S P Jain London School of Management	**Staff Recruitment and Selection Policy and Procedures**
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1. Purpose

a. This policy describes the procedures used by SP Jain London School of Management (SPJL) 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 and in paragraph 4.c.

3. Staff recruitment, selection and appointment

a. **Staff Recruitment**

Staff recruitment at SP 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. The selection criteria for each position, divided into essential and desirable criteria, are those in the person specification of its job description.

iii. All vacant positions will be advertised, though they may be filled by a suitable candidate available internally from within the School

iv. All advertisements must be authorised 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 shortlisting 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; for academic staff, the stages in paragraph 5 apply.

iii. Appropriate adjustments will be made for applicants with a declared disability.

iv. The panel will decide the most suitable applicant

v. The reasons for the appointment, and for the salary offered, will be recorded at the time of the decision.

vi. References will be taken, and academic qualifications (where applicable) and transcripts will be reviewed.

vii. Checks will be made of an applicant's immigration status to ensure that the applicant has the right to work in the UK in line with the Home Office right to work requirements.

viii. A conditional offer of employment will be made to the preferred applicant, orally and in writing, including the contract, a copy of the job description and the relevant handbook. The offer is subject to satisfactory references, verification of academic qualifications and right to work checks.

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 Director of Academic Recruitment in association with the Dean.

b. The selection of academic staff, full-time and part-time, has the three stages set out below. An applicant moves to the next stage only where the previous stage supports it.

i. Stage 1, initial screening and first contact: a conversation with each shortlisted applicant to establish their profile and motivation, their basic fit with the role, the modules they could teach, their willingness to accept the terms of the engagement, and practical matters such as availability and the right to work in the UK. It may be held by the recruiting manager, to whom the post will report, alone, but ideally by two people: the recruiting manager and a Programme Director, or the Dean or nominee. It may be held online.

ii. Stage 2, taster class: the applicant teaches a short class on a topic from a module they would teach, attended where possible by academic staff of the discipline and by students. Everyone who attends gives written feedback, which informs the Stage 3 panel. The class is recorded.

iii. Stage 3, final panel interview: an interview that expands on the findings of Stages 1 and 2 and discusses the terms of the engagement. The panel comprises the recruiting manager, the Dean or nominee and a Programme Director, normally of the programme to which the appointee will be assigned. Where one person holds two of these roles, the Dean or nominee

adds another member of academic staff, so that the panel has at least three members. For appointments at the level of Professor, the panel also includes the Chair of the Academic Board or nominee. The interview is normally held in person.

c. Appointments at the level of Lecturer, Senior Lecturer and Associate Professor shall be authorised by the Dean and reported to the Academic Board.

d. Appointments at the level of Professor shall be referred to the Board of Directors for endorsement.

e. The selection panel will record, for each academic appointment, the academic pathway in the Research Strategy that the appointee is expected to follow in principle and the faculty qualification category the appointee is expected to hold for accreditation purposes, as set out in the Research and Scholarship Policy.

6. Related Documents

a. Staff Promotion Policy
b. Staff Probation Policy and Procedures
c. Staff Disciplinary Procedures
d. Staff Grievance Policy and Procedures
e. Staff Development Policy
f. Observation and Development of Teaching Policy
g. Research Strategy
h. Research and Scholarship Policy

Appendix 1

1. Criteria for the Level of Appointment

The essential and desirable criteria for appointment at each level are those in the person specification of the job description for the role. In applying them, the selection panel also considers:

a. the modules the applicant could teach and the programmes to which they would contribute;

b. the evidence from the taster class and the feedback of those who attended it;

c. the academic pathway and faculty qualification category expected of the appointee.

2. General

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

b. Full-time academic staff are expected to hold, or be working towards, a doctorate or equivalent qualification and standing, and a recognised teaching qualification or professional recognition for teaching in higher education.

3. Staff qualifications

Teaching staff will normally 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. Where they are not, the School considers equivalent evidence of expertise and competence to teach, such as experience in industry, professional qualifications and professional registration. Taken together, the staff who teach on a course have expert knowledge of the subject, and teaching qualifications or training and teaching experience appropriate for its content and level.