

APPOINTMENT OF ACADEMIC STAFF

PROCEDURES FOR THE APPOINTMENT OF HEADS OF SCHOOLS

Issued: 14-05-2019

- 1 An appointment panel will be convened by the Executive Dean of the Faculty where the vacancy has arisen.
- 2 The panel shall normally have the following membership:
 - i) The Executive Dean acting as Chair;
 - ii) At least one Head of School from within the Faculty or from a different Faculty;
 - iii) At least two members of staff from the relevant School, representing different aspects of the School's work;
 - iv) A student member appointed by the OU Students Association;
 - v) 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.
- 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 a Head of School 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 relevant School.
- 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 Head of School 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 Head of School role.

Approved by the Council of the University on 14 May 2019