

# Constitution of Appointment Committees

## **Professorial and Readership Appointments (Including Grades 11-12 Staff)**

### **CHAIR**

Vice-Chancellor, Deputy Vice-Chancellor, Pro-Vice-Chancellor or a Dean of School from a School other than that in which the appointment is to be made.

### **MEMBERS**

1. The Dean of the School concerned (or, if unavailable, their nominee)
2. The Head of the Department/Division/Discipline concerned (if not otherwise a member)
3. \*\*A Professor/Reader from the School concerned, if neither the Dean or the Head of Department is a Professor or Reader (nominated by the Dean of the School concerned)
4. \*\*A Professor/Reader from a School other than that in which the appointment is to be made (nominated by the VC)
5. A non-professorial Academic staff member from the School concerned (nominated by the Dean of the School concerned)
6. In respect of Professorial Appointments only, a Lay Member of Council (nominated by the VC).

\*\* Members 3 and 4 must be a Professor for Professorial Appointments, and may be either a Professor or Reader for Reader Appointments.

## **Grade 7 – Grade 10 Appointments**

### **CHAIR\***

A trained member of staff with experience of Chairing an Appointment Committee who is of a higher grade than that of the vacant post.

### **MEMBERS (2)**

The person who will be responsible for line managing the successful candidate. If this member is already the Chair then another member of staff from within the Department, who has an interest in the vacancy (eg, a member of the academic team) who is of the same or a higher grade than that of the vacant post.

A member of a different department within the School/Directorate, or from another School from which the appointment is to be made who is of the same or a higher grade than that of the vacant post.

## **Grade 1 – Grade 6 Appointments (external)**

### **CHAIR\***

Head of Department/Division.

### **MEMBERS (2)**

To include the immediate supervisor (if not otherwise acting as Chair). The remaining members should normally be drawn from within the recruiting department and should be of the same or a higher grade than that of the vacant post.

## **Grade 1 – 6 Appointments (internal)**

### **CHAIR\***

Head of Department/Division.

### **MEMBERS (2)**

To include the immediate supervisor (if not otherwise acting as Chair). If this member is already the Chair then another member of staff from within the Department, who has an interest in the vacancy who is of the same or a higher grade than that of the vacant post.

A member of a different department within the School/Directorate, or from another School from which the appointment is to be made who is of the same or a higher grade than that of the vacant post. Please note where required a member of HR can be used (dependent upon availability).

## **Associate Dean or Head of Academic Department (Additional Responsibility Remunerated by a Standard Allowance)**

### **CHAIR\***

Dean of School.

### **MEMBERS (2)**

A member of the School or Department concerned who is of the same or a higher grade than that of the vacant post.

A member of a different department within the School/Directorate, or from another School from which the appointment is to be made who is of the same or a higher grade than that of the vacant post.

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### **Notes**

*Additional specialists and representatives of external organisations, where appropriate, may be invited to attend Appointment Committee meetings in a non-voting capacity.*

\* The Chair is responsible for:

- Introducing the panel and ensuring the candidates are made to feel welcome
- Ensuring the panel members are clear on the questions they are asking and the order in which these will be asked
- Ensuring that the interviews are run consistently and in line with the University's equality and diversity principles
- Managing and facilitating the discussions which lead to the final decisions

Everyone who acts as a Chair of an interview panel MUST have completed the University Recruitment and Selection Training. All other members of interview panels should have also attended this training.

Further guidance for Chairs can be found on the HR website [www.bradford.ac.uk/human-resources](http://www.bradford.ac.uk/human-resources)

These arrangements approved at HR Committee on 22<sup>nd</sup> October 2010 and 17 January 2011 and approved by Council on 18<sup>th</sup> February 2011.

Updated 6<sup>th</sup> September 2011.