

HUMAN RESOURCES

SINGLE NOMINATION PROCEDURE



1. INTRODUCTION

- 1.1. The School's recruitment and selection procedure document normally requires that all vacant posts should be advertised, *except* those where Fellowships have been awarded to named individuals and/or grants ascribed to named applicants/researchers.
- 1.2. The purpose of this document is to set out the process to be followed where the intention is to recruit a known individual and the School needs to be assured that the candidate meets the academic quality standards expected by the School, and where the conventional advertising and recruitment board is deemed inappropriate.
- 1.3. The following procedure applies to known **Professorial** candidates only, and allows the School to meet its rigorous quality assurance processes.
- 1.4. Prior to recruitment, the post should have been established following the normal procedure (see policy on establishment of a Chair/Professorship)

2. PROCEDURE

- 2.1. Once the position has been established and where a known individual is to be recruited, the relevant Dean of Faculty should forward details of the case to the Deputy Director & Provost for consideration, justifying why normal competitive processes should not apply.
- 2.2. Should the case be approved, the Faculty shall submit a job description and person specification to HR, who will then work directly with the Faculty in order to convene a panel.
- 2.3. The Faculty should request the candidate's CV, a statement addressing all elements of the person specification, and a statement indicating their research plans and how they fit into the Faculty/School.
- 2.4. The above documents will then be circulated to the panel, to be comprised as follows:
 - The Deputy Director & Provost (Chair);
 - Up to four School representatives, including the Dean of Faculty or his/her nominee and a Professor from another Faculty as a minimum;
 - Two persons external to the School expert in the discipline and/or topic concerned, of whom one shall, wherever possible, be from another School, College or Institute of the University of London. Such persons should be of appropriate seniority and familiar with the School's criteria for appointment to Chairs
- 2.5. Wherever possible, the panel should meet in person to discuss the case.
- 2.6. Where an urgent appointment is sought, the panel could meet on a 'virtual' basis, via email, conference call or other appropriate electronic means (e.g. Skype) subject to the approval of the Deputy Director & Provost. In the case of a virtual panel:
 - The Faculty (in conjunction with HR) shall collate the responses of the panel; the Chair will then determine if any further questions should be addressed to the candidate.
 - When all outstanding questions are answered, the panel members should be asked for a view. A majority will generate a verdict.

- 2.7. If the candidate is successful, HR will produce a contract of employment after confirmation from the Faculty regarding start date, funding and any other relevant information and communication with the candidate should be carried out by the relevant Dean of Faculty
- 2.8. If unsuccessful, the Deputy Director & Provost shall provide feedback to the Dean of Faculty for onward transmission to the candidate.
- 2.9. Starting salary to be determined by the Deputy Director & Provost or her nominee (HR will supply data on academic salaries in order to assess relativities).

3. EXCLUSIONS

- 3.1. The single nomination procedure does not apply to applicants who do not hold eligibility to work in the UK and who would be primarily London-based; in this case the post **MUST** be advertised. The procedure shall apply only to the limited circumstances outlined in this document and approval of its use should not be interpreted as guaranteeing the successful appointment of any candidate.
- 3.2. Any questions regarding the application of the procedure should be addressed to the Head of HR Operations, Recruitment and Systems.

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