**APPOINTMENT OF ACADEMIC STAFF**

**PROCEDURES FOR THE APPOINTMENT OF THE**

**DIRECTOR, KNOWLEDGE MEDIA INSTITUTE**

*UPDATED 12.05.20*

1 An appointment panel will be convened by the Executive Dean of the Faculty where the Knowledge Media Institute is located.

2 The panel shall normally have the following membership:

1. The Executive Dean acting as Chair;
2. At least one Head of School from within the Faculty or from a different Faculty;
3. At least two members of staff from the Knowledge Media Institute, representing different aspects of the Institute’s work;
4. A student member appointed by the OU Students Association;
5. Any other person that has relevant subject matter expertise

3 The purpose of the panel is to advise the Executive Dean 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 Executive Dean, taking into consideration the views of the Faculty’s senior management team and members of the Knowledge Media 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 Executive Dean 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 the Faculty and seconded to the role of Director, Knowledge Media Institute.

Approved by the Council of the University, 12 May 2020