

## **MVM -POSTS REQUIRING RECRUITMENT APPROVAL BY COLLEGE STRATEGY GROUP (CSG) AND GUIDANCE ON COMPOSITION OF RECRUITMENT PANELS**

### **BACKGROUND**

In addition to external and University-wide regulations governing the convening of and composition of recruitment panels for senior level posts the College, in setting up its governance arrangements back in 2002, agreed that certain posts would be required to come to CSG for approval prior to recruitment taking place.

Given the changes in pay and grading, promotion and recruitment processes that have taken place over the last few years, including the introduction of the post review process for University funded posts, this paper has been produced to clarify and restate the position with regard to:

- Posts that require to be approved by CSG prior to recruitment taking place
- External and University-wide regulations governing panel composition for senior posts

### **CSG APPROVAL**

#### **Posts requiring CSG approval**

The following senior level academic posts require approval from CSG prior to recruitment taking place. Where posts are funded from core University funds the approval of the Post Review Group is also required.

- Chairs (including clinical chairs)
- Readerships (including clinical readerships)
- Senior Lectureships
- Clinical Senior Lectureships

Although the posts listed above will, in the main, be funded from core University funds ALL such posts should come to CSG for approval irrespective of the funding source.

Research fellow posts at grade 8 and 9 and clinical research posts at, AM2, AMN2, AMN3 or AMT3 which are fixed term and externally funded do not require to come to CSG for approval.

Clinical Lectureships (AC2 and ACN2) must be approved by the Dean of Clinical Medicine and the Postgraduate Dean prior to recruitment. The recruitment process for these posts is managed by College HR.

Lectureships at grade 8 will not normally require CSG approval however where such posts come forward to the Head of College for approval prior to submission to the Post Review Group the Head of College may decide, at his discretion, that consideration by CSG is appropriate.

#### **Submitting a case for CSG approval**

Heads of School (or equivalents) should submit cases to CSG in the form of a short paper setting out the business case together with the job description and any other paperwork

relevant to the case. Cases should normally be submitted to a meeting of CSG although exceptionally urgent cases may be considered by correspondence. For posts requiring approval from the Post Review Group CSG approval should be obtained before submission to the Post Review Group.

## **REGULATIONS GOVERNING CONVENING OF PANELS AND PANEL COMPOSITION**

### **Chairs (including medical clinical chairs)**

Chair recruitment processes are managed by the relevant School Administrator in liaison with the Principal's office (and in liaison with College HR for the later stages of the process). In the case of medical clinical chairs, on the rare occasion that the individual appointed has not previously held a consultant level post in the UK then a further process to confirm appointment at consultant level will be required. This additional process will be managed by College HR.

University regulations require Chair panels to comprise:

- The Principal
- The Head of College
- The Head of School
- Appropriate representation from the School
- Two outside assessors who, by reason of their eminence or experience, can make a special contribution to the process of selection
- Secretary to the Committee

### **Readerships (including medical clinical Readerships) and Senior Lectureships**

Readership and Senior Lectureship recruitment processes will normally be managed by the recruiting area. The selection panel must include appropriate membership to ensure that the appointee is comparable, in academic terms, to someone promoted to Senior Lecturer or Reader internally. In order to ensure this University regulations require that the selection panel includes:

- a minimum of two senior academic staff (normally at professorial level) both of whom should have solid experience of academic recruitment or promotions gained through experience on academic recruitment panels or current or previous membership of an academic promotions committee.
- An external assessor: either from another university or another relevant body such as the NHS or a research institute OR a senior academic (normally at professorial level) from outwith the College with solid experience of academic recruitment or promotions gained through experience on academic recruitment panels or current or previous membership of an academic promotions committee.

All members of the selection panel should be familiar with the grade 9 academic profile, and the criteria for award of the title of Reader, if applicable.

In the case of medical clinical Readerships, on the rare occasion that the individual appointed has not previously held a consultant level post in the UK then a further process to confirm appointment at consultant level will be required. This additional process will be managed by College HR.

### **Medical Clinical Appointments at Consultant level (Senior Clinical Lectureships and Senior Clinical Research Fellowships)**

Recruitment processes for ALL Clinical appointments at Consultant level (ACN3, AMN3, ACT3 and AMT3) are governed by detailed regulations issued by the Scottish Government Workforce Directorate. All recruitment processes for consultant level medical clinical posts are managed by College HR.

### **Clinical Lectureships**

Recruitment processes for Clinical Lectureships (AC2 and ACN2) are governed by regulations issued by the Board for Academic Medicine in Scotland. All recruitment processes for clinical lectureships are managed by College HR.

### **GENERAL GUIDANCE ON RECRUITMENT PROCESSES FOR ALL LEVELS AND TYPES OF POST**

At least one member, normally the chairperson, of any selection panel should have received appropriate training in recruitment and selection. Wherever possible, the panel should contain both men and women, if this is not possible at least one member of the panel should have been trained in equal opportunities legislation and good practice.

All candidates should be subject to the same assessment process and given the same opportunities to access information about the role e.g. by visiting the workplace.

### **ACTION REQUIRED BY COLLEGE STRATEGY GROUP**

College Strategy Group members are asked to note the content of this paper. A copy will be circulated to School Administrators and to business unit administrators in College level units.

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24 November 2010 and updated April 2012