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**Interview Panel Membership**

This document provides an overview of the University’s expectations for panel composition, as related to job roles and levels across the University.

**Key principles:**

The following procedures outline the University’s expectations for panel composition:

* All panel members must have completed the University’s Recruitment and Selection E-Learning module prior to their involvement with the recruitment and selection process. You can enrol onto this module by accessing your [Learn-Upon account](https://hud.learnupon.com/).
* All selection panels must be Chaired by an independent Chairperson (excluding KTP posts). To ensure that the Chair is independent, they must be employed in a different School or Service to where the vacant post is based. Our [Chair Finder Report](https://hrreports.hud.ac.uk/ReportServer/Pages/ReportViewer.aspx?%2fExternal%2fRecruitment%2fApproved+Chairs&rs:Command=Render) will provide you with details of members of staff who are at an appropriate grade to Chair the panel and have completed the mandatory Recruitment and Selection E-Learning module.
* All panel members should be at a higher level than the post being recruited to (with the exception of senior staff appointments) unless agreed in advance by the Recruitment and Selection Manager. For example, flexibility may be agreed where specialist expertise is only available at the same level.
* The shortlisting panel may be smaller than the full interview panel, but there should be at least 2 people involved in shortlisting and it is best practice that those involved in shortlisting will also be involved with the interviews.
* Appointment decisions should be based on merit in accordance with the person specification for the role.
* The outcome of additional assessments undertaken by the candidates as part of the selection process (for example tests and presentations) should be considered by the panel after the interviews have been concluded, to inform the final selection decision.
* The expectation of the University is that all interview panels will be of mixed gender to ensure equality and diversity within the recruitment process.

**KTP Posts**

Interviews would usually be held at the company premises with panel members from both the University and the company. These posts should be Chaired by a member of University staff.

**Specific Chair and panel requirements are as follows:**

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| **Type of Appointment** | **Chair requirements (minimum levels)** | **Other Panel Requirements** |
| **Professor** | VC or DVC | External assessor of professorial standing  Dean of School |
| **Associate Dean** | VC or DVC | Dean of School |
| **Head of Department** | VC or DVC | Dean of School |
| **School Director of RIKE/T&L/International** | PVC as appropriate | Dean of School |
| **School Director (of posts excluding RIKE/T&L/International)** | Dean of another School | Dean of School |
| **Grade 9 Academic** | Dean of another School | Dean of School |
| **Reader (Grade 9)** | PVC or Dean of another School | External assessor of professorial standing  Dean of School |
| **Grade 7/8 Academic** | Dean/Professor/HoD in another School | Dean of School |
| **Researchers** | HoD or Professor from another School |  |
| **Directors** | VC/DVC/PVC |  |
| **Heads of Service** | Director of another Service |  |
| **Support Staff Grade 9** | Director or Head of Service from another Service |  |
| **Other Support Staff** | Head of Service or Unit Manager at equivalent grade status to other members of the Panel |  |

If you have any queries at all, please contact us at [hr@hud.ac.uk](mailto:hr@hud.ac.uk).