

THE UNIVERSITY OF ABERDEEN

POLICY ON THE RECRUITMENT AND SELECTION OF STAFF

1 INTRODUCTION

We recognise that we rely on the skills, competencies and contribution of all our staff to deliver high quality research, teaching, scholarship and support services. An effective recruitment and selection process is, therefore, fundamental in underpinning our strategic ambition to appoint the highest calibre of staff at all levels and to enable us to deliver our strategic objectives of being a world-class University.

We are committed to ensuring that our recruitment and selection processes are fair, consistent, and in accordance with legislative obligations and recognised best practice guidelines. This Policy is underpinned by the Recruitment and Selection Guidelines ([hyperlink](#)), which support staff involved in recruitment processes by providing information relating to good practice in recruitment and selection.

If job applicants or staff members require further information about our staff recruitment and selection processes, or have suggestions or complaints about them, please contact the Director of Human Resources.

2 EQUALITY AND DIVERSITY

We are committed to tackling unfair and unlawful discrimination. We are also committed to actively promoting equality and celebrating diversity to create a harmonious and productive environment in which diversity adds value to the work of the University. We seek to create a culture where all staff are encouraged to reach their full potential.

In line with our commitment to equal opportunities and diversity, we welcome applications for vacancies from all individuals who meet the criteria identified for the relevant post. From time to time, we may take positive action to ensure that we meet our strategic aim of equality and diversity in employment. Such measures may include, for example:

- Including a statement in job advertisements and job descriptions particularly welcoming applications from under-represented groups in that staff category or area e.g. men/women or minority ethnic applicants in senior posts;
- Guaranteeing an interview to a disabled applicant who meets the essential criteria for a position as outlined in the person specification (the Guaranteed Interview Scheme).

To support our commitment to equality and diversity throughout the recruitment and selection process, all staff are **required** to have attended one of our training sessions on best practice in recruitment and selection before they can participate in a selection committee*. These courses are run regularly throughout the year. Further information about the availability of these courses is available from the Human Resources Office.

3 CONFIDENTIALITY

Information about job applicants is confidential and we are committed to ensuring that confidentiality is maintained at every stage. All correspondence, documentation and other data will be kept securely and in accordance with the requirements of the Data Protection Act.

* It is a requirement that all members of University staff undertake subsequent refresher training at least every 5 years.

4 IMPLEMENTATION

Heads of College, Heads of School/Section, senior members of staff and line managers have a responsibility to ensure that staff in their area are aware of this Policy and that it is implemented fully.

All members of the University who are involved in the recruitment and selection process have a responsibility to behave courteously and respectfully towards existing and potential members of staff and to ensure that their behaviour does not cause offence or upset.

It is our normal expectation that all appointment procedures will be undertaken in accordance with the following policies and procedures:

- Policy on the Recruitment and Selection of Staff (this Policy);
- Equality and Diversity Policy
- Recruitment and Selection Guidelines
- Temporary Services and Fractional Appointments Procedure
- Protection of Vulnerable Groups Policy

5 PRIOR TO ADVERTISEMENT

5.1 Financial Authorisation

The appropriate authorisation must have been received from the Finance Office before an appointment can proceed.

5.2 Job Evaluation

Job evaluation is the process of measuring different elements of a role in order to grade it in a fair and consistent manner. We have adopted a job evaluation tool called HERA to undertake this process for Support Staff and Administrative roles. Academic and Research roles will be evaluated by matching the job descriptions to nationally agreed role profiles.

Prior to advertisement, a HERA job description form, outlining the duties and responsibilities attached to new posts (or posts which have been restructured since the date of the last evaluation), will be completed to enable a full evaluation process to be undertaken.

6 ADVERTISING A VACANCY

It is the normal expectation that vacancies within the University will be advertised either internally, externally or both. However, we recognise that in certain circumstances, it may be appropriate to waive this requirement following discussion with and the agreement of the appropriate HR Adviser.

Advertisements which are placed on the University's recruitment website (www.abdn.ac.uk/jobs) will also automatically appear on www.disabledgo.info.

The appropriate Recruitment Co-Ordinator will instruct our advertising agency on the placement of external advertisements.

7 PERSON SPECIFICATION

It is essential that a robust Person Specification is produced prior to advertisement. This will establish clear and objective selection criteria in support of the shortlisting process. The convener of the Shortlisting Committee will be required to complete the Shortlisting Monitoring Form to record and justify the decisions taken.

8 SHORTLISTING

The shortlisting process will be carried out as soon as possible after the closing date for the vacancy and will be conducted by a minimum of 2 individuals.

We operate an anonymous shortlisting procedure, whereby personal information, including dates of birth, ethnic background, gender, disability status (unless the applicant has applied under the Guaranteed Interview Scheme) is retained within the HR Office for monitoring purposes only and will not be used as part of the selection process.

9 CRITERIA FOR APPOINTMENT TO THE UNIVERSITY

9.1 **Academic Appointments**

It is the normal expectation* that all candidates for Lecturer/Senior Lecturer positions will have a PhD.

9.2 **Research Appointments**

It is the normal expectation* that all candidates for Research Assistant positions will have a first degree in a relevant subject.

It is the normal expectation* that all candidates for Research Fellow positions will have either a PhD in a relevant subject or a Masters degree in a relevant subject plus appropriate post-qualification experience.

9.3 **Teaching Appointments**

It is the normal expectation* that all candidates for Teaching Assistant positions will have a first degree in a relevant subject.

It is the normal expectation* that all candidates for Teaching Fellow positions will have either a PhD in a relevant subject or a Masters degree in a relevant subject plus appropriate post-qualification experience.

9.4 **Support Staff Appointments (Grades 2 – 8)**

It is the normal expectation* that all candidates for posts at Grade 7 level and above will have either a first degree or be able to demonstrate experience at a level which is commensurate with such a qualification.

10 QUALIFICATIONS

The University may require any member of staff to verify their qualifications through the production of original certificates.

11 SELECTION COMMITTEES

The composition of selection committees will, wherever possible, give due regard to an appropriate gender, race and age balance. Account will also be taken of the requirements of the *Staff: Staff Relationships Policy* where appropriate. Detailed information relating to the composition of selection committees is attached as Appendix 1.

* This requirement may be waived by the Head of College/University Secretary as appropriate following consideration of individual circumstances.

12 **MAKING AN APPOINTMENT**

All selection committees will conclude with the completion of the Selection Committee Decision form, which forms the basis for providing feedback to unsuccessful candidates if requested. An appointment will only be made where a decision is either unanimous or where a dissenting selection committee member agrees to accept the majority view. If a member of a selection committee declines to accept the majority view, an appointment cannot be made. In such circumstances, the matter will be referred to the Senior Vice Principal (Academic posts) or University Secretary (Academic Related and Support posts) for a decision. Where the Senior Vice Principal or University Secretary has participated in the decision making process, the matter will be referred to the Principal for a decision.

Following consultation with the appropriate HR Adviser, oral feedback should be offered to internal candidates and to those external candidates who request it. If a candidate is not satisfied with this feedback, s/he should write to the Director of Human Resources, setting out his/her reasons for dissatisfaction.

13 **TEMPORARY SERVICES/CASUAL STAFF**

Separate appointment procedures apply for individuals who are to be engaged on a temporary services or fractional appointment basis. Individuals may be engaged on a temporary services basis if their services are required for less than 0.1 FTE in a complete academic year. Individuals required for 0.1 FTE or more will be employed on a part-time contract of employment linked to the evaluated grade for the role. Where the proposed FTE is 0.2 or over, it is the normal expectation that a full recruitment process in accordance with this Policy will be undertaken.

14 **RIGHT TO WORK**

14.1 **References**

All offers of employment will be made subject to the receipt of satisfactory references, which will be taken up by the appropriate Recruitment Co-ordinator. Strict rules of confidentiality apply to references and we will ensure that we adhere to our legal obligations as specified in The Data Protection Act 1998 in this regard.

14.2 **Immigration Issues**

We will ensure that all employees who require permission to work in the UK have the necessary authority from the appropriate agencies to work in the UK in line with our statutory obligations as specified in the Asylum and Immigration Act 1996.

14.3 **Disclosure Scotland**

In order to comply with the Protection of Children (Scotland) Act 2003, all offers of employment to a "childcare position" are conditional on membership of the Protection of Vulnerable Groups Scheme. Further information is available in the Protection of Vulnerable Groups Policy.

UNIVERSITY OF ABERDEEN

SELECTION COMMITTEE COMPOSITION

1 SENIOR MANAGEMENT APPOINTMENTS

The composition of selection committees for appointing to senior management level positions will be determined by the Principal on an individual basis. The committee will normally include 2 members of the University Court, 2 External Assessors and other members of the senior management team.

2 HEAD OF SCHOOL/SECTION

All selection committees for appointing to Head of School/Section positions will be convened by the Principal (or nominated deputy), and will normally include participation by External Assessors and a member of the University Court.

Head of School:

Principal
 Head of College
 Vice Principal
 University Secretary
 2 Senior members of College staff (one of whom should be from within the School)
 2 External Assessors +
 Member of University Court

Head of Section:

Principal
 University Secretary
 Vice Principal
 Senior member of Administration staff
 Senior member of Academic staff
 External Assessor +
 Member of University Court

+ *It is the normal expectation that External Assessors will attend the Selection Committee. In the event that the External Assessors are unable to attend in person, written comments will be sought instead*

3 PROFESSOR/ADMINISTRATIVE GRADE 9

All selection committees for appointing to Professorial/Administrative Grade 9 positions will be convened by the Principal (or nominated deputy), and will include participation by External Assessors and a member of the University Court.

** Professorial Appointment:*

Principal
 Head of College
 Vice Principal
 Head of School
 Senior member of College staff
 Member of the School with expertise in the discipline
 2 External Assessors
 Member of University Court

* *When appointing to a Clinical Chair which will entitle the postholder to be awarded Honorary Consultant Status from NHS Grampian, 2 representatives from NHS Grampian and 2 National Panelists must also participate in the selection committee.*

When appointing to a Church Chair, representatives from the Church of Scotland must also participate in the selection committee.

Administrative Grade 9 Appointment:

Principal
University Secretary
Vice Principal
Head of Section (if appropriate)
Senior member of Administration staff
2 External Assessors
Member of University Court

4 ACADEMIC APPOINTMENTS

All selection committees for appointment to Academic positions (ie Lecturer, Senior Lecturer and Reader) within the University will be convened by the appropriate Head of College (or nominated deputy), and will normally include a Head of School, a representative from the appropriate Academic discipline and one other member of academic staff.

5 RESEARCH APPOINTMENTS

All selection committees for appointment to Research positions within the University will be convened by the appropriate Head of School or Principal Investigator (or other nominated deputy) and will normally include a minimum of 2 other individuals from the College.

6 TEACHING APPOINTMENTS

All selection committees for appointment to Teaching positions within the University will be convened by the appropriate Head of School (or nominated deputy) and will normally include a minimum of 2 other individuals from the College.

7 ACADEMIC-RELATED STAFF APPOINTMENTS (GRADES 5-8)

All selection committees for appointment to Support Staff/Administrative positions within the University between Grades 5 and 8 will be convened by a senior manager from within the appropriate School/Section, and will include a minimum of 2 other individuals, normally from within the School/Section.

8 SUPPORT STAFF APPOINTMENTS (GRADES 1- 4)

All selection committees for appointment to Support Staff positions within the University between Grades 1 and 4 will be convened by the Line Manager or a senior manager from within the appropriate School/Section, and will include a minimum of one other individual, normally from within the School/Section.