**Faculty of Humanities**

**Appointment Procedure for Heads of Division/Department**

1. The appointment process will normally commence 6 to 9 months before the incumbent’s term of office is due to end in order to provide for a smooth transition.
2. The process will commence by the Head of School Administration writing to academic staff in the Division/Department with details of the role as stipulated in the job description and inviting applications from staff who believe they may meet the criteria for appointment.
3. At the same time the Head of School may approach potentially suitable candidates to discuss the role and encourage them to apply. Where this occurs, due consideration will be given to issues of diversity and the current profile of the management team.
4. Candidiates will be asked to address the basis on which they believe they are suitable in their application.
5. Appointment panels will comprise the Head of School and/or any Head of School elect, appropriate representatives of the Division/Department nominated by the HoS and at least one School Director. The panel will be constituted to reflect principles of equality and diversity.
6. Candidates may be asked to make a presentation to the panel and to participate in supplementary selection processes.
7. Where it does not prove possible to make an appointment through this process, the Head of School may initiate an active search process and encourage staff to apply. Candidates generated by these means will still be required to submit an application and demonstrate suitability for appointment at interview.