (Welsh Medium)
School level:	Head of School Director of Teaching & Learning Director of Research Director of Impact & Engagement Senior Tutor

3. Establishing a vacancy

This process should begin well in advance of, normally 9 months before, the current role tenure.

4. Developing the Job Description and Person Specification

Job Description templates have been developed for these roles and are available by contacting your Colleges designated HR Officer/Assistant.

5. Duration & Remuneration

The University operates a banding structure for the remuneration of academic roles within Schools. Payment is banded in accordance with size of area of activity: Small, Medium, Large. Data is provided by Corporate Service (Planning & Student Data) to ensure appropriate banding is maintained. The remuneration for academic roles at College level is equal across all Colleges. The remuneration for Pro Vice-Chancellors is equal across all roles. All remuneration for academic roles is pensionable.

6. Placing the post on the E-Recruitment system

The post will need to be entered on to the e-Recruitment system. This is the means by which posts are approved, the advert placed, applications submitted, the selection process managed through to the offer and confirmation of appointment being generated for the successful applicant. It is imperative therefore that all information is correctly entered from the outset.

Placing the post on the system will be undertaken by the local Departmental Administrator. Comprehensive user guides have been developed for system users and can be accessed via the following link to the [HR web-pages](#). In addition to the Job Description and Person Specification the Departmental Administrator will need to be informed of the start date of the role (usually 1st August).

7. The Interview Process

Upon receipt of the short-listing report in Human Resources interviews will then be arranged with the invitation to interview being sent by Human Resources, based on the instruction received in the short-listing report. The experience should be viewed from the candidates' perspective and therefore detailed information gives as to the location / building, whom they should report to and so forth.

The composition of the interview panel for Pro Vice-Chancellor appointments shall be as follows:

- The Vice-Chancellor
- One other member of the Executive
- Another Pro Vice-Chancellor or a Dean of College
- A member of the Human Resources Department shall act as Secretary.

The composition of the interview panel for Dean of College appointments shall be as follows (in accordance with Ordinance XX):

- One member of the Executive (Chair)
- One other member of the Executive
- The Dean of another College or Head of another School
- A member of the Human Resources Department shall act as Secretary.

The composition of the interview panel for all other College level appointments shall be as follows:

- The Dean of College
- The relevant Pro Vice-Chancellor (i.e. Pro Vice-Chancellor (Research) for the Director of Research Role)
- A member of the Human Resources Department shall act as Secretary.

The composition of the interview panel for Head of School appointments shall be as follows (in accordance with Ordinance XXA):

- One member of the Executive (Chair)
- One other member of the Executive
- The Dean of College
- The Dean of another College or Head of another School
- A member of the Human Resources Department shall act as Secretary.

The composition of the interview panel for all other School level appointments shall be as follows:

- The Head of School
- The Dean of College
- The relevant College level Director (i.e. the College Director of Research for the School Director of Research role.)
- A member of the Human Resources Department shall act as Secretary.

Please note that at least one staff member (other than the HR representative) 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.

The Interview process should be undertaken by assessing each candidate against the essential and desirable criteria in accordance with the University's Recruitment and Selection Procedures (section 15).

8. Making the offer

Following the interviews and deliberations, all candidates should be ranked, and agreement reached by the panel whether the second or third ranked candidate should be offered the post should the preferred candidate decline the offer. A response from the preferred candidate should always be sought prior to notifying the other candidates who can be appointed.

For Pro Vice-Chancellor appointments only – The Vice-Chancellor shall make a recommendation to the University Council who shall decide on the appointment, in accordance with Ordinance XXV.

For Dean of College and Head of School appointments only - The interview panel shall make a recommendation to the Vice-Chancellor, who shall decide on the appointment, in accordance with Ordinances XX and XXA. The verbal offer can then be made.

For all other types of role, the next step is to make a verbal offer. The Chair of the interview panel should decide who is to make the offer and when.

Details should then be passed to the departmental administrator so as to update the e-recruitment system. A written offer will then be issued by Human Resources.

9. Ending the appointment

After the three year tenure, the appointment will automatically come to an end. Well in advance of the end of the current tenure, normally 9 months before, the recruitment process for new appointment should have begun. The existing role holder has the right to reapply for the position.