

Recruitment Procedures for Statutory Professors - Roles & Responsibilities

Issued by the Medical Sciences Divisional HR Office to MSD Heads of Administration and Finance (HAFs) and Human Resource (HR) Leads

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Purpose

To clarify who does what and when as part of an often complex and long senior recruitment process

Following a consultation in 2013 to clarify the responsibilities and expectations of the role of the chair of electoral boards and to revise the recruitment process for statutory professor recruitment, the revised guidance has now been endorsed by the University Personnel Committee in consultation with the Conference of Colleges, the Planning and Resource Allocation Committee (PRAC) and the Education Committee. This summary should be read in conjunction with the revised guidance.

Brief summary of the new procedures

Following divisional approval to fill the statutory professorship, the divisional office (DO) (in collaboration with the department) approaches the Senior Appointments Office (SAO) to request that the Vice-Chancellor appoints a Chair for the Electoral Board (EB). There will be a minimum of two meetings before the closing date;

- a) the first with the EB chair, head of department, head of division and head of house if they wish to be involved, to agree the strategy for the recruitment exercise and plan a search process;
- b) the second with as many electors as can be mustered to discuss the list of names which has emerged from the search and agree which of them is to be approached with a view to encouraging them to apply for the post.

The Divisional Academic HR Manager will be present at the meetings so as to understand the approach to be taken in recruiting to each vacancy, and to feed back to the Divisional Leadership.

Process (the acting party is marked in bold)

1. **Division/department** agree to fill or refill the statutory professorship (via the Divisional Leadership/Head of Division/Head of Department/Head of House)
2. **DO** requests **SAO** to approach the Vice-Chancellor to appoint a Chair for the EB
3. **SAO** convenes a meeting with the Chair of the EB, Head of Division, Head of Department and Head of House, with the SAO and Divisional Academic HR Manager in attendance. The meeting will be convened according to the availability of the EB Chair, Head of Department, Head of Division and Head of House. Department and DO draft further particulars (FPs).

4. **SAO** circulates notes from the meeting to all attendees, copied to DO, to include a statement of the search strategy, details of the lead person for the search and details of the agreed search and selection process.
5. **DO and Department** finalise the advertisement and further particulars for approval by the Head of Division. For clinical appointments, **DO** liaises with relevant NHS Trust for a Job Plan and with the relevant Royal College for Job Plan approval, and for EB representatives from the Royal College and NHS Trust.
6. **College and DO** confirm approval of the items listed under 5.
7. **SAO** seeks approval from the VC of items listed under 5.
8. **Lead person for the search** liaises with EB members, Department, external experts and identifies potential candidates, supported by the **SAO**.
9. **Chair of the EB** facilitates a meeting of the EB to review the list of potential candidates.
10. **DO** arranges staff request in liaison with the Department's HR office.
11. **SAO** places advertisement and FPs.
12. **SAO** circulates applications and takes up references for selected candidates.
13. **SAO** convenes the EB to short-list.
14. **SAO** arranges for a SAP case for salaries for short-listed candidates. The case must be approved by the Head of Division via a cover letter.
15. **SAO** oversees the interview and selection process.
16. **SAO** circulates minutes of the EB meeting with a copy to DO.
17. **SAO** notifies DO of the selected candidate and arranges to publish the appointment in the Gazette, and liaises with the Pro-Vice-Chancellor (PVC) for the contract of employment. Contract of appointment is drawn up by the PVC's Office. FGB Personnel File is created.
18. **DO** takes over the administration of the appointment once the FGB file and relevant documentation are received. **DO** will liaise with Department as needed, regarding cost centre, allowances, recruitment supplements, RTW etc.
19. **DO** manages ongoing employee lifecycle in consultation with HoD or HAF. Relevant activities will include: pay awards, clinical excellence awards, schedule allowances, payment of programmed activities and additional programmed activities, EJRA administration, changes to working hours, patterns and contracts of employment, family and annual leave, right to work records, secondments, retirement and leaving details, and any other HR activities required for the appointment.