

**Composition of Recruitment Academic Appointment Boards**

**Relates to the following positions:**

# Senior Lecturer

# Lecturer

# Staff Clinician *(pending lectureship)*

# Teaching Fellows (nee Assistant Lecturers)

*Relates only to Academic Appointment Boards for grades 6- 8.  There will be additional requirements for senior posts (e.g. Director, Associate Professor, Professors, CEC level) which is detailed under separate cover.*

**For Lecturers, Senior Lecturers and Staff Clinicians**

1. The Head of Department (HoD) in which the appointment is proposed
2. One Vice Principal (or their nominee) to be agreed by the HoD on the basis of the appointment
3. The Recruiting Manager
4. Normally, one or two other members of that Department (normally an academic of an appropriate level) to be nominated by the HoD
5. An external expert to be appointed by the HoD or Recruiting Manager

Total: 4 members minimum, maximum 6 members.

**For Teaching Fellows**

1. The Head of Department (HoD) in which the appointment is proposed
2. Departmental Teaching Coordinator (or nominee) to be agreed by the HoD on the basis of the appointment
3. The Recruiting Manager
4. Normally, one or two other members of that Department (normally an academic of an appropriate level) to be nominated by the HoD
5. Optional external expert\* to be appointed by the HoD or Recruiting Manager

Total: 4 members minimum, maximum 6 members

\*Should an external expert not be part of the recruitment panel, in the event the individual seeks promotion, the external member of the APPP panel will act as the independent adviser.

**Notes:**

1. The recruiting HoD or deputy must be in attendance for all Boards
2. If not themselves, the HoD should select the Chair for the panel.
3. If the selected VP is not available, then they can specify a nominee VP
4. VP’s who are not part of the panel will have the opportunity to contribute to the short-listing process
5. Staff Clinicians/Academics on fixed term contracts/ including covering maternity, will not require a full board. However, should such a fixed term contractor be subsequently considered for a permanent position, a full appointment board would be required.
6. The minimum number of panel members is 4, although others can be invited should the recruiting manager 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. Audio/recording arrangements should be used to capture the proceedings, the candidate made aware at the start of the interview by the Chair.
10. Arrangements & ownership for logistics for managing Academic Boards and general procedural guidance is documented separately.