

PERSONNEL SERVICES

University Offices, Wellington Square, Oxford OX1 2JD
 Director of Personnel and Administrative Services



To heads of division, Pro-Vice-Chancellor (ASUC), Chairman of the Continuing Education Board, Registrar, Director of Finance

Ref. EMS/5, EMS/6

21 May 2010

cc. heads of department, chairmen of faculty boards, divisional secretaries, departmental administrators, faculty board secretaries, Ms Braithwaite, Ms Cross, Dr Gambles, Mr Harris, Ms Rampton, Mr Shaw, Ms Wintersgill, Dr Walker

Recruitment protocol

This circular confirms that, following a review by the Personnel and the Planning and Resource Allocation Committees, Council has agreed that the staff recruitment protocol will remain in place for at least one further year, i.e. until May 2011.

The introduction of the staff recruitment protocol was notified in Personnel Services circular PERS(09)06, issued on 5 May 2009. A copy of the protocol and its annexed flowchart are attached for ease of reference.

The operation of the protocol has been reviewed by the Personnel and the Planning and Resource Allocation Committees, which have noted that over the last year the number of internally-funded staff has stabilized (having steadily increased in recent years). The committees believe that this is due in no small part to the efforts of divisions, departments, faculties, and staff to respond to the difficult current economic climate, which have resulted in departments generally presenting for divisional and central scrutiny only those cases for the refilling of existing posts and the filling of new ones which seem essential. Noting that the financial position of the University continues to be difficult, not least in the context of significant uncertainties about public funding, Council has agreed, on the recommendation of the Planning and Resource Allocation Committee, that the protocol should remain in place for at least one further year.

The key provisions of the protocol are as follows (full details are set out in the attachments).

No posts may be advertised without the appropriate approvals under the protocol.

1. Professorships, lectureships, and RSIV posts are covered in sections 10-12 of the protocol.
2. Externally-funded research posts below RSIV may be advertised with departmental approval as set out in section 13 of the protocol (see also note below).
3. The advertisement of ALL other posts is subject to approval under the provisions of section 14 of the protocol. The academic division or other approving body must approve the advertisement of all such posts: **in addition, central approval is required for the external advertisement of new posts (see section 14.4 of the protocol)**, through the 'joint group'. Once approval has been given, the academic division or other approving body must allocate to



the department which is recruiting to such a post a number consisting of the following three elements:

(i) code for the approving body, e.g. MPLS, HUM

(ii) unique serial number, i.e. 001, 002 etc.

(iii) capital I to indicate that the post is to be advertised internally only, or E to indicate that both internal and external advertisement have been approved.

Note: in expansion of section 13 of the protocol and the related parts of the flowcharts, I can confirm that any post which is fully externally funded may be advertised with departmental approval – in other words section 13 applies to all externally funded posts, not just research posts (but it does not apply to RSIV posts or academic positions).

JEREMY WHITELEY

JDW/RWK

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Replaces existing circular: No
Copy for notice boards: No