

FREQUENTLY ASKED QUESTIONS: ACADEMIC STAFF RECRUITMENT

I have been advised that I need to seek approval through RAP before I can advertise a new or replacement post. What is RAP and how frequently does it meet?

- RAP is the Recruitment Approval Panel. This panel is responsible for looking at and approving business cases and related documents submitted via the e-Recruitment system for recruitment to new and replacement posts. The Panel is made up of the Vice Chancellor, the Director of Human Resources and the Director of Finance. The Panel meet fortnightly on a Monday. Please contact the HR Recruitment Team to find out when the next panel will be held.

I want to submit a post for approval; can I bypass my Head of Department?

- All new or replacement posts must be discussed with the Head of Department or Head of Academic Unit and in turn, with the Pro Vice Chancellor before it is submitted to the Recruitment Approvals Panel. It is also important to keep your Faculty Operating Officer informed of the intent to recruit to a new or replacement posts.

Can I bypass the internal round of the academic staff recruitment process as there is no one in the University who can do the job?

- All posts must be circulated internally to staff on the University redeployment register for one week. In **exceptional** circumstances, where there is a clear business justification, approval may be sought and given by the Recruitment Approval Panel for vacancies to be advertised simultaneously internally and externally. Please see section 2 of the Academic Staff Recruitment Regulations.

Where does the job get advertised?

- The University's posts are advertised on its **own website**, in **jobs.ac.uk**, **Times Higher Education website** and on occasion in academic media channels (e.g. Researchgate.com or nhs.co.uk). Where there is a high degree of specialism, recruiting managers would need to discuss with the HR Recruitment Team additional advertising routes. It is important to note that where additional routes are approved but fall outside of the University's standard recruitment channels, this may be at cost to the relevant Faculty.

Can we speed up the process?

- Delays to the recruitment process are often caused by lack of engagement at the right stages, which can lead HR needing to seek clarification or approvals before they can proceed with advertising and interviewing stages of the process. It is important to engage HR early in the process so that the right approvals can be sought and clarity established about the recruitment required to ensure delays do not occur.

I will need to sponsor a new employee, what do I need to do?

- It is important that you contact your allocated HR recruitment contact to seek guidance on sponsorship of new employees in advance of seeking approval for the post. In all cases, roles where sponsorship of employees would be required will need to, once approved, be advertised for 4 weeks on *universaljobs.com* before an application can be submitted for sponsorship for consideration. HR can advise of the process and action that needs to be taken by the recruiting manager.

Who is responsible for checking the right to work in the UK status of candidates?

- When recruiting for a post, it is the responsibility of the manager in the faculty who is managing the recruitment process to check a candidate's right to work in the UK and take a copy of relevant documents. Managers requiring any clarification about right to work issues should contact the allocated member of HR staff for their faculty in the first instance. Further guidance is available at:
<https://www.gre.ac.uk/offices/hr/pgf/policies/Immigration-Manual-January-2015.pdf>

I have to ensure that the interview panel is representative of the diversity in the University's workforce, what does that mean?

- Because everyone brings their personal biases into the process of evaluating candidates, it's important to have as mix of genders on your interviewing panel and where possible employees from as wide a range of backgrounds and experience to participate in the interviewing process.

Where can I find help with developing application shortlisting criteria for applicants to be assessed against at the shortlisting stage?

Annex 4 of the Appointment of Academic Staff Regulations document outlines the shortlisting criteria that should be used to recruit Academics to the three Career Pathways at different grades. Additional criteria can be added by recruiting managers where there is a district specialism that also needs to be tested. Standardised application short listing criteria can be found on the HR webpages/within the e-recruitment system. These are aligned to the job descriptions and career pathways.

Who carries out the shortlisting?

- This is outlined in the guidance. It should be a minimum of two people from the panel.

One of the candidates coming to interview is my relative/spouse/partner, can I still be on the interview panel?

- No, this presents a conflict of interest and a new panel member should be appointed

I have collaborated with one of the candidates coming to interview, can I still be on the interview panel?

- Collaborations may not necessarily preclude you from sitting on an interview panel, but it is important that you declare this interest from the outset. The panel chair will make the judgement on whether you should participate in the panel.

Which grades will most new academic staff be recruited to?

- The principle is to recruit to AC2 wherever possible. In addition, wherever possible, appointments at AC2/3 should be undertaken with a career pathway in mind.

Are there standardised job descriptions?

- Yes, you can find the templates on the HR webpages. There are templates for standardised job descriptions for each level of academic staff, aligned to each of the three career pathways.

Who sits on an interview panel?

- The panel composition should be commensurate to the grade, expertise and support diversity. This information is outlined in the guidance – see pages 7 and 8.

Can people not listed in the guidance also form part of the interview panel?

- Yes, the people listed are the minimum, and other staff can also sit on the interview panel if it is deemed appropriate.

Is there specific guidance for recruiting for fixed-term positions?

- The new guidance covers staff recruited on fixed-term contracts, however page 11 provides some specific guidance.

In teaching assessment component of the interview assessment process, who and what do candidates teach?

- It should be appropriate to the nature of the role that the candidate is applying for. For example, this could take the form of a lecture or workshop delivered to a group of PhD students. It is for the Faculty to decide the approach that would be taken for the teaching assessment component.