

 <b>S P Jain</b> <b>London School</b> <b>of Management</b>	<b>Staff Recruitment and Selection Policy and Procedures</b>
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## **1. Purpose**

- a. This policy describes the procedures used by S P Jain London School of Management (SPJUK) for staff recruitment and selection.

## **2. Scope**

- a. This policy applies to all staff., including the recruitment of permanent and adjunct academic staff.
- b. The appointment of members of the senior management team is the responsibility of the Board of Directors as set out in the Governance Charter. This is undertaken through the nomination of members of the Board on the selection panel as set out in paragraph 4 c.

## **3. Staff recruitment, selection and appointment**

### **a. Staff Recruitment**

Staff recruitment at S P Jain is conducted equitably in accordance with the following procedures:

- i. All positions have a job description which includes the specific duties for the position.
- ii. All positions have selection criteria, divided into essential criteria and desirable criteria, identifying the minimum qualifications and experience required for the position.
- iii. All vacant positions will be advertised, though may be filled by a suitable candidate available internally from within the School
- iv. All advertisements must be authorized by the Chief Operating Officer, Dean or senior management as appropriate

- v. Recruitment/search firms may be engaged instead of, or in addition to, open advertising.

**b. Selection and Appointment**

The selection and short listing of suitable applicants will adhere to the following procedure:

- i. Applications will be assessed against the selection criteria by the relevant manager (s) and those who meet the requirements will be shortlisted.
- ii. Selected applicants will be invited for panel interview. .
- iii. Appropriate adjustments will be made for applicants with a declared disability.
- iv. The panel will decide the most suitable applicant
- v. References will be taken and academic qualifications (where applicable) and transcripts will be reviewed.
- vi. Checks will be made of an applicant's immigration status to ensure that the applicant has the right to work in the UK in accordance with UKVI Immigration Rules.
- vii. An oral and written offer of employment will be made to the preferred applicant, including the contract, a copy of the job description and the relevant handbook

**4. Selection panels**

- a. The members of the panel will vary depending on the position. However, all panels will be balanced in terms of gender and all members will have had training in equality, diversity and inclusion.
- b. The panels for Academic Staff must be in accordance with paragraph 5 below.
- c. The selection panel for members of the Senior Management Team lies with the Board of Directors. Recruitment panels for senior appointments will include a representative of the Board of Directors and the Global President. For the appointment of the Dean, the panel will include the Chair of the Academic Board (who may also be the representative of the Board of Directors if also a member). The panel will normally include an external member with appropriate expertise.

**5. Academic Staff Selection Process**

- a. The recruitment of Academic Staff will be administered by the Manager-Human Resources in consultation with the Dean.
- b. Academic staff recruitment – both full-time and part-time must include a live teaching demonstration and an in person interview. The live sessions will be recorded.
- c. The recruitment of any approved candidates for all academic appointments will be administered by the Dean in association with the Academic Board as detailed below:
  - i. The Dean shall constitute two *ad hoc* selection committees (stage 1 and stage 2) for academic staff appointment. Stage 1 committee shall comprise at least two members of discipline specific staff. Stage 2 committee shall comprise at least three persons which should *normally* include the Dean and the Programme Director of the programme to which the appointee will be assigned and/ or his/her nominees.
  - ii. The panel should be gender balanced and all members of the panel must have received appropriate training in equality, diversity and inclusion.
  - iii. Appointments at the level of Assistant Professor and Associate Professor shall be authorized by the Dean and reported to the Academic Board.

- iv. For appointments at the level of Professor, the committee shall be expanded to include the Chair of the Academic Board or nominee.
- v. Appointments at the level of Professor shall be referred to the Board of Directors for endorsement.

**4. Related Documents**

- a. Academic Staff Promotion Policy
- b. Staff Probation Policy and Procedures
- c. Staff Disciplinary Procedures
- d. Staff Grievance Policy and Procedures

## Appendix 1

### 2. Criteria for the Level of appointment

#### Assistant Professor/ (Lecturer)

- a. A doctorate or master's qualification appropriate to the relevant discipline area or equivalent qualification and standing;
- b. A record of research work or professional activity relevant to the discipline area, which demonstrates a capacity to make an autonomous contribution;
- c. A record of achievement in scholarship, teaching or leadership in the professional discipline;
- d. Evidence of contributions towards enhancement of student experience in both in-class and out-of-class activities.

#### Associate Professor/ (Senior Lecturer/ Reader)

- a. A doctorate relevant to the discipline area and/or equivalent qualification and standing;
- b. A record of academic achievement at the national or international level through superior contributions to research, scholarship, teaching or leadership in the professional discipline;
- c. Clear evidence of activity enhancing student experience in both in-class and out- of-class activities.
- d. Presentations or conduct of sessions on areas of specialization at various academic forums.

#### Professor

- a. A doctorate relevant to the discipline area; or equivalent qualification and standing;
- b. A record of academic achievement at the national or international level through outstanding contributions to research, scholarship, teaching or leadership in the professional discipline; and
- c. Recognition as a subject expert in the relevant discipline area. The recognition can be validated in the form of invitations for keynote speeches, presentations at industry-relevant sector forums, etc.

#### General

- a. All staff with responsibility for programme and assessment management should have experience of curriculum development and assessment design.

### 2. Staff qualifications

- a. In terms of qualifications, normally, teaching staff will be qualified to at least one level higher than the level they are teaching in the field to which the course and/or subject relates to. The equivalences below have been developed to comprehensively meet the regulatory requirements stipulated for academic staff qualifications The School will also consider other evidence of expertise and competence to teach, such as experience in industry, professional qualification and professional registration, as set out in Appendix 1

<i>FHEQ Level 6</i>	Level 7 - Honours,	Level 7 qualification and where applicable, current registration to practice within the relevant profession (for example Accounting or Law).
Diploma, Advanced Diploma, Associate Degree and Bachelor's Degree	Graduate Certificates, Graduate Diplomas in the field to which the course and/or subject relates to	5 years of relevant professional /industry experience in the field to which the course and/or subject relates to, attained in the last 5 years in a role requiring highly developed skills, expertise and management of people,

		<p>processes or projects</p> <p>OR</p> <p>5 years recent teaching experience in the field to which the course and/or subject relates to and at Level 6 informed by scholarship in the discipline area.</p>
<p><i>FHEQ Level 7</i></p> <p>Master's Degree (By Course Work)</p>	<p>Level 8 - Doctorate by research or coursework in the field to which the course and/or subject relates to,</p>	<p>Level 8 qualification and where applicable current registration to practice within the relevant profession (for example Accounting or Law)</p>
		<p>10 years relevant professional experience in the field to which the course and/or subject relates to, attained at a senior level in a role requiring highly developed skills, expertise and management of people, processes or projects.</p> <p>OR</p> <p>5 years recent teaching experience in the field to which the course and/or subject relates to and at Level 7 informed by scholarship in the discipline area.</p>