



Staff Appointment Protocols

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General

The University will appoint such members of staff as may be deemed necessary to deliver its strategic objectives. The procedure for appointing staff (employees) is as described below.

The following general provisions apply:

1. Appointments to new/vacant staff posts shall be determined by an appropriately constituted Appointment Committee. The composition of these panels will vary according to the staff category and grade that applies to the post, as determined by Human Resources. Table 3 details the full composition and quorum arrangements that apply in each case.
2. The University's general policy position is that new/vacant staff posts shall be publicly advertised, in the interests of ensuring open and transparent recruitment practices, to ensure recruitment of the best talent and to promote equality and diversity. Deviation from this approach requires prior approval as follows: from the Deputy Convener of Court (Staffing) on behalf of Staff Committee for posts from Grade 8 and above; from Human Resources for posts up to and including Grade 7.
3. In the interests of promoting career advancement opportunities for internal staff and addressing obligations under redundancy legislation, the University may choose to advertise job opportunities, particularly for non-specialist posts up to Grade 7, on an internal only basis in the first instance. In accordance with the University's Redeployment Policy, candidates on the Redeployment Register will be given advanced consideration where a potentially suitable vacancy arises. Should a suitable pool of internal candidates not be identified then the post will proceed to full public advertisement. The use of internal advertising will be at the discretion of Human Resources following discussion with the recruiting manager.
4. The Convener of the Appointment Committee may at their discretion co-opt additional persons to serve on an Appointment Committee.
5. All reasonable efforts should be made to ensure that Appointment Committees are of mixed gender composition.
6. It may be the case that an external representative is invited to participate in an Appointment Committee, where circumstances merit, but in all such cases such individuals shall serve in an advisory capacity only.
7. Normally no person shall be a member of an Appointment Committee considering the appointment of their successor.
8. The Appointment Committee, or appropriate sub-group thereof, shall conduct an appropriate shortlisting from the full field of applicants.
9. Shortlisted candidates for an Academic vacancy (or any other vacancy as deemed appropriate) shall normally be required to deliver a presentation to an audience which will include members of the relevant Department. The Head of Department / nominee will seek feedback on the candidates from members of the Department present at the presentation and will provide the Appointment Committee with a summary of this feedback.

In the following circumstances the general provisions above may be waived, subject always to Head of Department/School and Human Resources approval and appropriate consideration of any relevant candidates from the Redeployment Register:

- a. Fractional appointments of up to and including 0.2 Full Time Equivalent level for posts up to and including Grade 7.
- b. Temporary appointments of three months duration or less, regardless of grade level. Any proposal to extend the contract of an individual recruited under such an arrangement will however normally be subject to the standard advertising and appointment arrangements.

Specific arrangements for the appointment of University Officers and other formal leadership roles are detailed below. The general principles above continue to apply unless otherwise stated.

University Officers

The Principal

Appointment of the Principal is as defined in the Statutes.

During a vacancy in the office of Principal, the Court may appoint an Acting Principal who shall exercise and perform such of the functions of the Principal, and shall have such of their powers, privileges and duties, as the Court may specify.

All other University Officers

The Ordinances define that Court shall appoint all University Officers under the arrangements outlined in Table I. Appointment Decisions are delegated by Court.

The University Officers comprise of the following roles:

- The Vice-Principal
- Professional Services Senior Officers
 - The Chief Financial Officer
 - The Chief Commercial Officer
 - The Chief Digital and Information Officer
 - The University Compliance Officer
 - The University Secretary
 - The Chief People Officer
- Associate Principal and Executive Dean (one per Faculty)
- Associate Principals (with specified portfolios)

Leadership Roles

The Leadership roles that are within the scope of this protocol, and their associated remits, are as follows:

- Deputy Associate Principals

The functions and accountabilities of Deputy Associate Principals shall be as determined by the Executive Team. Deputy Associate Principals shall support the University Officers by providing leadership for thematic areas, as determined by the Executive Team, and shall normally be accountable to the Principal or Vice-Principal as specified.

- Heads of Academic Departments/Schools

The functions and accountabilities of Heads of Departments/Schools shall be as determined by the Executive Team. Heads of Department/School will provide leadership and strategic direction to Department/School in the development and support of research, teaching and knowledge exchange and ensure Department/School objectives are aligned to the University strategy.

- Vice-Deans/Senior Vice-Deans

The functions and accountabilities of Vice-Deans shall be as determined by the Executive Team. There shall normally be at least three Vice-Deans per Faculty, with individual remits being aligned

to the University's strategic themes. Vice-Dean roles are normally deemed to be 0.5FTE appointments. The Executive Team may also appoint one Senior Vice-Dean of each Faculty.

- Associate Deans

The Associate Principal & Executive Dean, subject to the prior joint approval of the Vice-Principal and the Chief People Officer, may appoint Associate Deans of each Faculty whose functions and responsibilities shall be as designated by the Associate Principal & Executive Dean. Associate Deans shall support the Associate Principal & Executive Dean by providing leadership for thematic areas, as determined by the Associate Principal & Executive Dean.

The Executive Team may appoint Deputy Associate Principals, Heads of Academic Department/School and Vice-Deans/Senior Vice Deans at such remuneration and upon such terms and conditions as they see fit.

The Executive Team shall appoint Leadership roles within the University, normally from existing staff within the appropriate Departments/Schools or Faculties, under the arrangements outlined in Table 2.

Table 1

University Officers

	Normal Term of Office	Appointment Committee	Appointment Committee Quorum	Reappointment Eligibility and Period	Casual Vacancy Arrangements	Additional Comments or Considerations
Vice-Principal	5 years	<ul style="list-style-type: none"> The Principal The Convenor of Court (or nominee) The Chief People Officer (or nominee) and one other Professional Services Senior Officer Up to three representatives from Senate 	5	Eligible, subject to the approval of Court on the recommendation of the Principal (the full appointment procedure need not apply) for periods of up to 5 years.	Acting Vice-Principal appointment to be endorsed by Court for a period normally not exceeding 12 months (unless otherwise agreed)	N/A
Professional Services Senior Officers	N/A	<ul style="list-style-type: none"> The Principal The Convenor of Court (or nominee) The Chief People Officer (or nominee) and one other Professional Services Senior Officer One representative from Senate One Associate Principal & Executive Dean 	5	N/A	Acting Professional Services Senior Officer appointment to be endorsed by Court for a period normally not exceeding 12 months (unless otherwise agreed)	
University Secretary	N/A	<ul style="list-style-type: none"> The Principal The Convenor of Court (or nominee) The Chief People Officer (or nominee) and one other Professional Services Senior Officer One representative from Senate One Associate Principal & Executive Dean 	5	N/A		Appointment must be approved by full Court
Associate Principal & Executive Deans	Up to 5 years (unless otherwise determined by the Appointment Committee)	<ul style="list-style-type: none"> The Principal The Convenor of Court (or nominee) The Chief People Officer (or nominee) and one other Professional Services Senior Officer An Associate Principal & Executive Dean from another Faculty Two representatives from Faculty in respect of which the vacancy lies 	5	Eligible, subject to the approval of Court on the recommendation of the Principal (the full appointment procedure need not apply) for periods of up to 5 years.	Acting Associate Principal & Executive Dean appointment to be endorsed by Court on the recommendation of the Principal for a period normally not exceeding 12 months	
Associate Principals	Up to 5 years (unless otherwise determined by the Appointment Committee)	<ul style="list-style-type: none"> The Principal The Convenor of Court (or nominee) The Vice Principal The Chief People Officer (or nominee) and one other Professional Services Senior Officer An Associate Principal & Executive Dean 	5	Eligible, subject to the approval of Court on the recommendation of the Principal (the full appointment procedure need not apply) for periods of up to 5 years.	Acting Associate Principals appointment to be endorsed by Court on the recommendation of the Principal for a period normally not exceeding 12 months	

Table 2

Leadership Roles

	Normal Term of Office	Appointment Arrangements/ Committee	Appointment Committee Quorum	Reappointment Eligibility and Period	Casual Vacancy Arrangements	Additional Comments or Considerations
Deputy Associate Principals	Normally 3 years (unless otherwise determined by the Executive Team)	The Executive Team will follow such search and selection procedures as it deems appropriate, giving due consideration to matters of fairness, transparency, equality and diversity	5	Eligible, subject to the approval of the Principal on behalf of the Executive Team (the full appointment procedure need not apply) for periods of up to 3 years. The normal maximum period of office will be 6 years.	Acting Deputy Associate Principal appointed by Executive Team for a period not exceeding 12 months (unless otherwise agreed by the Executive Team).	N/A
Heads of Academic Departments/Schools	Normally 3 years (unless otherwise determined by the Executive Team)	<p>Appointments are normally sought from the existing staff of the Department/School. Appointments commence on the first day of August in the year of appointment.</p> <p>The Associate Principal & Executive Dean shall normally make all staff in the Department/School aware of the vacancy and provide an opportunity for individuals to apply for the role. At the discretion of the Associate Principal & Executive Dean, the Faculty may establish a Search Committee (membership as determined by the Associate Principal & Executive Dean) to identify and give initial consideration to possible candidates.</p> <p>The Appointment Committee shall comprise:</p> <ul style="list-style-type: none"> • Principal or nominee (Convenor) • Associate Principal & Executive Dean of the relevant Faculty • Two representatives from the relevant Faculty • Head of Department/School from another Faculty • A Human Resources Representative 	4	Eligible, subject to the approval of the Principal and relevant Associate Principal & Executive Dean on behalf of the Executive Team (the full appointment procedure need not apply) for periods of up to 3 years. The normal maximum period of office will be 6 years.	Acting Head of Department/School appointment by the Executive Team on the recommendation of the relevant Associate Principal & Executive Dean for a period not exceeding 12 months (unless otherwise agreed by the Executive Team)	Normally, if no internal candidate is identified or deemed appointable by the Appointment Committee, the post may be advertised externally. Internal candidates would remain eligible to apply. Candidates would then be considered by the Appointment Committee as detailed above.
Vice-Dean/Senior Vice-Dean	Normally 3 years (unless otherwise determined by the Executive Team)	<p>Appointments are normally made from the existing staff of the Faculty concerned.</p> <p>The Associate Principal & Executive Dean shall make all staff in the Faculty aware of the vacancy and provide an opportunity for individuals to apply for the role. At the discretion of the Associate</p>	4	Eligible, subject to the approval of the Principal and relevant Associate Principal & Executive Dean on behalf of the Executive Team (the full appointment procedure need not apply) for periods of up to 3 years. The	Acting Vice-Dean/Senior Vice-Dean appointment by the Executive Team on the recommendation of the relevant Associate Principal & Executive Dean for a period not	If no internal candidate is identified or deemed appointable by the Appointment Committee, the

	Executive Team)	<p>Principal & Executive Dean, the Faculty may establish a Search Committee (membership as determined by the Associate Principal & Executive Dean) to identify and give initial consideration to possible candidates.</p> <p>The Appointment Committee shall comprise:</p> <ul style="list-style-type: none"> • Principal or nominee (Convenor) • Associate Principal & Executive Dean of the relevant Faculty • Two representatives from the relevant Faculty • A Vice-Dean from another Faculty • A Human Resources representative 		normal maximum period of office will be 6 years.	exceeding 12 months (unless otherwise agreed by the Executive Team)	post may be advertised externally. Internal candidates would remain eligible to apply. Candidates would then be considered by the Appointment Committee as detailed above.
Associate Deans	Normally 2 years (unless otherwise determined by the Executive Team)	<p>The Associate Principal & Executive Dean will follow such search and selection procedures as it deems appropriate, giving due consideration to matters of fairness, transparency, equality and diversity.</p> <p>Appointments are subject to approval from the Vice Principal and CPO.</p>	N/A	Eligible for re-appointment, subject to the approval of the Associate Principal & Executive Dean in consultation with the Vice-Principal and CPO (the full initial appointment procedure need not apply). Re-appointments would normally be for periods of two years. The normal maximum period of office shall be six years.	N/A	N/A

Table 3

University of Strathclyde Appointment Committees / Constitution Requirements

Grade 5 and below	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Prof / equivalent
<p><i>APS / Technical / Operational</i></p> <p>Minimum of 2 relevant experienced members of staff</p>		<p><i>Academic (Lec A)</i></p> <p>Quorum = 3</p> <ul style="list-style-type: none"> Executive Dean / nominee (Convener) HoD / nominee Senior subject area specialist Senate representative HR representative 	<p><i>Academic (Lec B)</i></p> <p>Quorum = 3</p> <ul style="list-style-type: none"> Executive Dean / nominee (Convener) HoD / nominee Senior subject area specialist Senate representative HR representative 	<p><i>Academic (Senior Lec)</i></p> <p>Quorum = 4</p> <ul style="list-style-type: none"> Executive Dean / nominee (Convener) HoD / nominee Senior subject area specialist Senate representative HR representative 	<p><i>Academic (Reader)</i></p> <p>Quorum = 4</p> <ul style="list-style-type: none"> Executive Dean / nominee (Convener) HoD / nominee Senior subject area specialist Senate representative HR representative 	<p><i>Academic (Professor)</i></p> <p>Quorum = 5</p> <ul style="list-style-type: none"> The Principal / nominee (Convener) Lay Member of Court Associate Principal & Executive Dean / nominee HoD Senior subject area specialist Professorial Senate representative HR representative <p>Plus up to 2 external assessors may attend (advisory capacity only / not part of quorum)</p>
	<p><i>Teaching / Research / Knowledge Exchange</i></p> <p>Quorum = 2</p> <ul style="list-style-type: none"> HoD / nominee Line manager Senior subject area specialist 	<p><i>Teaching / Research / Knowledge Exchange</i></p> <p>Quorum = 2</p> <ul style="list-style-type: none"> HoD / nominee Line manager Senior subject area specialist 	<p><i>Teaching / Research / Knowledge Exchange</i></p> <p>Quorum = 3</p> <ul style="list-style-type: none"> Executive Dean / nominee (Convener) HoD / line manager Senior subject area specialist HR representative 	<p><i>Teaching / Research / Knowledge Exchange</i></p> <p>Quorum = 4</p> <ul style="list-style-type: none"> Executive Dean / nominee (Convener) HoD / nominee Line manager Senior subject area specialist HR representative 	<p><i>Teaching / Research / Knowledge Exchange</i></p> <p>Quorum = 4</p> <ul style="list-style-type: none"> Executive Dean / nominee (Convener) HoD / nominee Line manager Senior subject area specialist HR representative 	<p><i>Knowledge Exchange (Professor of Practice/Executive Director)</i></p> <p>Quorum = 5</p> <ul style="list-style-type: none"> The Principal / nominee (Convener) Lay Member of Court Associate Principal & Executive Dean nominee HoD 2 Senior Professional Specialists (eg senior academics, Professor of Practice, knowledge exchange director) HR representative <p>Plus up to 2 external assessors may attend (advisory capacity only / not part of quorum)</p>

	<p><i>APS / Technical</i></p> <p>Quorum = 2</p> <ul style="list-style-type: none"> • HoD / PS Director / nominee (Convener) • Line manager • Senior professional specialist • HR representative 	<p><i>APS / Technical</i></p> <p>Quorum = 3</p> <ul style="list-style-type: none"> • HoD / PS Director / nominee (Convener) • Line manager • Senior professional specialist • HR representative 	<p><i>APS / Technical</i></p> <p>Quorum = 3</p> <ul style="list-style-type: none"> • Executive Dean / PS Director / nominee (Convener) • HoD / line manager • Senior professional specialist • HR representative 	<p><i>APS</i></p> <p>Quorum = 4</p> <ul style="list-style-type: none"> • Executive Dean / PS Director / nominee (Convener) • HoD / line manager • Senior professional specialist • HR representative 	<p><i>APS</i></p> <p>Quorum = 4</p> <ul style="list-style-type: none"> • Executive Dean / PS Director / nominee (Convener) • HoD / line manager • Senior professional specialist • HR representative 	<p><i>APS / Executive Director</i></p> <p>Quorum = 5</p> <ul style="list-style-type: none"> • The Principal or nominee (Convener) • Associate Principal & Executive Dean / PS Senior Officer / nominee • 2 senior professional specialists (e.g. relevant PS Directors or senior academics) • HR representative <p>Plus up to 2 external assessors may attend (advisory capacity only / not part of quorum)</p>
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