

1. Background

The University will submit an institutional level application for silver Athena SWAN accreditation in April 2017 and an institutional Race Charter application in July 2017. The quality of these applications suffers from the absence of robust equality monitoring data for recruitment to academic posts.

Currently, applicants for the majority of academic vacancies apply via e-mail or post and are then sent a form to complete and return confidentially with their equality data. As this aspect of the process is difficult to enforce, the coverage of equality monitoring data is significantly lower than that for vacancies processed using CoreHR, where completion of the equality monitoring section is mandatory.

Utilising CoreHR for all academic vacancies will address this issue and ensure that equality monitoring data for academic roles is captured in the same way as for all other vacancies.

2. Scope

All academic posts (where the University is the main employer) are in scope, including Statutory Chairs/Professors, Associate Professors, Departmental Lecturers and all research and clinical roles. From 1 July 2016, the only recruitment that should be managed off-system are casuals (including casual teachers and examiners) and Associate Professors where the college is the primary employer. Mechanisms for capturing equality and data for college-led joint appointments will be considered in a second phase of the project.

3. Summary of changes

- Any new vacancy for an academic post that is to be advertised on or after 1 July will need to be uploaded to CoreHR following the process used for non-academic vacancies.
- Equality and diversity data is captured at application stage via the online application form. Therefore no requirement for M1, M2 and M3 forms (unless a manual application is accepted).
- The Job Description and Selection Criteria document must advise applicants to apply online (the template documents will be updated with sample text).
- A new application form template (“Academic Application”) will be available in CoreRecruitment from 30 June.
- On or after the vacancy closing date, a trained CoreHR user from within the department or division (or Senior Appointments Team for Statutory Professorships) will download the applications and share them securely with whoever will be responsible for communicating with the applicants and selection panel.
- Once the preferred candidate has accepted the offer, the CoreHR user must update the applicant statuses in CoreHR and close the vacancy. This is to ensure that data required for Athena SWAN can be captured.

- The University Jobs and Vacancies website will be updated with details of the new application method. Once existing academic vacancies are closed, the “further particulars” page on the website will be removed as the job description document will be accessible from the advert. The current [webpage for University and college academic vacancies](#) will remain in place for the time being, pending further consideration of college-led joint appointments.

4. Roles and responsibilities

Roles and responsibilities within departments and divisions will remain broadly unchanged. The HRIS Support Centre has consulted with divisions and a selection of departments over the process. Your divisional office will be able to advise you about the process for your area.

If you normally administer aspects of academic recruitment and are not currently trained in the use of CoreHR, the essential system steps will be undertaken by an existing trained CoreRecruitment user in your department or division. This has been agreed with divisions. If you feel it would be useful for you or one of your team to be trained in CoreRecruitment, please discuss this with your divisional office in the first instance.

5. Transition period

When we go live on 1 July, there will be a number of existing academic vacancies live on the University website. The application process for these vacancies will not change and the location of the adverts on the websites will remain the same to ensure links from other sites are preserved. The Jobs and Vacancies pages will explain to potential applicants that we are moving to a new process and that they should read the advert to check how to apply.

4.1 Guidance documents

- For general information about the project please visit the [Using HRIS website](#).
- For guidance on the CoreHR system steps, CoreRecruitment users should refer to our new guide on Academic Recruitment, in conjunction with our general [recruitment QRGs](#).
- In response to feedback regarding the CoreHR applicant packs, we have produced a short guide on [Using Nuance PDF converter to enhance documents](#) (e.g. adding page numbers and contents pages).

5.2 Contacts

For guidance on roles and responsibilities and the process for your department, please speak to your divisional contact:

Humanities:	Catherine McKiernan
Medical Sciences:	Ingunn Haugen
MPLS:	Gwen Booth
Social Sciences:	Heather Phillips

For general queries about academic recruitment on CoreHR, email HRIS@admin.ox.ac.uk

CoreHR users can contact the Support Centre with system queries via the usual channels: hr.systems@admin.ox.ac.uk or tel. (2)87900.