MEMBERSHIP OF APPOINTING PANELS

It is the University's policy that:

- Appointing panels should be gender balanced and as far as possible be reflective of the University population
- Members of appointing panels should not act simultaneously as referees
- Each member of an appointing panel is required to complete the recruitment and selection e-learning module before taking part in any recruitment activity

ACADEMIC STAFF (GRADE 10) – PROFESSORIAL APPOINTMENTS

The appointing panel membership should be proposed by the Dean of Faculty and approved by the Chair, and shall include:

- The Principal, or nominated Deputy Principal, who will be Chair of the panel
- The Dean of Faculty or nominee
- A maximum of two professors (one of whom must be from outwith the Faculty)
- One professorial member from outside the University, as an Academic Assessor

The Chair may co-opt additional panel members as appropriate.

ACADEMIC STAFF (GRADE 9) - SENIOR LECTURESHP/READER APPOINTMENTS

The appointing panel should have a maximum of 5 members (including the Chair). Membership of the panel should be proposed by the Dean of Faculty and approved by the Chair, and shall include:

- A Deputy Principal, who will be Chair of the panel
- The Dean of Faculty or nominee
- A maximum of two members of academic staff (at least senior lectureship status) from the Faculty to which the appointment is to be made, including a non-professorial academic member
- A member of academic staff from outwith the appointing Faculty

The appointing panel should be chaired by a Deputy Principal. In exceptional circumstances the Deputy Principal may nominate a Faculty Dean (from outside the appointing Faculty) or an Institutional Dean.

ACADEMIC STAFF (GRADE 7 AND 8) – LECTURESHP APPOINTMENTS

The appointing panel should have a maximum of 5 members (including the Chair). Up to 50% of those members should be from the subject in which the appointment is to be made. Membership of the panel should be proposed by the Dean of Faculty and approved by the Chair, and shall include:

- A Deputy Principal, who will be Chair of the panel
- The Dean of Faculty or nominee
- A maximum of two members of academic staff (at least senior lectureship status) from the Faculty to which the appointment is to be made, including a non-professorial academic member
- A member of academic staff from outwith the appointing Faculty

The appointing panel should be chaired by a Deputy Principal. In exceptional circumstances the Deputy Principal may nominate a Faculty Dean (from outside the appointing Faculty) or an Institutional Dean.

Updated June 2016
ACADEMIC STAFF (GRADE 6 TO 9) – RESEARCH APPOINTMENTS

Appointments of Research Staff at Grade 9

Appointments at Grade 9 shall be made according to the same procedures as for open ended appointments to the parallel grades of Senior Lecturer and Professor respectively.

Appointments of Research Staff at Grade 6, 7 and 8

Unless the member of research staff is specifically named in the research application, fixed term posts exceeding six months should be made by an appointing panel. The Dean of Faculty as Chair shall determine membership to include:

- The Dean of Faculty or nominee, who will be Chair of the panel
- The Investigator/Grant Holder or nominee
- A maximum of two appropriate members of academic staff from the Faculty

When an appointment is for six months or less, it may be signed off by the Dean of Faculty and, if applicable, the Investigator/Grant holder, in consultation with HR&OD.

SUPPORT STAFF (GRADE 6 TO 10)

The appointing panel should have four to five members. Membership should be proposed by the relevant Service Director/Faculty Manager and approved by the Chair, and shall include:

- The University Secretary/Dean of Faculty (or nominee) who will be Chair of the panel
- The Service Director/Faculty Manager (or nominee)
- A member of support staff (Grade 7 to 10, appropriate to the grade of appointment being made) from out with the Department or Faculty
- A maximum of two support staff (Grade 7 to 10, appropriate to the grade of appointment being made) from the Department or Faculty to which the appointment is to be made

SUPPORT STAFF (GRADE 1 TO 5)

The appointing panel should have up to four members. Membership should be proposed by the relevant Service Director/Faculty Manager and approved by the Chair, and shall include:

- The Service Director/Faculty Manager (or nominee) who will be Chair of the panel
- A maximum of three support staff or supervisory staff senior to the vacancy considered appropriate by the Service Director/Faculty Manager

Updated June 2016