Academic (Teaching and Scholarship) Recruitment

It is expected that most recruitment to Academic Teaching and Scholarship (T&S) roles will be at grades 6-8. New Academic (T&S) staff in grades 6-8 will be unestablished, and whilst staff in Grade 9 and above would normally be unestablished, there may be a small number of established Grade 9 or above Academic (T&S) positions. It is not expected that there will be any recruitment to unestablished professors at Grade 11 or 12.

Where a vacancy arises from the resignation or retirement of an individual who has been promoted above their underlying grade, recruitment would normally be at the level of the underlying or substantive post.

Appointments to unestablished grade 6-8 Academic (T&S) vacancies, should be made following the University Recruitment Guidance.

When appointing to an established academic office, including Academic (T&S) posts, the recruitment process will be in accordance with SPECIAL ORDINANCE C (X):SELECTION COMMITTEES (*SPECIAL ORDINANCE UNDER STATUTE C XIII 2*), and the School's Academic (Research and Teaching) process.

When appointing to unestablished Academic (T&S) vacancies at grade 9 and above, Schools are advised to follow a process that mirrors that of an established office, as far as possible. In Arts and Humanities, institutions should follow the University Recruitment Guidance, and the School process set out below.

**Process to Appoint to Grade 9 and Above Unestablished
Academic (Teaching and Scholarship) Vacancies**

1. Permission to Fill

Departments and faculties should follow the usual permission to fill process by making a case to be considered either as part of the annual permission to fill process where a vacancy can be anticipated, or at the weekly School Officer's Meeting, by providing:

- A completed 'permission to fill' template, following the guidance set out here:
- A recruitment and selection plan setting out the actions to be taken to attract as strong and diverse a pool of applicants as possible

2. Establishing the Selection Committee

The Head of Institution in which the post will fall will be responsible for nominating the other members of the Selection Committee for approval by the Head of School, in line with the following guidance:

- In addition to the Chair, there should be a minimum of three members with expertise to enable them to add value to the selection process, to include at least one established academic officer who may be the Chair or a Committee member, and one external to the institution, who may also be the Chair or a Committee member.
- The gender balance of an appointing body should be as close to 50% male, 50% female as reasonably possible and the guidance will suggest that it normally includes a minimum of two of each gender. Consideration should be given to the racial and ethnic diversity of the committee.

- All members of the Selection Committee should have undertaken recruitment training and training in Equality and Diversity (online).

3. Finalising Selection Criteria and Advertising

The recruiting institution will need to draw up a job advert and further particulars before moving to advertising. The advert and further particulars should be sent to the School for approval at the same time as the proposed selection committee membership.

The School HR team (sahhr@admin.cam.ac.uk) will be able to assist with transferring the advert and further particulars to the standard format before advertising.

4. Selection Process

As a minimum there should be a selection exercise, such as delivery of a teaching session, to assess each candidate's teaching ability, plus an interview.

5. Making a Decision and Final Approval

Where there is doubt, committees should not recommend appointment. A decision not to appoint would not affect the permission that has been given to fill the relevant post.

After interviews, the case for appointment should be made in writing to the Head of School, who will endeavour to deal with it within two working days. This should include the following:
- the CV of the selected candidate;
- overall number of applications received, and the strength of the applicant pool;
- the success or otherwise of actions taken to improve the diversity of the applicant pool, and any changes to be considered for future recruitment;
- rankings for each of the interviewed candidates with a paragraph on why each candidate was ranked as they were in relation to the criteria for the post. This could be in the form of a clear selection assessment record or selection results grid, and would form the basis of agreed feedback for unsuccessful candidates.

6. Equality, Diversity, and Inclusion

Recruiting institutions should take into account the University's Diverse Recruitment Framework, and the guidance on EDI in appendix 5 of the School's Academic (Research and Teaching) process:

https://www.recruitment.admin.cam.ac.uk/system/files/diverse_recruitment_framework_final_v1.1.pdf

https://www.csah.cam.ac.uk/information-staff/academic-recruitment