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1. Introduction

These procedures outline the way in which academic roles should be appointed to.

substantive job, which attract remuneration.

All staff involved in the recruitment and selection of these roles have a responsibility to ensure that these procedures are adhered to, so that candidates

commitment to equality and in compliance with current employment law.

2. Scope

These procedures outline the steps to be followed for effective recruitment to academic roles within the University. These procedures follow the principles of the Recruitment and Selection Policy.

The University recognises the following roles:

University level: Pro Vice-Chancellor
Associate PVC

College level: Dean of College
Director of Teaching & Learning
Director of Research
Director of Impact & Engagement
Director of Research Postgraduate Studies
Deputy Director of Teaching & Learning (Welsh Medium)

School level: Head of School
Director of Teaching & Learning
Director of Research
Director of Impact & Engagement
Senior Tutor

3. Establishing a vacancy

This process should begin well in advance of, normally 9 months before, the current role tenure.

4. Developing the Job Description and Person Specification

Job Description templates have been developed for these roles and are available by contacting your Colleges designated HR Officer/Assistant.

The composition of the interview panel for Associate Pro Vice-Chancellor shall be as follows:

- Pro Vice-Chancellor
- One other member of the Executive
- A member of the Human Resources Department shall act as Secretary

The composition of the interview panel for Dean of College appointments shall be as follows:

- One member of the

