

Composition of Appointing Panels

Introduction

The compositions of the recruitment panels are specified below. However, in exceptional circumstances, where this is not possible to adhere to these panel compositions approval should be sought from the Director of Human Resources or Deputy to vary the panel membership.

It may be necessary in exceptional circumstances for the Vice-Chancellor to nominate a Pro Vice-Chancellor to take their place on the recruitment panel.

A gender-balance should be maintained on recruitment panels. Where in exceptional circumstances this is not possible the agreement of the Director of Human Resources or Deputy should be obtained.

Where candidates elect to be interviewed through the medium of Welsh, the panel composition will ideally reflect this requirement. Where this is not possible, simultaneous translation facilities will be made available.

Executive level posts

Vice Chancellor (in accordance with Ordinance)

- Chair of Council (Chair)
- Deputy Chair of Council
- 3 independent members appointed by and from the Council
- 1 member appointed by and from Senate (with provision for an alternate)
- Vice-Chancellor or Principal of another university institution (determined by the Chair of Council)
- University Secretary or Director of Human Resources

Deputy Vice-Chancellor and Pro Vice-Chancellor (in accordance with Ordinance)

- Vice-Chancellor (Chair)
- 2 independent members appointed by and from the Council
- 1 member of Senate (determined by the Vice-Chancellor)
- [In cases of externally advertised positions] A representative of appropriate standing from another Higher Education Institute
- University Secretary or Director of Human Resources

Head of Professional Service (Executive members and University Secretary)

- Vice-Chancellor (Chair)
- Pro Vice-Chancellor
- 1 independent member appointed by and from the Council
- If the post requires specialist technical skills, Chair may nominate an external representative
- Director of Human Resources or depute

Academic Posts

Head of Academic Department

- Vice-Chancellor (Chair)
- Pro Vice-Chancellor
- External representative with relevant expertise (only where required for specialist posts e.g. for Head of IBERS this would require BBSRC representation)
- Director of Human Resources or depute

Professor

- Pro Vice-Chancellor (Chair)
- Head of Academic Department
- External representative with relevant expertise (only where required for specialist posts)
- Director of Human Resources or depute

Reader

- Pro Vice-Chancellor (Chair)
- Head of Academic Department
- Human Resources Business Partner

Senior Lecturer

- Pro Vice-Chancellor (Chair)
- Head of Academic Department
- Human Resources Business Partner

Lecturer

- Head of Academic Department (Chair)
- Professor or Reader within the Academic Department
- Member of Academic staff from another Academic Department

PDRA/Research Assistant/Associate Lecturer /Part Time Teachers

- Head of Department or depute (Chair)
- Member of Academic staff from the Department (normally the line manager)
- Member of staff from another Academic Department or in the case of collaborative projects, a member of staff from the relevant partner department or institution

Professional Service Departments

Head of a Professional Service or Grade 9/10 Posts (not Executive level)

- Vice-Chancellor (by request)
- Pro Vice-Chancellor or Executive level Head of Professional Service (Chair)
- Head of Professional Service
- If the post requires specialist technical skills, Chair may nominate an external representative
- Director of Human Resources or depute

HERA Grade 8

- Head of Professional Service*
- Line manager or nominee
- Member of staff from another Department
- HR representative where requested by the Chair

*N.B. Chair will be the relevant line manager

Hera Grades 5, 6, 7

- Head of Department (by request) Line manager (Chair)
- Member of staff from Department unless the Head of Department is on the panel
- Member of staff from another Department

Hera Grades 3, 4

- Line manager (Chair)
- Member of staff from Department
- Member of staff from another Department

Hera Grades 1, 2 and other non-Hera posts*

- Line Manager or nominee
- Member of staff from Department

Prior Consideration and Aber Refresh Panels (where there is 1 candidate)

- Line manager (Chair)
- HR representative

Where there is more than 1 candidate, the normal Composition of Appointing Panels must be followed.