

## Hiring Procedures in the Business School

February 2009

### *General Points (for academic and support staff appointments):*

- Approval for posts is obtained by writing a business case which is submitted in the first instance to the Head of School. All business cases for fixed term appointments must have an objective justification for the post (see links at the end of this paper for further information). All substantive posts require approval from the School Executive. Business cases must clearly demonstrate the reasons why the post/s would contribute to achieving the strategic objectives of the School. The business case is then submitted to the College office. Approval is more likely to be successful if there is clear demonstration of a School recruitment strategy rather than separate applications for a single post.
- Approval from the College results in the release of a person specification approval form – “persys”. The School is then responsible for submitting the following documents (to the administrative staff in the college office and copied to human resources). The College office gives final approval of all documents (target of three days turnaround time).
  - a. Further particulars for the post, including a person specification form.
  - b. Text for the university web site advertising posts.
  - c. Details of the locations for advertisements (e.g. Press & Journal, THES).
  - d. Post set-up form (this includes the School nominations for the short-listing and appointing committees and is subject to approval by the Head of College).
- Employment regulation requires that posts are advertised for a minimum of four weeks (correct as at 1 February, 2010).

### *Appointments at Teaching Fellow and Senior Teaching Fellow*

- The advertisement for the post will include a request to supply a web link which links to relevant information which the appointment committee will consider in making its decision.
- The advertisement for the post will make clear that the candidate is responsible for ensuring that two references are submitted to human resources prior to the closing date of the post. If the candidate chooses not to do this then a clear justification must be provided.

### *Appointments at Lecturer and Senior Lecturer*

- The advertisement for the post will include a request to supply a web link which links to relevant working papers and published research articles which the appointment committee will consider in making its decision.
- The advertisement for the post will make clear that the candidate is responsible for ensuring that two references are submitted to human resources prior to the closing date of the post. If the candidate chooses not to do this then a clear justification must be provided.

*General points relating to short-listed candidates*

- With the exception of support staff, all short-listed candidates are required to give a presentation to members of staff in the School prior to interview.
- A member of staff in the School is delegated to gather School views. This person is responsible for ensuring that School views are made available to the appointing committee. If this individual is on the appointing committee the person retains the right to present their own individual judgement of the candidate.
- Confidential expert views on the quality of all candidates will be gathered from members of staff in the School as appropriate.

All recruitment policies and procedures within the Business School are designed in close consultation with all policies, procedures and regulatory advice from the Department for Business, Innovation and Skills, Government Office.

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Useful links:

Department for Business, Innovation and Skills

<http://www.bis.gov.uk/>

Further information on fixed and flexible term contracts (search for item of interest):

[www.businesslink.gov.uk/bdotg/](http://www.businesslink.gov.uk/bdotg/)

<http://www.direct.gov.uk/en/Employment/Employees/>

College recruitment documentation can be found on the shared drive:

<R:\Shared Admin Resources\Recruitment Documentation>.

School recruitment documentation can be found on the shared drive:

[insert location]