

## **NON-COMPETITIVE APPOINTMENTS**

As an Equal Opportunity employer, Aston University normally seeks to appoint qualified, diverse staff by conducting recruitment searches through the media of advertising and search agencies, and it is University policy to conduct a competitive search for all positions, unless there is a compelling justification to make a non-competitive selection. The following policy describes circumstances that may justify an appointment without a search.

It should be noted that notwithstanding this policy, if international staff are to be recruited, advertising may be necessary to satisfy the "labour market test" required by the UK Borders and Immigration Agency as a condition of being granted a certificate of sponsorship.

### **1. Emergency/Crucial Appointments**

In an emergency situation, (e.g., sickness, death, sudden resignation), or where a vacancy for a position crucial to an institutional need occurs with insufficient notice to permit a search to be carried out in a normal manner, a position may be filled on a temporary basis while a search is being conducted. The Executive Dean/Head of Department may amend or waive the normal appointment processes (interview, references etc) in these circumstances in consultation with the appropriate HR Advisor

### **2. Sessional Teaching Appointments**

It is not normally Sessional or Supplementary Teaching Staff are teaching staff employed on an hourly-paid "casual" or fixed-term basis to:

- supplement core teaching staff
- provide specialist input to courses
- meet unpredictable or short-term demands for teaching, for example to teach on short courses, or to provide cover for short-term sickness absence
- to sustain part of a programme/course pending a permanent appointment or to cover some lectures/duties in the absence of a member of staff
- for visiting lecturers (e.g. practising professionals) providing specialist input to courses
- to facilitate the employment of research students in the interests of their career development

It is not normally necessary to advertise for these posts.

### **3. Appointment of individuals specified in a grant (Named Researchers) or new employee's letter of offer.**

Individuals specifically named in grants or contracts may be appointed without conducting a search. However, other post-search appointment processes (appointment board, references, immigration checks etc) should be carried out according to normal University recruitment procedures.

Where new employees have negotiated the recruitment of named individuals as a part of their employment contracts, provided the individuals to be appointed do not require a work permit or certificate of sponsorship, those individuals may also be appointed without a search. For example, a researcher may bring key research associates who are currently employed by the researcher's previous employer with him/her to Aston

University. However, other post-search appointment processes should be carried out according to normal University recruitment procedures.

#### **4. Laureates**

On occasion, the University may have the opportunity to attract a nationally or internationally renowned individual. While each academic discipline recognizes extraordinary accomplishment differently, it is expected that the "laureate" designation would be used only in rare circumstances. Such a designation should be recommended by the appropriate Executive Dean or Pro Vice-Chancellor for the approval of the Vice-Chancellor. Provided the individual to be appointed does not require a work permit or certificate of sponsorship, they may be appointed without a search.

Post-search appointment processes should be carried out according to normal University recruitment procedures.

#### **5. Visiting Scholars**

For the purposes of this exercise, Visiting Scholars are defined as:

- Academic Staff on sabbatical from other institutions
- Visiting scholars chosen by the funding source (e.g., Fulbright scholars, and scholars funded by foreign institutions)
- Visiting research collaborators (individuals currently employed at another institution or agency and collaborating on an on-going research project)
- Exchange Visitors (individuals from institutions with which the University has an exchange agreement.)

Individuals designated as visiting scholars by the relevant Executive Dean may be appointed without conducting a search or holding an appointment board whether or not the appointment is to be remunerated. References and other pre-employment checks, however should be carried out according to normal University procedures. Where individuals are not UK or EEA nationals, please contact HR for information on their right to live and work in the UK.

#### **6. Returning Employees who have Previously been Employed by the University**

Employees who have terminated their employment with the University may be appointed without a search or further appointment process if they return to their former position which has not been filled, with a break in service not to exceed six (6) months with the approval of the relevant Executive Dean/Head of Department in consultation with the appropriate HR Advisor.