

The process

Step 1	Department/Faculty determines the need to recruit Department/Faculty prepares paperwork - this includes Further Particulars (JD, person specification) Public Advertisement Draft advertisement and complete Request to Recruit email
Step 2	Nomination Justification must be written and signed by the owner of the proposal explaining why the appointment is to be made via nomination rather than advertising (the university's preferred method). The CV of the nominated individual must be included.
Step 3	Dean gives their approval – following their faculty internal process Department/Faculty emails the above paperwork to: Senior Appointments Team:
Step 4	Maria Monteiro, Senior Appointments Manager m.monteiro@imperial.ac.uk Tel: +44 207 594 5498; Nina Tailor, Senior Appointments Coordinator nina.tailor@imperial.ac.uk Tel: +44 207 594 7529
Step 5	If an advertisement, the Senior Appointments Team places the advert in TalentLink and any other relevant media.
Step 6	If nominated, the Senior Appointments Team seeks approval from the Associate Provost (Academic Promotions), the Senior Consul, and the Chief People Officer for the appointment to proceed via the nomination procedure. Advisory Committee (Interview Panel)
Step 7	Following approvals, the Senior Appointments Team organises panel composition in liaison with the Department/Faculty. The interview panel should comprise (considering equality and diversity): • Associate Provost (Academic Promotions) - Chair

- Dean of the candidate's Faculty
- Senior Consul and/ or another Consul
- Head of Department
- At least one external expert or other senior member of the Department/Faculty

The senior Appointments Team then sends invitations, fixes an interview date, books a venue and catering, and so forth.

We need: Four letters from independent referees.

Criteria for choice of independent external referees:

1. Referees should be of appropriate seniority, relevant to the type of appointment, familiar with the criteria for appointment at research-based universities in the UK, and leaders/experts in their field.
2. At least one referee should be a FRS, FREng, FMedSci or equivalent where possible.
3. All referees should be professorial academics (i.e., not from industry unless particularly relevant).
4. Referees should not have worked at Imperial within the last five years.
5. Referees must be independent, should not work closely with the candidate, nor have published work with the candidate within the last five years.
6. Referees should be as knowledgeable as possible about the candidate's subject area, particularly if the research is on the border of various disciplines.
7. At least one referee should be from the UK.
8. At least one referee (preferably more than one) should be from overseas.
9. Departmental referees must be different from personal references.
10. Multiple referees from the same institution should be avoided as far as possible.

We further need **one letter** from a personal referee chosen by the candidate. When we reach at the contract, then we will **need the candidate's employer's reference letter** if they have an employer.

Shortlisting (if the post was advertised)

Senior Appointments Team sends applications for shortlisting to the Advisory Committee.

Shortlisted candidates or Nominated Candidate

The senior Appointments Team invites shortlisted candidate(s) or nominated candidate (as the case may be) to interview, rejects other(s) not shortlisted, takes up references, and sends paperwork to the Advisory Committee.

Interview

Step 11

Shortlisted / Nominated candidate(s) are interviewed. The Advisory Committee recommends successful candidate(s) for appointment.

The Senior Appointments Team attends interviews, takes notes, checks & photocopies candidates' passports.

Offer of appointment

Step 12

Department/Faculty offers a post to the candidate, negotiates salary in line with the university's procedures, and moving costs, with the Senior Appointments Team's assistance, as necessary.

Department/Faculty emails the Senior Appointment Team the offer details.

Contract

Step 13

The Senior Appointments Team conducts pre-employment checks, prepares the contract of employment, and sends it to the candidate.

Signed contract

Step 14

The Senior Appointments Team sends a copy of the signed contract to the Department, retains a copy for the staff file, announces the acceptance, and adds the new starter to the university database (ICIS).

First day of a new member of staff

Step 15

Department, with the help of the Senior Appointments team, as necessary, arranges an induction programme for new staff. The Department receives the joining forms and sends a copy, along with a signed contract, to Payroll. The People Function or the department checks the passport first thing on the first day (before any commencement of work), photocopies the main page, and prepares RTW checks (if not done on interview day or before the start date).

For the extension of Professor of Practice's appointment

Step 16

To extend a Professor of Practice's appointment (members of staff/employees), the following procedure will need to be followed:

- Professors of Practice in their final year will be asked for an account of what they have contributed to the university in terms of teaching, research, clinical achievements, other measures of esteem, as well as wider contributions (e.g. outreach and EDI).
- The application will first be vetted at the Departmental level.
- The Dean of the Faculty will then vet the application.

These approvals should be sent to the Senior Appointments Team (Maria Monteiro at m.monteiro@imperial.ac.uk and Nina Tailor at nina.tailor@imperial.ac.uk) who will then seek the approval of the Associate Provost (Academic Promotions).

- The Associate Provost (Academic Promotions) will make the final decision based on the recommendation by the Dean of Faculty, while ensuring consistent treatment across the university.
- Once it is approved by the Associate Provost (Academic Promotions), the Senior Appointments Team will process the extension of the contract.