

APPOINTMENT PROCEDURES
APPOINTMENT OF ACADEMIC STAFF
APPOINTMENT COMMITTEES FOR STAFF TUTORS (OR EQUIVALENT)

Terms of Reference

1. To make appointments of staff tutors (or equivalent academic staff) on behalf of the Senate, within the agreed procedures laid down by the Council.

Membership

1. the Executive Dean/Director of the appropriate academic unit or nominee, Chair, *ex officio*
2. the Director, Academic Services or nominee *ex officio*
3. the appropriate Head of Student Support, *ex officio* or the appropriate Depute/Assistant Director, *ex officio* (for Nations posts)
4. one representative of the appropriate academic unit appointed by the Executive Dean/Director
5. one staff tutor (or equivalent) appointed by the Executive Dean/Director of the appropriate academic unit.

Mode of Operation

1. The Chair of the Committee shall ensure the Committee is constituted in accordance with these procedures.
2. The Committee shall meet as and when required and decide upon the appointment within the agreed procedures laid down by the Council.
3. Its decision shall be reported to the Director of Human Resources, who on behalf of the Secretary, shall confirm the salary to be offered and other special conditions, and shall offer appointment to the successful candidate.

Approved by Council 23 November 2016