

## Recruitment and Appointment Procedure for Senior Appointments

- Chairs, Professors, Associate Professors (Academic Job Family and Clinical Academic)
- Assistant Professors (Academic Job Family)
- Senior Research Fellow/Senior Researcher and Principal Research Fellow/Principal Researcher (Research Job Family)
- Principal Lecturer and Professor of Teaching in [relevant subject area] (Teaching Job Family)

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## 1. Introduction

A Chair, Professor, Associate Professor (Academic Job Family and Clinical Academic), Senior Research Fellow/Senior Researcher and Principal Research Fellow/Principal Researcher (Research Job Family), Principal Lecturer and Professor of Teaching (Teaching Job Family) are Imperial posts, appointed to from either outside or within Imperial. These posts can also be created by conferment of title on a member of the academic staff already in post through the annual Academic Staff Promotions Exercise.

Imperial's future as a world-class university is dependent upon attracting and appointing excellent academic staff. In addition, Imperial wishes to promote diversity and improve upon its current representation statistics, particularly in relation to gender, ethnic origin, sexual orientation and disability. One way to achieve this objective is in the key area of recruitment and selection, and, specifically, to ensure that we seek a diverse range of potential applicants for posts and in how we handle our shortlisting and interview processes.

It is also essential that recruiters are aware of the potential effects of unconscious bias and stereotyping when they are involved in attracting and appointing new staff to Imperial. The University offers training in both unconscious bias and recruitment and selection.

With this in mind, the following procedure explains the process and details examples of good practice intended to open up opportunities to a wider pool of potential recruits and to ensure the process runs efficiently.

## 2. The Recruitment and Appointment Procedure

Departments should follow the procedure set out below if they wish to:

- a) Establish a new Chair or Professor or Associate Professor (Academic Job Family or Clinical Academic), Assistant Professor (Academic Job Family)
- b) Senior Research Fellow/Senior Researcher and Principal Research Fellow/Principal Researcher (Research Job Family) and Principal Lecturer and Professor of Teaching (Teaching Job Family)
- c) Appoint to a vacant Chair or Professor or Associate Professor (Academic Job Family or Clinical Academic), Assistant Professor (Academic Job Family) or Senior Research Fellow/Senior Researcher or Principal Research Fellow/Principal Researcher (Research Job Family), Principal Lecturer, Professor of Teaching (Teaching Job Family), without changing the existing title
- d) Appoint a candidate as a Head of Department.

All costs incurred in making an appointment are charged to the department concerned in line with their budgets.

**Questions should be addressed to Senior Appointments team:**

- Maria Monteiro, Senior Appointments Manager,  
Email: [m.monteiro@imperial.ac.uk](mailto:m.monteiro@imperial.ac.uk); Tel: +44 (0)20 7594 5498
- Nina Tailor, Senior Appointments Coordinator,  
Email: [nina.tailor@imperial.ac.uk](mailto:nina.tailor@imperial.ac.uk); Tel: +44 (0)20 7594 7529
- Amy Hill, Senior Appointments Coordinator (on Maternity Leave)  
Email: [Amy.hill@imperial.ac.uk](mailto:Amy.hill@imperial.ac.uk)
- Mehar Mehar, Senior Appointments Coordinator (Maternity Cover)  
Email: [m.mehar@imperial.ac.uk](mailto:m.mehar@imperial.ac.uk)

### **3. Proposals to recruit to academic posts**

Any proposal to recruit to an academic post must have the agreement and approval of the relevant Head of Department, Faculty Dean and the Provost (should the new post not be already within the approved Faculty FTE cap), before initiating the recruitment process. In the case of the Faculty of Medicine, approval from the Dean's Management Group (DMG) must be obtained before initiating any academic recruitment process.

Applications for senior appointments to be made via nominations should be discussed with the relevant Dean before the application is made. Advice may be sought from the Chief People Officer, Head of Recruitment, and from the Senior Appointments Team.

### **4. Active Recruitment**

To attract an excellent and diverse range of applicants, departments should think beyond the standard advertising and recruiting practices to more proactive methods of engaging and recruiting staff.

Departments have found the following actions successful in attracting potential excellent applicants from the widest possible pool. The University, therefore, recommends that departments consider the following as part of the process:

#### **4.1 Establish a Departmental Search Committee**

A Departmental Search Committee would be dedicated to identifying potential excellent candidates, including those from underrepresented groups, and building relationships, so that they feel encouraged to apply when an appropriate position becomes available. A Departmental Search Committee should consist of staff with diverse research interests, disciplines and at different stages of their career, so that a wide net is cast for each opportunity.

#### **4.2 Potential Recruitment Bank**

A bank of potential excellent future recruits could be established and updated regularly by academic staff members. Potential recruits might include the wide and diverse range of people met at conferences, former staff, students and collaborators. The bank can be used as a mailing list to circulate job opportunities and share departmental news to engage potential recruits.

#### **4.3 Engage and Build Relationships with Potential Recruits**

Departments have found it an effective recruitment strategy to establish relationships with potential candidates from a diverse pool, both within and outside of Imperial. This might be done by fostering collaborations with potential recruits, inviting them to departmental seminars and events, attending seminars given by them, and generally 'keeping in touch' with them throughout their careers.

#### **4.4 Share Recruitment Opportunities Widely**

Information on potential recruitment opportunities should be shared widely with collaborators and research networks, with the request that the opportunity be cascaded to potential candidates. Further good practice for sharing recruitment opportunities can be found in Advertising media guidance (page 4).

## 5. Documentation

Our recruitment and selection material is Imperial's 'shop window' as an employer. In addition to being as informative as possible about the vacancy, the department and Imperial, it is also essential that the documentation demonstrates our commitment to promoting equality and diversity and the behaviours encapsulated within [Imperial Expectations](#) and our [Values and Behaviours](#)

Once the proposed recruitment has been approved by the respective Head of Department, the Faculty Dean and the Provost, the Hiring Manager should send the following documentation to the Senior Appointments team.

**Please note:** The **Faculty of Medicine** follows a specifically prescribed procedure according to the guidance and forms which can be obtained via Jesse Lecoy, the Institutional Affairs Coordinator, Faculty of Medicine Centre, email: [j.lecoy@imperial.ac.uk](mailto:j.lecoy@imperial.ac.uk) or the Executive Officer to the Dean of the Faculty of Medicine, Sarah Persaud, [s.persaud@imperial.ac.uk](mailto:s.persaud@imperial.ac.uk)

### 5.1 Advertised Posts

If the vacancy is to be **advertised** (Imperial's preferred way of filling posts) the following must be supplied:

1. A draft advertisement – using gender neutral and observing inclusive recruitment. [Check my job](#) and [the totaljobs gender bias decoder](#) are free tools that check your job advert for unconscious gender bias, length, and recruitment best practices. Visit [Inclusive Recruitment](#) in our webpage.
2. A draft job description and person specification
3. Dean's Management Group (DMG) approval for Faculty of Medicine academic roles
4. For clinical posts, additional further information as detailed below (see section 5.1.b.)
5. Additional details of the post, funding account codes, Disclosure and Barring Service requirement, suggested media for advertising, etc

A model advertisement and Job description can be obtained either from the Senior Appointments Team or from the [Recruitment Hub SharePoint](#) site.

### Advertising Media guidance

To reach a diverse pool of potential applicants, positions should be advertised as widely as possible. If you would like to attract more minority ethnic talent to apply, you may want to consider sharing the advert on LinkedIn and online networks e.g., [LGBT Jobs](#), [STEM Women](#), <https://www.ethnicjobsite.co.uk/> are recommended for reaching a diverse pool of applicants. Imperial vacancies are advertised in the Imperial jobs career site via TalentLink and are also automatically advertised in the [diversityjobs.com](#) website. Our vacancies can also be placed free of charge in the [nhsjobs](#) website.

Circulating the advertisement is also a useful way of widening the pool of potential recruits, whether through informal or formal networks known to the department or through diversity or research specific networks such as <https://www.researchgate.net/jobs>.

Publications such as Nature, New Scientist and The Guardian also publish diversity and 'women in science' specific editions that offer a good opportunity to publicise a vacancy to a diverse audience. Senior Appointments Team can provide dates of such editions and further guidance on diverse advertising locations.

## a) Advertisement, Job Description and Person Specification

In these documents, please supply as much detail as possible about the functions, duties and responsibilities, together with a clear indication of the skills, qualifications and experience required. Often, departments need to be very specific about the research and teaching experience required because they have an identified gap which needs to be plugged. Where possible, however, in order to encourage applications from a wide field of candidates, departments are encouraged not to be prescriptive when they draw up the person specification, as criteria that are too narrowly defined will tend to exclude applicants.

The draft advert, job description and person specification need to be in a standard format, (in Microsoft Word). Job Description templates can be found at: [Recruitment Hub Resources - Home](#)

**b)** For **clinical posts**, in addition to the above, the draft job description should be agreed with the relevant Trust(s) and include:

- An Integrated Job Plan (precise details may need to be agreed once the speciality of the person appointed is known) and a weekly detailed job plan of the academic and clinical activities
- Accountability in relation to the separate facets of the JobPlan
- Clinical governance arrangements
- Visit the relevant Royal College for the specialty being recruited to follow their recommendation for writing the Job Description

The Person Specification should note that it is a legal requirement for all Doctors in the UK to be on the General Medical Council (GMC) specialist register before taking up a Consultant's appointment. Also, to be included, is the option for trainees to explore the possibility of post-Certificate of Completion of Training (post-CCT) careers as soon as it is apparent that a CCT will be awarded in the near future. Thus, Specialist Registrars may apply for a consultant appointment provided the expected date of award of their CCT (or recognised equivalent, if outside the UK) falls no more than six months after the date of interview for the consultant post.

**n.b.** The Senior Appointments team will seek approval from the relevant Royal College for the advertisement and the job description.

## 6. Advisory Appointments Committee

In addition to the documentation detailed above, departments should send the names of suggested members of the Advisory Appointments Committee.

While the role membership is not prescriptive, the Head of Department, or the person responsible for coordinating the recruitment/Hiring Manager, must be mindful of the University's requirement that the Advisory Appointments Committee membership should be as diverse as is practicable. It is expected that the Committee will comprise female membership and that every possible effort must be made to have members with varied backgrounds. Feedback from male and female interviewees has shown that diverse membership is appreciated by candidates and shows that the employer takes equality issues and the recruitment process seriously.

It is expected that at least one, if not more, of the internal committee members must have attended the [Recruitment and Selection Training](#). It is also essential that committee members are aware of the potential effects of their own unconscious biases when recruiting candidates. It is recommended that members of the Advisory Appointments Committee will have attended the University's [unconscious bias training](#) in addition to

the more general recruitment and selection training and other relevant training which are listed below:

- [LGBTQ+ inclusion and mental health](#)
- [EDIC Guide on How to be a White Ally](#)
- [Disability at Imperial](#)
- [Neurodiversity Awareness](#)

See full Advisory Appointments Committee membership details here:

[Academic, Senior Research and Senior Teaching appointments | Administration and support services | Imperial College London](#)

## 6.1 'Panel Pools'

Departments that find it difficult to draw together a diverse Advisory Appointments Committee may find it helpful to develop a 'panel pool'. This would consist of a list of individuals (either internal or external to the department) trained in recruitment and selection and/or unconscious bias, or those with particular insight into matters of equality and diversity in recruitment, such as those who sit on the Imperial's equality-related committees. These individuals could then be approached to form part of the Advisory Appointments Committee, or to suggest suitable members.

Departments that adopt this approach should make sure that the pool is well populated and rotated frequently.

## 7. Following Receipt of Documentation

Liaison will take place with the Head of the Department/Hiring Manager over the advertisement and job description, and approval will be sought from the relevant Royal College if the post is clinical. The Senior Appointments team will then arrange for the advertisement to be placed via our applicant tracking system, TalentLink and in other media, liaising with the Hiring Manager regarding the closing date. The interview date will be arranged in close consultation with key members of the Advisory Appointments Committee.

### Managing Open Call Recruitment

Open call recruitment might be used where overall funding approval has been given but the exact number, level and subject area of posts are dependent on the calibre of applicants.

This approach may be effective in attracting a wide range of applications but care should be taken to ensure good communication is maintained and candidates are not kept in the dark about the status of their application.

The Senior Appointment team will work closely with departments to implement good practice in managing open call recruitment, to include:

- Acknowledging applications received
- Prompt responses to candidates' queries
- Sharing updates with candidates on the timescale of the recruitment process
- Giving reasonable notice and, where possible, flexible arrangements for the interview

- Communicating with unsuccessful applicants about the outcome of their application.

## **8. Receipt of Applications**

The Senior Appointments team receive the applications and other relevant information from applicants.

After consultation with the Head of Department/Hiring Manager, copies of applications will be distributed to members of the Advisory Committee together with a shortlisting form. All members of the Advisory Appointments Committee, with the exception of the Consul and the Chair (except for Faculty of Medicine where the Dean and/or Vice-Deans also shortlist), draw up a shortlist, usually by correspondence. The Senior Appointments team will take up the references, usually prior to interviews, (with the permission of candidates) and invite shortlisted candidates for interview.

## **9. The Interview**

### **9.1 Formation of the Panel**

Candidates will be interviewed by the Advisory Appointments Committee. If the Head of Department has reason to propose a change to a member of the Advisory Appointments Committee at a late stage, he/she must liaise with the Senior Appointments team

### **9.2 Organisation of the Interview**

The Senior Appointments team will liaise with candidates and schedule the interviews, ensuring these run smoothly and that the candidate's experience of the interview and the University's recruitment process is the best possible. The Senior Appointments team also follow good practice in relation to:

#### **a) Notice of Interview**

Wherever possible, the interview date should be stated on the advertisement. If it is not possible to advertise the date in advance, every effort will be made to provide reasonable notice of the interview to candidates, with consideration given to preparation time and travel requirements. If a candidate is unable to attend on the nominated day, effort will be made to find an alternative date to suit both the candidate and the Advisory Appointments Committee.

The Senior Appointments team will also make arrangements for interview room booking, audio-visual equipment, provision of refreshments (funded by the department where the post is based), etc.

#### **b) Informal Visits**

Heads of Department may wish to offer shortlisted candidates the opportunity to visit Imperial before the formal interview, and this is normally organised by the department. In many instances, Heads of Departments will also wish for candidates to give a research seminar to members of the Department prior to the formal Imperial interview.

#### **c) Organisation of the Interview Day**

The format of the interview will be organised by liaison between the Senior Appointments team and the Hiring Manager, and as soon as possible to ensure enough notice is provided to shortlisted candidates. Every effort will be made to ensure that candidates feel welcomed during their visit.

Normally, interviewees are asked to give a ten-minute presentation at the beginning of the interview on their current and future research and education plans, and this will be communicated in their invitation to interview.

Appropriate 'down time' for candidates to collect their thoughts before interview will also be factored in wherever possible.

Departments may wish to arrange for candidates to receive a tour of the department and introductions to potential colleagues and collaborators.

Consideration will also be given to any special arrangements required by individual candidates.

#### **d) Information about the Department, Imperial and Benefits**

The department may wish to arrange for candidates to speak to a member of the department, outside of the interview process. This conversation would allow candidates to confidentially discuss the department, Imperial, benefits and support available to academic staff who are new to the University.

Discussion around career and salary progression, and potential start-up funds is encouraged.

## **10. Nominated Posts**

### **10.1 Documentation**

Applications for **nominations** to senior posts are made in rare instances where there are justifiable reasons why a better applicant cannot be found by advertising the post and that nomination is, therefore, the best method of recruitment. In such instances, these reasons should be discussed with the relevant Dean before the application is made. Advice may be sought from the Head of the Recruitment, the Chief People Officer, and from the Senior Appointments Team. See also the procedure for appointments via nomination for those clinicians holders of prestigious fellowships.

Once the Dean's approval has been granted, a request for nomination to senior posts can be made. For Faculty of Medicine appointments, approval must be given by the Dean's Management Group (DMG).

The following documentation must be provided by the Faculties/Departments for consideration of the senior academic nomination cases:

- A full curriculum vitae including a list of publications, Teaching and Research statements
- Draft job description
- The names of at least three referees nominated by the candidate
- A statement in support of the candidate from the Head of Department, including reasons why a nomination is the best method of recruitment and state in their case for nominations that they endorse the belief that the conventional route of filling posts, i.e. via public advertisement, we would be unlikely, at present, to elicit a better candidate expert in the field who might accept the position.

### **10.2 Appointment Procedure**

Approval from the Senior Consul and the Chief People Officer will be sought for all proposed nominations. Once approval is obtained, the Senior Appointments team will take up the nominee's references and will liaise with the Head of the Department for setting up an Advisory Appointments Committee. On receipt, these will be shared with the Advisory Appointments Committee members, together with the full CV, job description for the post and supporting statement from the department. In the case of Faculty of Medicine clinical nominations, the relevant NHS Trust(s) and relevant Royal College will be involved, and the Royal College will have to approve



the Job Description before the nominee can be interviewed.

Nominees are normally interviewed and arrangements will be made for the interview to take place as soon as possible. If, following the interview, the nomination for the proposed senior post is approved by the Advisory Appointments Committee, actions then follow as described below.

## **11. Post-Interview**

### **11.1 Communicating with Successful Candidates**

When the Advisory Appointments Committee has agreed on the preferred candidate to be appointed, negotiations take place between the Head of Department and the candidate, involving the Heads of People Partnering for the Faculty in question, as required, e.g. on personnel-related matters and salary, and the Reward Team, as required, and/or other senior People Function leadership also.

The Hiring Manager then liaises with the Senior Appointments team in order that a final offer can be produced. An offer of appointment and a contract of employment are sent to the successful candidate. Once accepted, the appointment is, if found appropriate, reported to the Advisory Appointments Committee, and to the wider Imperial community.

### **11.2 Supporting Newly Appointed Staff**

The Head of Department, or a nominee, should discuss with the appointee their personal circumstances and ascertain what support might be of benefit in helping the appointee, and their family, make a smooth transition to Imperial, London or the UK.

Regular contact should be maintained with the appointee before their arrival at Imperial, especially when there is delay between the offer of the position and their start date. Through this regular contact and by inclusion in departmental events, appointees can feel involved and engaged in the work of the department and more able to 'hit the ground running' on arrival.

Individualised support for staff joining the University, their families, and for recruiting departments is available from the Senior Appointments team and guidance for relocation from overseas can be found in our webpage: [Relocation Guidance | Staff | Imperial College London](#)

### **11.3 Communicating with Unsuccessful Candidates**

The Senior Appointments team will inform unsuccessful candidates of the outcome in a timely and sensitive manner. Departments may be asked to provide constructive feedback where appropriate, as it is obviously important to treat unsuccessful candidates thoughtfully and with respect.

## **12. Appointment of a Head of Department**

If the appointee is to be a Head of Department, they will be sent a copy of the Imperial document "The Roles and Responsibilities of a Head of Department", with the contract of employment.

## **13. The Recruitment and Appointment of Assistant Professors**

Any proposal to recruit to an academic post must have the agreement and approval of the relevant departmental and financial approver, before initiating the recruitment process. In the case of the Faculty of Medicine, approval from the Dean's Management Group (DMG) must be obtained before initiating any

academic recruitment process.

Once the proposed recruitment has been approved by the respective approvers, the Hiring Manager should submit an online Request to Recruit form, via TalentLink.

**Please note:** The **Faculty of Medicine** follows a specifically prescribed procedure according to the guidance and forms which can be obtained via Jesse Lecoy, the Institutional Affairs Coordinator ([j.lecoy@imperial.ac.uk](mailto:j.lecoy@imperial.ac.uk)) or the Executive Officer to the Dean of the Faculty of Medicine, Sarah Persaud ([s.persaud@imperial.ac.uk](mailto:s.persaud@imperial.ac.uk)).

If the vacancy is to be advertised (Imperial's preferred way of filling posts) the following must be supplied:

- Job advertisement
- Job description
- Dean's Management Group (DMG) approval for Faculty of Medicine roles

The department must ensure that the correct templates have been used, available to view and download from [Recruitment Hub Resources - Home](#)

The documentation will be reviewed in a timely manner by the Senior Appointments team who will provide feedback and once all documentation is ready, submit for approval on TalentLink.

**Please note, after this stage, the Faculty of Engineering handle their own recruitment. The Senior Appointments team must be involved in the initial approval of the role to ensure the documents are in line with our templates. The Faculty of Engineering will then contact the Senior Appointments team once they have made an offer to a candidate and are ready for the contract to be drafted.**

Once the role has been approved, the Senior Appointments team will arrange for the advertisement to be placed via our applicant tracking system, TalentLink and in other media, liaising with the Hiring Manager regarding the closing date.

The Senior Appointment team will work closely with departments to implement good practice in managing recruitment, to include:

- Prompt responses to candidates' queries
- Sharing updates with candidates on the timescale of the recruitment process
- Giving reasonable notice and, where possible, flexible arrangements for the interview
- Communicating with unsuccessful applicants about the outcome of their application.

Once the closing date has passed, the Senior Appointments team will circulate shortlisting paperwork to the interview panel. All members of the interview panel, with the exception of the Consul, draw up a shortlist, usually by correspondence. The Senior Appointments team will take up the references, usually prior to interviews, (with the permission of candidates) and invite shortlisted candidates for interview.

Once shortlisting has been completed, the department should complete the Interview Scheduling Form and send to the Senior Appointments team. The form confirms the details of the interview and the shortlisted candidates. The Senior Appointments team will liaise with candidates and schedule the interviews.

The department are responsible for convening and arranging the interview panel. For Assistant Professors, a quorum of five is required for the interview panel composition:

- Head of Department (Chair), or a senior nominee

- **For the Faculty of Medicine:** Faculty Dean, or a Vice-Dean (Chair), or their senior nominee
- **For the Business School:** Vice-Dean (Research & Faculty) (Chair)
- At least three other members of academic staff
- Consul
- At the discretion of the Head of Department, other members who in his/her judgement would enhance the selection process.

The department are also responsible for making the arrangements for the interview room booking, audio-visual equipment, provision of refreshments (funded by the department where the post is based), etc.

Heads of Department may wish to offer shortlisted candidates the opportunity to visit Imperial before the formal interview, and this is organised by the department. In many instances, Heads of Departments will also wish for candidates to give a research seminar to members of the Department prior to the formal Imperial interview.

When the Advisory Appointment Committee has agreed on the preferred candidate to be appointed, negotiations take place between the Head of Department and the candidate, involving the Heads of People Partnering for the Faculty in question, as required, e.g. on personnel-related matters and salary, and the Reward Team, as required, and/or other senior HR leadership also.

The Hiring Manager then liaises with the Senior Appointments team in order that a final offer can be produced. An offer of appointment and a contract of employment are sent to the successful candidate.

The Senior Appointments team will inform unsuccessful candidates of the outcome in a timely and sensitive manner. Departments may be asked to provide constructive feedback where appropriate, as it is obviously important to treat unsuccessful candidates thoughtfully and with respect.

## Faculty of Medicine

### 14.Appointment by nomination: recipients of prestigious clinical fellowships to Clinical Associate Professor

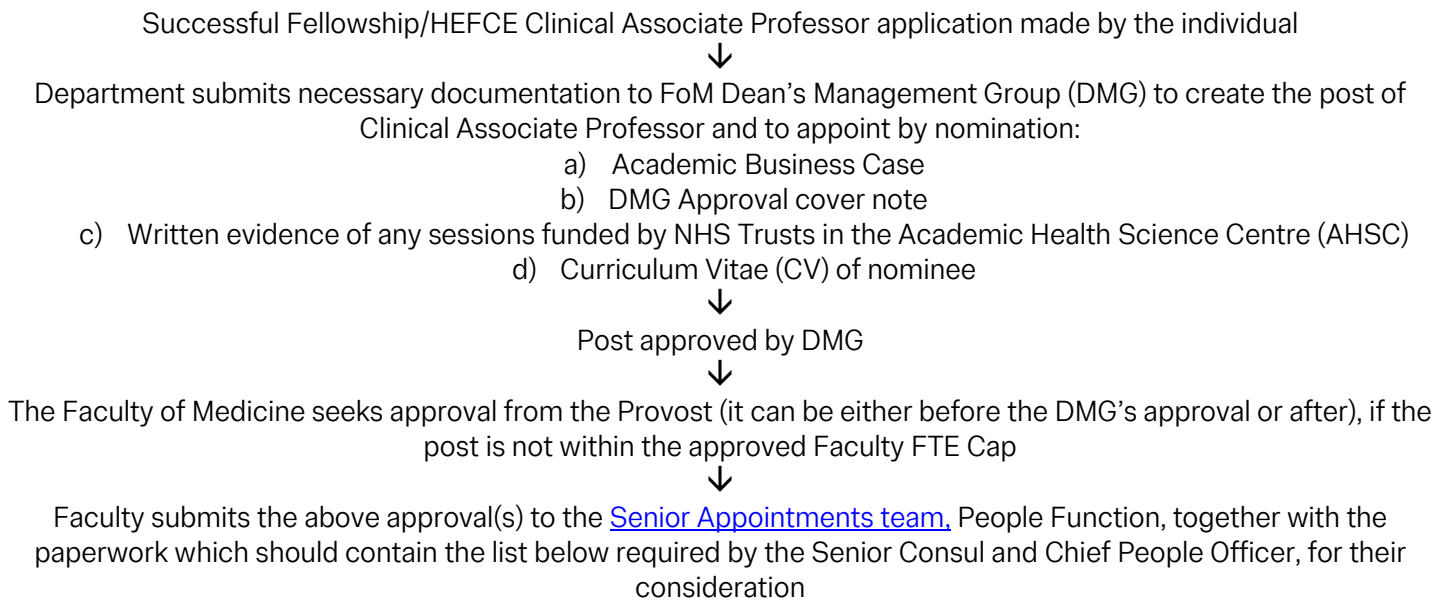
Appointments by nomination are only for Professors and occasionally for Associate Professors in all but the most exceptional circumstances.

However, the Dean of the Faculty of Medicine, the Senior Consul and Chief People Officer, have agreed that nominations will be considered for appointment to Clinical Associate Professors providing two criteria are met:

- i. It is not possible for the candidate to do their NHS clinical work without being appointed to a Clinical Associate Professor post
- ii. They will only be considered if they are the holder of a prestigious Fellowship.

They must meet criterion (i) and (ii) to be considered.

*The flowchart below describes the procedure to be followed.*



- The CV for the nominee
- A chronological list of publications, separated out into Journals, Conferences and Books/Monographs
- A list of their grants over the last five years (at least) including their role (Principal Investigator (PI) or Co-Principal Investigator (Co-PI)), the funding and their share of the funding
- A short summary of their teaching experience over the last five years (at least), including current teaching contact hours (these should be broken down into lectures, tutorials, lab classes and other types of teaching contact), module by module and future teaching intentions
- A short summary of any measures of esteem they may have garnered (prizes, keynotes, editorships etc)
- A short statement on their service work and commitment to EDI (Equality, Diversity, and Inclusion)
- The names of three of their external referees (which may include overseas referee(s))
- A statement in support of the candidate, including reasons why a nomination is the best method of recruitment and why the department/division believes that a better applicant cannot be found via advertisement. This should include evidence to demonstrate why it is not possible for the candidate to do their NHS clinical work without being appointed to a Clinical Associate Professor post. (Most of this information will have already been stated in the Academic Business Case, and so the information and justification contained in this document can be copied into a word document to produce a *Departmental Supporting Statement*, which should be signed by the Head of the Department or by who owns it).

- A job description (JD) and person specification of the post



Upon receipt of the above, the Senior Appointments team writes to the referees seeking references for the candidate



The Senior Appointments team seeks approvals from the Senior Consul and Chief People Officer



Nomination approved by Senior Consul and Chief People Officer



The Senior Appointments team shares the outcome with the Department



Where AAC is required, the Senior Appointments Team requests approval for the JD from the relevant Royal College. The Royal College of Physicians (which depends on the specialty of the post) will require a [JD review form](#) completed to accompany the JD for their review. For other Royal Colleges we need to check their websites if a JD review form is required. Senior Appointments Team will complete this in liaison with the Department. We will also request a list of nominees from the Royal College and will contact them with a view to find one who agrees to attend the AAC as the Royal College's representative.



Senior Appointments sets up the AAC, which will include the presence of a Consul, the relevant Royal College representative, Trust's representative(s) and an independent external expert, to be chaired by a Faculty of Medicine Vice-Dean, or their nominees. The AAC composition can be seen at: [Academic, Senior Research and Senior Teaching appointments | Administration and support services | Imperial College London](#)



The Senior Appointments team will prepare and distribute the paperwork to the AAC members, e.g. interview assessment form with indicative interview questions, Consul's form, the CV of the nominated candidate, references, the JD, the Departmental Supporting Statement, and an Agenda with interview timetable.



The Senior Appointments team will send interview invitation letter to the nominated candidate, stating the AAC membership, the time of interview, venue, the title for the standard 10 minute presentation to be given to the AAC members at the opening of their interview, e.g. "their current and future research plans" (topic to be agreed by the Head of the Department) and any other relevant information for the interview.



The Senior Appointments team will book venue, catering, process reimbursement of any travel expenses for the external AAC members and the Royal College representative. All expenses are to be covered by the Department's budget. Should hotel accommodation be necessary for any of the members, The Senior Appointments team will make the booking, or individuals can book and claim the expenses together with the travel expenses, which will be covered by the Department's budget.



AAC recommends that the nominee be appointed to the post



The Senior Appointments team issues the Contract to the nominee (after liaison with the Department and the Trust's HR, for the necessary clinical salary details, and for all other necessary arrangements, as mentioned earlier).



Nominee is appointed



The Senior Appointments team sets up the nominee's new contract details in the system (ICIS) and sends copy of new contract to payroll and pensions

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At the end of the probationary period, a committee is set up internally by the Department to review the position. At the discretion of the Department/Faculty, a Consul may be invited to attend

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For the rare and exceptional cases of nominations of less senior posts (non-clinical) holders of Prestigious Fellowships – the same process should be followed except there will be no involvement of NHS Trust or Royal Colleges (neither their related paperwork nor their representatives will be required to attend interviews, should these be required). The interview panel composition can be seen in the following link: [Academic, Senior Research and Senior Teaching appointments | Administration and support services | Imperial College London](#)

**Faculty of Medicine**  
**Prestigious Clinical Fellowships\***  
(awarded at Clinical Associate Professor level)

- Academy of Medical Sciences/Health Foundation: Clinician Scientist Fellowship
- Academy of Medical Sciences/Primary Immunodeficiency Association: Clinician Scientist Fellowship
- Versus Arthritis: Clinician Scientist Fellowship; Senior Research Fellowship
- Breakthrough Breast Cancer: Breakthrough Senior Clinical Academic Fellowship
- British Heart Foundation: Senior Clinical Research Fellowship
- Cancer Research UK (CRUK): Clinician Scientist Fellowship
- Department of Health: NIHR Clinician Scientist Award
- GSK: Glaxo Smith Kline Clinical Fellowship
- Higher Education Funding Council for England (HEFCE): Clinical Senior Lectureship Awards
- Leukaemia Research Fund: Clinical Senior Fellowship
- Leukaemia Research Fund/AMS: Clinician Scientist Fellowship
- Medical Research Council: MRC Clinician Scientist Fellowship
- Wellcome Trust: Senior Research Fellowships
- Wellcome Trust: Intermediate Clinical Fellowships

*\*This list is not exhaustive and will be added to as new Fellowships at this level and with similar criteria are advertised.*