

**Composition of Recruitment Academic Appointment Boards**

**For Senior Academics**

**Relates to the following positions:**

# Reader

# Associate Professor

# Professor

*Relates only to Academic Appointment Boards for Senior Academics, grade 9.  There will be additional requirements for senior posts (e.g. Director, Head of, & CEC level) which is detailed under separate cover.*

1. The Principal or nominee
2. The Head of Department (HoD) in which the appointment is proposed
3. One Vice Principal (or their nominee) to be agreed by the HoD on the basis of the appointment
4. One\* external expert who is expert in the discipline concerned of appropriate seniority, familiar with the appointment of Senior Academics
5. One other member of that Department (normally an academic of an appropriate level) to be nominated by the HoD.

Total: 5 members minimum, maximum 6 members.

**Notes:**

1. Applicants at full Professor level must attend the interview in person to facilitate tours and appropriate face-to-face engagement for such a significant post (a previous conversation/ interview should have taken place by MS TEAMS/ZOOM to confirm suitability for such short-listing before incurring any travel costs).
2. The recruiting HoD or deputy must be in attendance for all Boards
3. The Principal, or nominated VP will act as Chair for the panel.
4. If the selected VP is not available, then they can specify a nominee VP.
5. If requested, VP’s who are not part of the panel may have the opportunity to contribute to the short-listing process
6. The minimum number of panel members is 5, although others can be invited should the Head of Department feel it would enhance the recruitment process.
7. Reflecting inclusion and diversity is important; at minimum there must be gender representation on the selection Panel, and inclusion from under-represented EDI groups where possible.
8. The capability of the Selection Panel members is crucial; all recruiters should be trained in unconscious bias and the RVC’s recruitment requirements and best practice.
9. \*Three References will be taken: 1 from the individual and 2 from discipline experts not on the individual’s recommendation list selected by the HoD.
10. At the HoD’s preference, notes or audio/recording arrangements should be used to capture the proceedings to be referenced in the event of any later candidate dispute. Should audio/recording be used the candidate should made aware at the start of the interview by the Chair. Such evidence should be retained securely for 6 months.
11. Arrangements & ownership for logistics for managing Academic Boards and general procedural guidance is documented under separate cover.