



### CONSTITUTION OF APPOINTMENT PANELS

Type of Academic Post	Chair	Panel Members	Panel Size
<b>Dean of School</b>	VCG Member	<ul style="list-style-type: none"> <li>▪ Dean of School from another School</li> <li>▪ Member of Academic Staff</li> <li>▪ Director of HR Services or nominee</li> <li>▪ External</li> </ul>	5
<b>Associate Dean of School</b>	VCG Member	<ul style="list-style-type: none"> <li>▪ Dean of School</li> <li>▪ Member of Academic Staff</li> <li>▪ External</li> </ul>	4
<b>Professor/Reader</b>	VCG Member	<ul style="list-style-type: none"> <li>▪ Dean of School or Associate Dean</li> <li>▪ Two Professors</li> <li>▪ One external Professor for a Professor panel or one external Reader for a Reader Panel</li> </ul>	5
<b>Principal Lecturer</b>	VCG Member	<ul style="list-style-type: none"> <li>▪ Dean of School or Associate Dean</li> <li>▪ Dean of School or Associate Dean from another School</li> <li>▪ Member of Academic staff</li> <li>▪ External</li> </ul>	5
<b>Lecturer/Senior Lecturer</b>	Dean of School or Associate Dean	<ul style="list-style-type: none"> <li>▪ Dean of School, Associate Dean or Head of Subject from another School</li> <li>▪ Member of Academic staff</li> </ul>	3
<b>Research Staff</b>	Dean of School or Associate Dean	<ul style="list-style-type: none"> <li>▪ Research Supervisor</li> <li>▪ Professor or Reader from School or another School</li> </ul>	3
<b>Graduate Teaching Assistant</b>	Dean of School or Associate Dean	<ul style="list-style-type: none"> <li>▪ Member of Academic staff</li> <li>▪ Member of Academic staff from another School</li> </ul>	3

Type of Support Post	Chair	Panel Members	Panel Size
<b>Director of Service</b>	VCG Member	<ul style="list-style-type: none"> <li>▪ Director of Service from another Service</li> <li>▪ Member of Service</li> <li>▪ Director of HR Services or nominee</li> <li>▪ External</li> </ul>	5
<b>Senior Member of Support Staff (Grades H and above)</b>	VCG Member	<ul style="list-style-type: none"> <li>▪ Director of Service</li> <li>▪ Member of Staff</li> <li>▪ External</li> </ul>	4
<b>Support Staff (Grades A to G)</b>	Dean of School or Associate Dean or Director of Service or Head of section/unit	<ul style="list-style-type: none"> <li>▪ Member of staff from School or Service on same grade or higher</li> <li>▪ Member of staff from outside School or Service</li> </ul>	3

**To note:**

1. External' above means external to UEL, i.e. someone from another HEI with expertise appropriate to the vacancy. He or she should be someone who holds a more senior position than the vacant post, i.e. for a Dean of School vacancy, the external should be someone of greater seniority than a Dean of School, or for a Principal Lecturer vacancy the external should be a Dean of School or Professor. In all cases the external member may not be an ex-UEL member of staff employed in the last five years.

2. A member of staff who has resigned from his or her post or is leaving on a temporary basis to commence maternity leave, for example, should not participate in the recruitment and selection panel for his or her replacement post.

3. All panels must have both female and male members