

Council of the School of Arts and Humanities

Academic Recruitment Process

This document describes how the provisions of the “Joint Report of the Council and the General Board on arrangements for academic recruitment” will be implemented in the Institutions within the School of Arts and Humanities. The process will proceed in accordance with this Joint Report, subject to the detailed guidance set out below. The Council of the School shall determine the process, and the responsibility for overseeing compliance with that process shall rest with the Head of School.

1. All established and unestablished academic posts require permission to fill/create by the Council of the School and/or the University Resource Management Committee (established posts only). Cases are considered annually as a gathered field, though exceptions will be considered. The CSAH Resource and Planning Group will make recommendations for approval by the Council of the School prior to RMC approval.
2. The Head of the Institution in which the post will be held will be responsible for nominating the members and the chair of the Selection Committee, for approval by the Head of School on behalf of the Council of the School. In doing this, account will be taken of the published guidance from the University.
3. The Head of School or Deputy Head of School or a nominated deputy will be a member of all Selection Committees for established academic officers in the School of Arts and Humanities.
4. The majority of members of the Selection Committee must be established academic officers in the University and at least one member must be external to the institution in which the appointment is being made.
5. Notwithstanding the minimum of five members specified in Section 3, if notice has been given that a member will be absent from a meeting of a Selection Committee for good cause and that absence would bring the number present below the specified minimum, the Head of the School shall have authority to appoint another person to serve as a member of the Selection Committee for that meeting provided all other requirements of the Special Ordinance C (x) for the constitution of the Selection Committee are met.
6. 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.
7. It is expected that a new selection committee will be appointed for each appointment. It will be up to individual departments to decide if they wish to have some members of staff that serve on all selection committees.

8. The University members of the Selection Committee and others taking part in the recruitment process e.g. involved in meetings prior to the Selection Committee must have undertaken recruitment training and training in equality and diversity matters as specified by the Human Resources Division on behalf of the General Board.
9. Not all the members of the Selection Committee will participate in all the parts of the recruitment process. However, if a member of the committee is involved in a particular stage of the process (eg. in relation to one candidate), that committee member must be involved in the whole of that stage, so that all candidates are treated similarly.
10. Decisions of a Selection Committee shall be made by a two-thirds vote of members (rounded up to the nearest integer) unless unanimity is prescribed for any decision by the process in any School. The Chair shall not have a casting vote. The appointment decision of the Selection Committee will be taken forward by the Head of Institute with advice from the Head of School and HR Business Manager where appropriate i.e. on remuneration related matters.
11. All members of the Selection Committee will be responsible for ensuring that the selection process has been conducted fairly and transparently, and that it complies with the Recruitment Key Principles (see attached in Annex A). Any member independently of their seniority will be able to challenge the process at any time if that member considers that it is not being conducted fairly, transparently, in accordance with the required procedure or the Recruitment Key Principles.
12. The Head of Institution with the Institution's Administrator should ensure that the process for advertising the appointment, short-listing, interviewing and final selection follows best practice and complies with the Recruitment Key Principles and the University's Recruitment Guidelines and that the appropriate administrative arrangements are in place to support the process. The process is set out in Appendix B (to follow)
13. Each Selection Committee process and outcome will be documented, together with lists of the name, affiliation and gender of all the candidates at each stage of the process.
14. If the Head of School or Deputy Head of School or nominated deputy are not present at the Selection Committee, the Committee will make a recommendation of a single candidate and for appointment, the duration of the appointment, initial stipend, and the duration of the probationary period to the Head of the School. The recommendation should include the documentation of the selection process and the lists of the candidates at each stage as described in paragraph 13, above. No offer of employment may be made until the recommendations of the Selection Committee have been approved by the Head of the School. If necessary, the Head of School may authorise the offer of employment remotely, for example by email. The authorisation of the Head of School should always be submitted in writing, copying

in the School HR Business Manager, the Faculty Administrator and the Head of the Institution.

15. The probationary period for established University Lecturers and University Senior Lecturers will be five years unless the Head of Institution makes a case to the Head of School for the requirement to be reduced (to a period of not less than three years) or to be waived where the officer has held a senior academic position at another university and has already acquired relevant skills and experience.
16. Probationary arrangements for academic officers will be considered by a Selection Committee in accordance with University probationary arrangements for academic staff. A Selection Committee either may be convened specifically to carry out a probationary review or may be considered by a Selection Committee already convened for the purposes of recruitment.
17. The above information shall be published on the School's website. The memberships of individual Selection Committees shall also be published on the Schools' websites or on the websites of the institutions concerned.

Appendix A: Recruitment Key Principles

1. The recruitment and selection process should seek to attract and recruit talented people to the role and the University.
2. Recruitment should take place in a timely, flexible and efficient manner.
3. There should be equality of opportunity in all recruitment processes to ensure the right candidate is appointed based on merit. Selection processes must be based on objective criteria that prevent implicit bias, that are impartial, and are applied consistently.
4. All candidates should be treated fairly using a transparent process. This includes documenting objective selection criteria, reasons for selection decisions and providing feedback to unsuccessful candidates invited to interview.
5. The recruitment process is one of open competition that should attract a diversity of talented applicants. Potential candidates should be provided with access to information about the job, the required knowledge, skills, and experience, and about the selection process.
6. All candidates should have a positive experience of the University, whether they are successful or not. The recruitment process should ensure that the University is presented in a positive manner that enhances its reputation and attracts talented candidates.
7. All staff involved in recruitment should complete appropriate training including training in Equality and Diversity principles.
8. Declarations of interest must be made at the appropriate stages of the recruitment process.
9. All documentation must be treated confidentially and in accordance with data protection principles.
10. Recruitment processes should be conducted in a cost-effective manner.