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|  | SEN11-P526 January 2011 |

**Senate**

Subject: Appointment of Heads of Department

**Origin:** Structure Implementation Project Management Board

**Executive Summary:**

This paper presents draft proposals for the Procedure for the Appointment of Heads of Department under the new University structure.

**Action Required:**

Senate is asked to approve the proposals.

## Appointment of Heads of Department

### Selection

1. The Dean of School contacts all Academic staff in the School asking for applications from anyone within the School who might wish to be considered
2. The Dean of School and the Provost & Deputy Vice-Chancellor will short list and interview the candidate(s) who stated their willingness to be considered.
3. Following interviews, the Dean and Provost will make recommendations to the Vice-Chancellor.
4. The appointment will be reported to Senate.
5. The Dean of School should notify the School of the outcome of the process.

### Period of Appointment

It is suggested that Heads of Department should normally be appointed for a period of three years in the first instance. Appointments may be extended by further periods of office. Each period of office shall be up to three years. At the end of each three-year period, the full selection procedure should be repeated.

The above parallels the procedure for Associate Deans replacing the relevant PVC with the Provost with final recommendations under 3. going to the Vice-Chancellor rather than the Provost. Given the Head of Department remit covers research, teaching and enterprise, the Provost is felt to be the most appropriate member of the senior team to be involved in the appointments. However, there is no intention to imply that the role of Head of Department is more senior than that of the Associate Deans.

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