

PERSONNEL SERVICES

University Offices, Wellington Square, Oxford OX1 2JD
 Director of Human Resources



To: heads of departments and institutions, faculty board chairmen,
 divisional secretaries, faculty board secretaries, departmental
 administrators, Dr Booth, Dr Gambles, Ms Haugen, Ms McKiernan, Ms
 Nickless, Ms Rowan, Ms Sundaram, Ms Rattray

PERS(13)06

13 June 2013

cc: Heads of division, all members of Personnel Services

Revised guidance for the recruitment and selection of academic staff

The University's guidance for the recruitment and selection of academic staff has been revised and updated.

The revised guidance covers appointments to university lecturer, CUF lecturer and faculty lecturer posts and may be found at: www.admin.ox.ac.uk/personnel/staffinfo/academic/appointac/

1. Action required of divisions and departments/faculties

Divisions and departments/faculties are asked to:

- note the revised guidance; and
- draw the revised guidance to the attention of all those who support and serve on selection committees for university lecturers, CUF lecturers and faculty lecturers.

2. Background

Personnel Services has recently undertaken a thorough review of the existing guidance and supporting documents on academic recruitment and selection. This review was prompted by:

- the need to ensure that the guidance was up to date with employment law and best practice;
- feedback to the International Strategy Team that some applicants from abroad found our processes and documentation to be unintelligible and unwelcoming;
- an awareness that a review was overdue, and that care must be taken to ensure that the guidance supports the collegiate University in its wish to recruit the best academic staff.

The divisions, the Equality and Diversity Unit, the Personnel Inter-Collegiate Working Group of the Conference of Colleges and the Standing Committee of the Senior Tutors' Committee have been consulted on drafts of the guidance, and their feedback has been incorporated. The feedback given in the survey by International Strategy has also been taken into account.



3. The revised guidance

The revised guidance is available at:

www.admin.ox.ac.uk/personnel/staffinfo/academic/appointac/

Overall, the guidance has been shortened significantly and brought into line with legislative requirements and best practice relating to Equality and Diversity.

Significant additions have been made to the guidance accompanying the template advert, to assist in balancing the need to manage expectations with respect to salaries with the need to be compliant with UKBA requirements in any role for which a work visa might be required.

Two documents have been added: a template invitation letter for prospective panel members clarifying what will be expected of them, and a template feedback form for student audience members where interview candidates are asked to give a student presentation as part of the selection process.

No changes have been made to the [Joint Appointments Procedure](#).

The revised guidance is also being circulated to colleges by the Senior Tutors' Committee.

MR J DUXFIELD

Director of Human Resources.

For notice boards: YES.