



**COUNCIL GUIDANCE ON
NOMINATING COMMITTEES
LECTURER APPOINTMENTS** XIE
"COUNCIL GUIDANCE ON
NOMINATING COMMITTEES"

Procedure No: 5

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1. **PURPOSE**

To document the University Council's procedure for Nominating Committees in regard to academic appointments.

2. **SCOPE**

The University Council has statutory responsibility for nominating to the Board all appointments to the academic staff. The Council usually delegates to a Nominating Committee responsibility for the assessment of all candidates offering themselves for appointment, and responsibility for the submission to Council of the name of the candidate preferred by the Nominating Committee.

3. **PROCEDURE**

1. The Head of Department, in consultation with the Dean of the Faculty concerned, is responsible for the preparation of the advertisement and further particulars for the post in accordance with any academic specification as may have been laid down by the University Council.
2. The membership of the Nominating Committee is proposed to Council for approval by the Dean of the Faculty where the vacancy is being filled. The Dean of the Faculty is required by Council to take all reasonable steps to ensure that there is representation of both sexes on the Nominating Committee.
3. (a) The membership of Nominating Committees normally includes the Dean of the Faculty concerned, who acts as Chairman; the Head of Department and one other academic staff member of the Department where the vacancy is being filled; an academic staff member of a different Faculty; and such other College staff as are necessary for the particular

appointment. *Of the members referred to above, at least one must be a female member of the academic staff.*

In the case of appointments to the whole-time, permanent and pensionable academic staff there must, to the above membership, be added:

one member from outside the College who should have expertise in the appropriate profession or field, the status of this person to be as an ordinary member of the Committee.

In the case of appointment to whole-time, permanent and pensionable posts, the *departmental* membership will not exceed 50% of the membership of the Nominating Committee.

(b) In the case of joint appointments, the membership of the Nominating Committee is agreed with the associated institutions prior to its submission to Council for approval.

4. The following principles apply to the work of Nominating Committees.

(a) All members of a Nominating Committee are entitled to full access to all documentation relevant to the nomination for appointment. Standard documentation includes the advertisement, the further particulars for the post, the conditions of appointment and the curriculum vitae and references of candidates.

(b) All members of a Nominating Committee are entitled to full access to all procedures relevant to the nomination of appointment. Standard procedures include the shortlisting and interviewing of candidates. The shortlisting of candidates may be decided by a meeting specially convened for this purpose or by any other procedure approved by the Chairman and acceptable to the Committee. The Chairman of the Nominating Committee is responsible for submitting the agreed shortlist to the Human Resources.

(c) The Nominating Committee, as part of the selection process, may arrange for shortlisted candidates to present teaching or research seminars.

(d) All members of Nominating Committees, as agents of Council, are bound to act in what they believe to be the best interest of the University and to nominate without fear, favour or prejudice that candidate whom they believe is best qualified to meet the requirements of the post.

- (e) All information gained from the nomination process, which is not part of the public domain, shall be treated with complete confidentiality by members of the Nominating Committee. Nothing in this provision precludes the exchange of information arising from proper consultation with other College personnel provided the purpose and need for such consultation is known to, and agreed by, the Nominating Committee.
- (f) No person shall continue as member of a Nominating Committee if any candidate applying for appointment to the post has a special relationship with that person such as might give rise to conflict of interest.
5. Human Resources are responsible for the administration of recruitment and nomination procedures laid down by the University Council and Board of the College. These responsibilities include preparatory liaison with Deans, Department Heads and College Committees to the point of advertisement; the provision of support arrangements for the Nominating Committee; including administrative assistance and physical facilities; obtaining and maintaining adequate records for the nominating process; the scheduling of recruitment time sequences; the interpretation of conditions of employment for the post, and guiding candidates and the Nominating Committee in this respect; and guidance to Nominating Committees on College practice and fair employment practices.

See Employment Equality Policy for Nominating Committees (Procedure No. 6).