

## APPOINTMENT PROCEDURES

### APPOINTMENT OF ACADEMIC STAFF

#### NON-PROFESSORIAL APPOINTMENT COMMITTEES FOR CENTRAL ACADEMIC STAFF

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##### Terms of Reference

1. To make appointments of central academic staff on behalf of the Senate, within the agreed procedures laid down by the Council.

##### Membership (a) When staff are appointed to a discipline or a school

- i) The Executive Dean/Director of the appropriate academic unit, or nominee, Chair, *ex officio*.
- ii) The senior member of the discipline/school or a person nominated to act on his/her behalf subject to the approval of the Executive Dean/Director of the academic unit.
- iii) A second member of the discipline/school nominated by the Executive Dean/Director.
- iv) Two members of the academic staff, both not being members of the discipline/school, and at least one not being in the academic unit concerned.
- v) Where the circumstances make such an appointment desirable, as determined by the Chair of the Committee, the Chair of the Committee may appoint an external assessor. Such an appointment may be requested by the unit or be on the initiative of the Chair of the Committee having consulted with the Executive Dean/Director of the appropriate academic unit (if the Chair of the Committee is their nominee).
- vi) Where the circumstances make such an appointment desirable, as determined by the Chair of the Committee, an observer from an external body may be appointed to the Committee.

##### Membership (b) When staff are appointed to a unit, not to a discipline or a school

(These arrangements will apply for instance when staff are appointed to a new subject area or in an academic unit without disciplines.)

- i) The Executive Dean/Director of the appropriate academic unit, or nominee, Chair, *ex officio*.
- ii) One or two members of the unit appointed by the Chair of the Committee in consultation with the Executive Dean/Director of the academic unit.
- iii) Two members of the academic staff, both not being members of the subject area concerned, and at least one not being in the academic unit concerned.
- iv) Where the circumstances make it desirable, as determined by the Chair of the Committee, the Chair of the Committee may appoint an external assessor. Such an appointment may be requested by the unit or be on the initiative of the Chair of the Committee having consulted with the Executive Dean/Director of the appropriate academic unit (if the Chair of the Committee is their nominee).
- v) Where the circumstances make such an appointment desirable, as determined by the Chair of the Committee, an observer from an external body may be appointed to the Committee.

## **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.

## **Note on Readerships**

An Appointment Committee (a) or (b) will be constituted for all appointments to Readerships, with the category covering the external member a compulsory element, except that for Readerships which carry responsibilities as head of a discipline or of a new subject area, a committee constituted as for a Professorial Appointment will be established.

Recommended by the Senate on: 22 September 2016

Approved by the Council on: 10 October 2016