# PROCEDURES FOR THE APPOINTMENT OF

**THE DIRECTOR, INSTITUTE OF EDUCATIONAL TECHNOLOGY**

*UPDATED: 22.05.2020*

1 An appointment panel will be convened by the Pro-Vice-Chancellor (Research, Enterprise and Scholarship).

2 The panel shall normally have the following membership:

1. The Pro-Vice-Chancellor (Research, Enterprise and Scholarship) acting as Chair;
2. Director, Research, Enterprise and Scholarship;
3. One representative from a Faculty;
4. At least two members of staff from the Institute of Educational Technology, representing different aspects of the Institute’s work;
5. A student member, appointed by the OU Students Association;
6. Any other person that has relevant subject matter expertise

3 The purpose of the panel is to advise the Pro-Vice-Chancellor (Research, Enterprise and Scholarship) in identifying the most suitable candidate for appointment, using as guidelines the Effective Recruitment and Selection Guide produced by People Services. The secretariat for the panel will be drawn from People Services.

4 All deliberations of the panel shall be confidential.

5 The panel will normally undertake an internal selection process in the first instance.

6 The appointment period for the Director shall be for three years, which may be extended by a period of up to two years, and further extended for an additional period of up to two years, subject to the agreement of the Pro-Vice-Chancellor (Research, Enterprise and Scholarship), taking into consideration the views of the senior management team, Research, Enterprise and Scholarship, and members of the Institute.

7 Re-appointments are not normally allowed, unless there are exceptional circumstances where it has not been possible to fill the vacancy.

8 In the event of a casual vacancy, for whatever reason, the Pro-Vice-Chancellor (Research, Enterprise and Scholarship) may appoint an Acting Director to hold office until a full appointment is made.

9 If an external candidate is appointed, they will normally be appointed to a permanent substantive role in a Faculty and seconded to the role of Director, Institute of Educational Technology.

Approved by the Council of the University 22 May 2020