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Chair’s Information Pack



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| **Contents** |
| 1. | [**Role of the Chair**](#_Role_of_the)**.** |
| 2. | [**Information sheet**](#_Information_Sheet) – this covers general questions the candidate may ask such as car parking, pension, annual leave etc. plus some general information about processes. |
| 3. | [**Link to our interview notes page**](#_Interview_Notes) – all interview notes should be returned to Human Resources, as these are kept with the outcome documentation.  |
| 4. | [**Link to our Current Salary Scales**](#_Current_Salary_Scales). |
| 5. | [**Starting Salary document**](#_Starting_Salary) – this outlines the University’s starting salary policy.  |
| 6. | [**Further information for Professor/Reader appointments**](#_Further_Information_for)**.** |
| 7. | [**Human Resources Interview Report**](#_Human_Resources_Interview) – this should be fully completed and uploaded to iTrent. |
| 8. | [**REM1 Form**](#_REM1:_Request_for) - if required, this should be fully completed and uploaded to iTrent, along with the completed interview report. |

If you have any queries at all regarding your interviews or the appointment process, please contact your HR Officer or email hr@hud.ac.uk.

1. **Role of the Chair**

Thank you for agreeing to act as Chair for these interviews. Your role is crucial to the effectiveness of the panel interview and we have prepared some guidelines for you to follow to ensure a fair and equitable interview process.

You should have already received a set of applications for this post. If you have not received these, please get in touch with the contact within the School or Service to have these sent to you.

**The role you play as part of the interview panel is to:**

* Ensure University procedures are followed.
* Ensure fairness within the process.
* Develop a rapport with the candidates.
* Explain the interview process to the candidates.
* Ensure timings are adhered to.
* Pursue any points not adequately covered at the end of the interview.
* Veto the appointment if unfair practices are brought into play.
* Complete the Human Resources Interview Report (found within this document), which should include a brief written report on the outcome of the selection process.
* Provide an independent account of proceedings in the event of a complaint.

The recommended guidelines are:

**Prior to interview:**

* We advise that the panel meet at least 15 minutes prior to the interview to discuss the roles and responsibilities of panel members and to agree any areas of questioning. We recommend that you use [competency-based questions](https://staff.hud.ac.uk/media/intranet/content/hr/downloads/Competency-Based-Interview-Questions.docx) focussed on the person specification for the role.
* You should also determine how candidates are to be assessed (i.e. panel members taking notes or individual assessment forms being completed). A link to a [sample interview notes page](https://staff.hud.ac.uk/media/intranet/content/hr/downloads/Interview-Notes-Blank-Template.docx) is provided for your use.
* If the selection process involves the candidate giving a presentation and using a panel member’s University IT access, please ensure that they are not left unattended with the technology in the interview room and that Outlook and Teams are closed down on the computer.

**Beginning of interview:**

* Put the candidate at ease and establish rapport by smiling, using the candidates name and welcoming them.
* Ask panel members to introduce themselves.
* Explain the purpose and order of the interview.
* Check the candidate’s understanding.
* Ask an introductory question to put the candidate at ease.

**Middle of interview:**

* Keep control of the interview.
* Ensure the panel listens carefully to what is being said.
* Ensure eye contact is kept, any notes need to be taken by panel members not asking the question to ensure eye contact is maintained.
* Silence is allowed.
* Summarize.
* Acknowledge the candidate’s answers and express appreciation.

**End of interview:**

* Ask the candidate if they have any questions for the panel or want to mention anything that has not been covered by the questioning.
* Explain how the decision will be communicated, i.e. a phone call to the preferred candidate and e-mails to everyone else. **Please note it can take Human Resources several days to inform candidates of the outcome.**
* Thank the candidate for attending.

**Notification of the Outcome of Interviews to Internal Candidates**

When internal candidates are unsuccessful at interview it is best practice to advise them of the outcome verbally before they receive written confirmation from Human Resources. Therefore, should you be interviewing internal applicants today, please ensure a panel member is nominated to verbally advise them of the outcome and inform the Human Resources contact when they have done so. This will then ensure that written confirmation is not sent out prematurely.

**Following the Interviews – What happens next?**

Once interviews have been held and you have a preferred candidate who meets all of the essential criteria for the post, we are happy for a panel member to go ahead and contact the candidate to verbally offer them the post subject to:

1. Satisfactory references
2. Health clearance
3. Eligibility to work in the UK

Please ensure that the completed Chair’s report is uploaded to the requisition within iTrent and once this has been done, the Recruitment and Selection team can begin working on the appointment process.

All appointments are usually made at the bottom of the salary grade. If the panel wish to make an appointment above this point, you should also complete a REM1 form (contained within this pack). This will need to be uploaded along with your Chair’s report and agreed by the Head of HR, before the salary is confirmed to the preferred candidate.

**How long should I keep application forms and interview notes?**

From the date of receiving the outcome, candidates will have six weeks to request feedback.

The panel member who has been nominated to provide feedback should keep their copy of the application forms for a period of 3 months (commencing from the closing date). Other panel members can destroy any copies of applications they have following the interviews.

As the application forms contain personal information, files should be deleted where they have been held electronically, or where held in paper form they should either be destroyed locally or returned to Human Resources for disposal.

All interview notes should be returned electronically to HR where they will be stored in line with our retention policy.

1. **Interview Notes**

Please click on the following link to our [interview notes page](https://staff.hud.ac.uk/media/intranet/content/hr/downloads/Interview-Notes-Blank-Template.docx) which you can download for your use.

1. **Information Sheet**

**References**

All references are requested following interview for the preferred candidate, once they have accepted our formal job offer and contract of employment.

**Pension Scheme**

* Research and Support staff are auto-enrolled into the West Yorkshire Pension Fund.
* Academic and Senior Staff are auto-enrolled in the Teachers’ Pension Scheme.

**Annual Leave**

* Full-time support staff are entitled to 30 days paid holiday per year.
* Full-time academic and research staff are entitled to 37 days paid holiday per year.
* Senior staff are entitled to 32 days paid holiday per year.

Statutory and bank holidays are in addition to annual leave.

Part-time staff are entitled to a pro-rata entitlement of annual leave and the statutory and bank holidays.

The holiday year runs from 1 September to the end of the following August.

**Salary Increments**

* **Support staff appointments**: If the successful candidate joins the University between 2nd October and 31st March, their first increment is due 6 months from the date of commencement of employment, otherwise it is due 1st April the following year.
* **Academic and Research staff appointments**: If the successful candidate joins the University between 1 August and 28/29 February, their first increment will be due the following August. For candidates joining the University between 1 March and 31 July, their first increment will be due 6 months after the commencement of their employment.

**Parking Permits**

Car parking for staff on the University’s Queensgate campus is limited and offered on a payment only basis. New members of staff may join a waiting list for allocation of a car parking permit.

There are a small number of personally allocated fixed disabled parking bays available to blue badge holders, which are chargeable. Where an individual does not have a fixed bay allocated to them, there are a number of free of charge blue badge disabled spaces available on a first come, first served basis.

1. **Current Salary Scales**

Please click on the following link to view our [current salary scales](https://staff.hud.ac.uk/media/intranet/content/hr/downloads/Mar25Payscales.pdf).

1. **Starting Salary**

Appointment within a grade will be at the minimum point unless previous experience justifies immediate progression.

Immediate progression will only be considered where:

* An individual has come from an interchangeable role at the same or equivalent grade in another University or HEI, e.g. appointment from Lecturer B to Senior Lecturer.
* A current member of staff employed on a fixed term or permanent contract is recruited in an open competitive recruitment process to a new post from a post on the same grade. In such cases they will receive one increment from the date of the new post and any additional incremental progression is implemented from this date. This provision does not apply to restructures and/or redeployments and/or rearrangement of duties.
* An individual has significant experience that is of direct relevance to their performance (above the level of experience assessed within grade definitions), e.g. substantial practical experience relevant to teaching role.

The reasons for any immediate progression must be recorded on the REM1 form found in this pack and signed by the Chair of the recruitment panel.

The completed REM1 form must be uploaded to iTrent, as part of this pack following the interviews, and agreed by the Head of Human Resources before confirmation of the starting salary is given.

1. **Further Information for Professor/Reader Appointments**

**For candidates applying for the post of Professor they must be able to demonstrate**

**how they meet the attributes stated on the person specification**

**in addition to those stated below**

**(the School will have identified which criteria the appointment falls under)**

***Professor A) Exceptional recognised achievement in research***

This criterion will be demonstrated through:

* Evidence of outstanding contribution and sustained output of high quality peer-reviewed research publications or other recognised forms of output demonstrating high impact
* Expectation that the individual will be submitted to REF (or equivalent exercise)
* Evidence of an established international reputation in a research field e.g. publications, regular invitations to be a contributor in major conferences, editorship of proceedings, performance, exhibitions, conference organisation.
* Sustained record of attracting funds
* Academic distinction e.g. academic awards, editorship of, refereeing for journals, grant reviewer for awarding bodies, services for learned societies
* Successful supervision of candidates for research degrees and external examining of research theses
* Evidence of outstanding teaching / supervision through the integration and dissemination of research outputs
* Doctorate
* Where applicable, commercial or industrial exploitation, if intrinsic to the research case, including national/international recognition of the quality of the work.
* A track record of strong academic leadership

Evidence will be measured through a range of:

* Relevant qualifications
* Career and experience
* Refereed and other publications, or their equivalent and their level of scholarship
* Submission to the most recent REF, or its equivalent
* Grants/awards received
* Invitations to deliver papers at external events/give exhibitions/ performances
* Successful supervision of candidates for research degrees and external examining of research theses
* Spin out companies established
* Exploitation of Intellectual Property Rights (e.g. patents and royalties)
* Number of successful KTPs
* Consultancy income and contracts
* Professional practice e.g. engagement with professional bodies
* Contribution to education, training or development in professional sector e.g. chairing bodies of national or international standing
* External appointments and external awards
* External Assessor Reports
* CPD

***Professor B) Distinction in teaching, in conjunction with research and scholarly work of international standing***

This criterion will be demonstrated through:

* Evidence of established international reputation in the field of pedagogy evidenced by e.g. publications, teaching contributions for professional bodies, contribution to national/international curriculum debate in the subject area, membership of education or training committees of professional institutions or publication of widely used textbooks
* Evidence of sustained output of refereed, high-quality publications in journals, conference proceedings and/or books
* Expectation that the individual will be submitted to REF (or equivalent exercise)
* Significant competitive award/grant-capture for teaching and learning
* Successful supervision of students who gain prizes or other distinctions
* Evidence of contribution to University policy and practice in teaching and learning.
* Exceptionally positive feedback on teaching quality from appropriate sources
* Evidence of national reputation in research, for example, commissioned publications, successful conference organisation, regular invitations to participate in major conferences
* Doctorate
* Recognition as having made a significant contribution to the relevant profession
* A track record of strong academic leadership

Evidence will be measured through a range of:

* Relevant qualifications
* Professional Recognition
* Career and experience
* Engagement with pedagogic initiatives and projects
* Refereed and other publications, or their equivalent, and their level of scholarship
* Submission to the most recent REF, or its equivalent
* Grants/awards received
* Student achievements of distinction
* Invitations to deliver papers at external events/give exhibitions/performances
* Successful supervision of candidates for research degrees and external examining of research theses
* Consultancy income and contracts
* Professional practice e.g. engagement with professional bodies
* Contribution to education, training or development in professional sector e.g. chairing bodies of national or international standing
* External appointments and external awards
* External Assessor Reports
* CPD

***Professor C) Distinction in achievement in enterprise, innovation and/or knowledge transfer***

The criterion will be demonstrated through:

* A significant record in transfer of intellectual property into the wider economy
* A significant record of translation of research findings into clinical/industrial/commercial/ practice solutions
* Sustained success in securing major funding
* Significant and sustained industrial/commercial collaborations
* Evidence of significant influences on the formulation of policies or of practice in organisations outside the University
* A significant contribution to research or policy development in the field of knowledge transfer
* Demonstrable leadership in academic enterprise and new academic enterprise processes designed, initiated and managed
* A sustained record of supervision of postgraduate students on new business creation and technology or knowledge transfer projects
* High visibility involvement in regional, national and international enterprise bodies
* An established reputation for research
* Major innovation in linking research and knowledge transfer through consultancies, CPD, enterprise activities
* Evidence of outstanding teaching / supervision through the integration and dissemination of outputs
* Doctorate
* International contribution to developing the link between the discipline and its stakeholders through e.g. membership of international committees, publications
* A track record of strong academic leadership

Evidence will be measured through a range of:

* Qualifications
* Engagement in knowledge creation and transfer in industry, commerce, government or NGOs (as appropriate)
* External funding
* Consultancy income
* Number and quality of new business projects launched
* Success in raising capital in support of new business projects
* National and international reputation of new business projects
* Submission to the REF (or equivalent)
* Management of investment funds, grants and contracts
* Invitations to present external lectures and other contributions to conferences and other public events
* Enterprise outputs (e.g. patents, licences)
* Extent and nature of involvement in consultancy

**For candidates applying for the post of Reader they must be able to demonstrate**

**how they meet the attributes stated on the person specification**

**in addition to those stated below:**

***Distinction and recognised achievement in research and/or innovative application***

This criterion will be demonstrated through:

* Evidence of a high reputation in research with distinction in prospect
* Evidence of sustained output of high quality research publications or other recognised forms of output
* Expectation that the individual will be submitted to REF (or equivalent exercise)
* Evidence of an established national reputation in a research field e.g publications, conference organisation, invitations to participate in conferences
* Doctorate
* Record of attracting funds
* Academic distinction e.g. academic awards, editorship of, refereeing for journals, grant reviewer for awarding bodies, services for learned societies
* Successful supervision of candidates for research degrees and external examining of research theses
* Where applicable, commercial or industrial exploitation, if intrinsic to the research case, including national recognition of the quality of the work

Evidence will be measured through a range of:

* Relevant qualifications
* Career and experience
* Refereed and other publications, or their equivalent and their level of scholarship
* Submission to the most recent REF (or equivalent)
* Grants/awards received
* Invitations to deliver papers at external events/give exhibitions
* Successful supervision and joint supervision, of candidates for research degrees and external examining of research theses
* External appointments and awards
* External Assessor Reports
* CPD
1. **Human Resources Interview Report**

**To be fully completed by the Chair of the interview panel**

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| **Vacancy Ref:** |       |  |
| **Job Title:**  |       |
| **School/Service:** |       |
| **Interview Date:** |       |
| **Interview Panel:** | **Involved in****Shortlisting?** |
| **Chair:** |       | [ ]  |
| **Member 1** |       | [ ]  |
| **Member 2** |       | [ ]  |
| **Member 3** |       | [ ]  |
| **Member 4** |       | [ ]  |
| **Member 5** |       | [ ]  |

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| **Report on Interview Process and Outcome:** **Please provide a brief summary for each candidate, including the reasons for appointing/not appointing.**  |
| **Candidate 1 (Name):**  |       | Is this candidate: Appointable [ ] Not Appointable[ ]  |
| *Please tick if applicable:* Remote Interview [ ]  Candidate withdrew [ ]  Candidate did not attend [ ]  |
| Comments:       |
| **Candidate 2****(Name):**  |       | Is this candidate: Appointable [ ] Not Appointable[ ]  |
| *Please tick if applicable:* Remote Interview [ ]  Candidate withdrew [ ]  Candidate did not attend [ ]  |
| Comments:       |
| **Candidate 3 (Name):**  |       | Is this candidate: Appointable [ ] Not Appointable[ ]  |
| *Please tick if applicable:* Remote Interview [ ]  Candidate withdrew [ ]  Candidate did not attend [ ]  |
| Comments:       |
| **Candidate 4 (Name):**  |       | Is this candidate: Appointable [ ] Not Appointable[ ]  |
| *Please tick if applicable:* Remote Interview [ ]  Candidate withdrew [ ]  Candidate did not attend [ ]  |
| Comments:       |
| **Candidate 5 (Name):**  |       | Is this candidate: Appointable [ ] Not Appointable[ ]  |
| *Please tick if applicable:* Remote Interview [ ]  Candidate withdrew [ ]  Candidate did not attend [ ]  |
| Comments:       |
| **Candidate 6 (Name):**  |       | Is this candidate: Appointable [ ] Not Appointable[ ]  |
| *Please tick if applicable:* Remote Interview [ ]  Candidate withdrew [ ]  Candidate did not attend [ ]  |
| Comments:       |
| **Candidate 7 (Name):**  |       | Is this candidate: Appointable [ ] Not Appointable[ ]  |
| *Please tick if applicable:* Remote Interview [ ]  Candidate withdrew [ ]  Candidate did not attend [ ]  |
| Comments:       |
| **Preferred Candidate** |
| **Name** |       |
| **Proposed Starting Salary****If above the bottom of the scale please complete a REM1 form** | £      |
| **Reserve Candidate** |
| **Name** |       |
| **Proposed Starting Salary****If above the bottom of the scale please complete a REM1 form** | £      |
| **Contacting the Preferred Candidate:**Once interviews have been held and you have a preferred candidate who meets all of the essential criteria for the post, we are happy for a panel member to go ahead and contact the candidate to verbally offer them the post subject to:1. Satisfactory references
2. Health clearance
3. Eligibility to work in the UK

Please ensure that the completed Chair’s report is uploaded to the requisition within iTrent and once this has been done, the Recruitment and Selection team can begin working on the appointment process.All appointments are usually made at the bottom of the salary grade. If the panel wish to make an appointment above this point, you should also complete a REM1 form (contained within this pack). This will need to be uploaded along with your Chair’s report and agreed by the Head of HR, before the salary is confirmed to the preferred candidate.  |
| **Chair’s Signature** |
| **Name** |       |
| **Signed** |       |
| **Date** |       |

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| **This section to be completed for Professor/Reader appointments only** | **🗹** |
| The preferred candidate **does** meet the criteria for Professor/Reader  |  |
| The preferred candidate **does not** meet the criteria for Professor/Reader  |  |
| **Name** |       |
| **Signed** |       |
| **Date** |       |

1. **REM1: Request for the Award of Immediate Progression**

Please complete this form if the panel feel there is a case for an appointment to be made at a higher point on the salary grade, based on one of the reasons below.

Once uploaded to iTrent, the request will be submitted to the Head of HR for consideration.

|  |  |
| --- | --- |
| **Candidate Name:** |   |
| **Post Reference:** |  |
| **Post:** |  |
| **School / Service:** |  |
| **Salary Requested:** |  |
| **Grade:** |  |
| **Scale Point:** |  |

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| **Reason for immediate progression** |
| * Moved from an interchangeable role at the same/equivalent grade in another University

**-Or-** |
| * Significant experience of direct relevance to the performance of the role.

Please provide details of what the experience is and the number of years’ experience.        |
| **Signature:** | (Chair of Interview Panel) |
| **Name:** |  | **Date:** |  |

**HR Use Only:**

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| --- | --- | --- |
| **Approved** | **Yes** | **No** |
| **Signature:** |  |
| **Name:** |  | **Date:** |  |