

**APPOINTMENT PROCEDURES**  
**APPOINTMENT OF ACADEMIC STAFF**  
**PROFESSORIAL APPOINTMENT COMMITTEES**

*Issued: 25.02.2016*

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**Terms of Reference**

1. To appoint professorial staff on behalf of the Senate.

**Membership**

- i) The Vice-Chancellor or in his/her absence a Pro-Vice-Chancellor or an Executive Dean, not from the Faculty to which the appointment is to be made , Chair, *ex officio*
- ii) The Executive Dean of the Faculty or the Director of the Institute to which the appointment is to be made *ex officio*
- iii) A professorial member of the academic staff in a cognate discipline not being in the Faculty or Institute concerned, appointed by the Chair of the Committee having consulted with the Executive Dean of the faculty or the Director of the Institute to which the appointment is to be made.
- iv) One or two members of the professorial academic staff of the Faculty or Institute concerned, appointed by the Chair of the Committee, having consulted with the Executive Dean of the Faculty or the Director of the Institute to which the appointment is to be made.
- v) When the circumstances of the case make it desirable, as determined by the Chair of the Committee , one member of the non-professorial academic staff of the Faculty or Institute to which the appointment is to be made, appointed by the Chair of the Committee having consulted with the Dean of the Faculty or the Director of the Institute to which the appointment is to be made.
- vi) Whenever possible two external assessors (but a minimum of one) appointed by the Chair of the Committee having consulted the Executive Dean of the Faculty or the Director of the Institute to which the appointment is to be made.

**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. The Chair of the Committee, on behalf of the Council, shall confirm the salary to be offered and other special conditions, and shall offer appointment to the successful candidate.

Recommended by the Senate on: 27 January 2016  
Approved by the Council on: 10 February 2016 (Chair's Action)