

**Panel Requirements**

All selection panels, (both for posts advertised internally and externally) must have an independent Chair. This excludes KTP posts. The role of the Chair is to:

1. Ensure that University procedures are followed.
2. Order proceedings at the shortlisting meeting (if involved) and the interviews.
3. Ensure that the interview report is completed and that it indicates the reasons why individuals have been appointed/not appointed.
4. Stop the process if procedures are not being followed.
5. Veto the appointment if they believe unfair practices are being applied.
6. Provide an independent account to any investigation in the event of a complaint (and may be required to provide evidence at a tribunal, along with other members of the panel).
7. To ensure that the Chair is seen as independent, they must come from outside the School or Service and they must have sufficient authority to be able to exercise their role effectively.

Specific Chair and panel requirements are as follows:

|  |  |  |
| --- | --- | --- |
| **Type of Appointment** | **Chair requirements (minimum levels)** | **Other Panel Requirements** |
| **Professor** | VC or DVC | External assessor of professorial standingDean of School |
| **Associate Dean** | VC or DVC | Dean of School |
| **Head of Department** | VC or DVC | Dean of School |
| **School Director of RIKE/T&L/International**  | PVC as appropriate | Dean of School |
| **School Director (of posts excluding RIKE/T&L/International)** | Dean of another School | Dean of School |
| **Grade 9 Academic** | Dean of another School | Dean of School |
| **Reader (Grade 9)** | PVC or Dean of another School | External assessor of professorial standingDean of School |
| **Grade 7/8 Academic** | Associate Dean/HoD in another School | Dean of School |
| **Researchers** | HoD or Professor from another School |  |
| **Directors** | VC/DVC/PVC |  |
| **Heads of Service** | Director of another Service |  |
| **Support Staff Grade 9** | Director or Head of Service from another Service |  |
| **Other Support Staff** | Head of Service or Unit Manager at equivalent grade status to other members of the Panel  |  |

The expectation of the University is that all interview panels will be of mixed gender to ensure equality and diversity within the recruitment process.

**KTP Posts**

Interviews would usually be held at the company premises with panel members from both the University and the company. These posts should be Chaired by a member of University staff.