Composition of Academic Shortlisting and Interview Panels

*The following interview panel compositions are minimum requirements. For shortlisting, ideally the panel should be as close to the interview panel as possible.*

**Lecturers and Senior Lecturers**

* Executive Dean or their nominee\* (Chair)\*\*
* Head of Department
* A subject expert from the department
* Other panel members can be added as needed for expertise and representation

**Readers and Professors**

* Deputy Vice-Chancellor or their nominee\* (Chair)\*\*
* Executive Dean or their nominee\*
* Head of Department or subject expert from the Department
* Senior research expert (could be external if necessary) or PVC Education or their nominee\* if education contract
* Other panel members can be added as needed for expertise and representation

**\*** A nominee can only be nominated by the individual being replaced or the next most senior academic.

\*\*The Chair of the panel is required to engage with their HR Business Partner prior to any interviews taking place to discuss the vacancy requirements, selection methods / tools, interview questions, post interview documentation and appointment process.