Head of Department appointment process

1. **Dean identifies upcoming vacancies**
   - Spring/Summer term one year ahead expected date of appointment

2. **Existing HoD holds discussions with all those eligible to be appointed to explore interest and suitability. Discusses outcomes of this with Dean.**

3. **Management information supplied to Dean**

4. **Dean considers suitability of the existing HoD to be extended**
   - 18 months prior to expected date of appointment

5. **Does the HoD wish to have their term extended?**
   - Yes
     - Conversation between Dean and VC about suitability of HoD for extension
     - Extension agreed?
       - Yes
         - Short extension or full new term?
         - Full
           - Dean nominates a professor and one other from Dept to give views
           - Dean appoints senior member of the Faculty to seek and convey view of members of the Dept
           - Views of two Dept nominees
           - Views of senior member of Faculty
           - Views of VC and Dean following discussions with candidates
           - Recommendation of personal allowance, CV, expression of interest from candidate(s), cover note from Dean
           - Appointment panel comprising VC, CAO, a PVC, HRD and Dean
           - Appointment confirmed
           - Induction and transition commences
           - Discussion between Dean and VC, who takes Chair’s action to confirm short extension.

   - Unsuitable
     - Search for new HoD process begins

- **Consideration of impact of extension on Faculty’s research portfolio**

- **Suitable**

- **Unsuitable**

- **No**

- **Yes**

- **Application**

- **Recommendation**

- **Guideline dates**

- **Last updated February 2017**