**Interview Panel Membership**

**Please ensure that all panels have an appropriate gender balance, specifically this requires that a panel is not comprised of the same sex.**

| **Academic Posts** | **Associate Lecturer, Lecturer, Senior Lecturer, Principal Academic** | **Head of Department** | **Deputy Dean** | **Associate Professor, Professor 1, Professor 2**  **(Internal)** | **Associate Professor, Professor 1, Professor 2**  **(External)** |
| --- | --- | --- | --- | --- | --- |
| **Panel** |
| **Vice-Chancellor** |  | Chair | Chair | ✓ (or nominee) Chair | ✓ (or nominee) Chair |
| **Deputy Vice-Chancellor** |  | ✓ | ✓ | ✓ | ✓ |
| **Chief Operating Officer** |  |  | ✓ (COO or DHR) |  |  |
| **Director of HR Services** |  | ✓ | ✓ (COO or DHR) |  |  |
| **HR Manager** |  |  |  | ✓ | ✓ |
| **Executive Dean** | ✓ Chair | ✓ | ✓ x 2 (one from another Faculty ) | ✓ (from the Candidate’s Faculty ) | ✓ (from the Candidate’s Faculty ) |
| **Deputy Dean** |  | ✓ |  |  |  |
| **Head of Department** | ✓ |  |  | ✓ | ✓ |
| **BU Professoriate** | ✓ |  | ✓ | ✓ (from a different Faculty) | ✓ (from the Academic Group or from a different Faculty) |
| **Academic staff** | ✓ Up to 2 determined by the Dean. |  |  |  |  |
| **External Assessor** |  |  |  | ✓ x 2 (approved by the VC will provide written reports) | ✓ (One Professor that is a well-established subject specialist, nominated by the Dean and approved by the Chair |
| **SUBU or Student Representative** | ✓ |  |  |  |  |
| **Good Practice** | One academic from a different Faculty (more senior to the post being recruited to) and to invite students reps to presentations | Include a Dean / Deputy Dean from a different Faculty |  |  |  |

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| **Professional and Support Posts** | **Grade 9** | **Grade 10 and above** |
| **Panel** |
| **UET** |  | ✓ (Chair) |
| **Director of Professional Services** | ✓ | ✓ |
| **Director of HR** |  | ✓ |
| **HR & OD Partnerships Manager** | ✓ |  |
| **Other Senior Leader (e.g. Director of Professional Services / Dean / Deputy Dean or equivalent)** | ✓ | ✓ |

Interview panels for professional and support posts below grade 9 should normally comprise of 3 people. The Chair should have undertaken the BU Recruitment and Selection Skills Training and ideally at least one member received some form of disability awareness training.