



Appointed Officers

Appointment Procedure and Honoraria

Appointed Officers: Appointment Procedure and Honoraria

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Introduction

These procedures outline the arrangements for the appointment to Appointed Offices within the University. Appointment to these roles will generally take place following an advertisement and selection process (either external or internal) which enables as diverse an applicant pool as possible.

Appointment Process

1. Pro-Vice-Chancellors

The procedure for the appointment of Pro-Vice-Chancellors (including the Deputy Vice-Chancellor) is set out in Ordinance 1 of the Charter and Statutes of the University <http://www.aston.ac.uk/about/management-structure/university-governance/charter-statutes-and-ordinances/ordinances/>

The Deputy Vice-Chancellor and Pro-Vice-Chancellors are appointed by the Council on the nomination of the Vice-Chancellor and Chief Executive, after having consulted the Senate. When a nomination is imminent, the Vice-Chancellor and Chief Executive shall present one or more candidates to the Senate. The name of the person agreed by the Senate shall be submitted to the Council for appointment as Pro-Vice-Chancellor.

Pro-Vice-Chancellors normally hold office for terms of up to five years. This may be renewed for further periods on the recommendation of the Senate, if approved by the Council.

Where the term of office of a Pro-Vice-Chancellor is due to expire, the Vice-Chancellor and Chief Executive should be informed no later than 9 months prior to the date of expiry of the Office

2. Executive Deans

Executive Deans are appointed by the Vice-Chancellor and Chief Executive, subject to the approval of the Council, for a period of five years. Candidates (whether external or internal) for the post of Executive Dean will be interviewed by an Appointments Board comprising a majority of Academic members, and one lay member of Council; the Board will be chaired by the Vice-Chancellor and Chief Executive.

Where the term of office of an Executive Dean is due to expire, the Vice-Chancellor should be informed no later than 9 months prior to the date of expiry of the Office

3. Associate and Deputy Deans

These Officers are nominated by the relevant Executive Dean and are subject to the approval of the Vice-Chancellor. They are appointed for a period of up to five years, renewable. Appointments will be made in accordance with the procedure in the Appendix: Appointment of Associate Deans and Heads of School/Department

Where the term of office of an Associate Dean is due to expire, the Executive Dean should be informed no later than 6 months prior to the date of expiry of the Office.

4. Head of School/Department

These Officers are nominated by the relevant Executive Dean and are subject to the approval of the Vice-Chancellor. They are appointed for a period of up to three years,

renewable. Appointments will be made in accordance with the procedure in the Appendix: Appointment of Heads of School/Department

Where the term of office of a Head of Department/School is due to expire, the Executive Dean should be informed no later than 6 months prior to the date of expiry of the Office.

5. Associate Pro-Vice-Chancellors

These Officers are nominated by the Vice-Chancellor and/or Provost as needed to carry out specific strategic projects for fixed terms of between one and three years dependent on the project. These posts are not normally remunerated.

6. Other College Appointments (e.g. Course/Programme Directors etc.)

Executive Deans are responsible for appointing and monitoring these appointments in consultation with the College Management Team. They may be appointed for periods of up to three years, renewable, and they are not normally remunerated.

Honoraria

1. Pro-Vice-Chancellors, Executive Deans, Associate Deans and Heads of Department/School may receive an annual honorarium determined by the University's Workforce Strategy and Remuneration Committee.
2. In order to ensure that honoraria remain in line with nationally agreed pay awards, the Workforce Strategy and Remuneration Committee has agreed that honoraria be calculated as a percentage of the national professorial minimum salary, rounded to the nearest £100. Levels of honoraria have been established and the agreed percentage rate for each level is as follows:

Level 1 (unless already consolidated into salary)

comprising Deputy Vice-Chancellor & Executive Deans	20%
Pro-Vice-Chancellors	15%

Level 2

comprising Associate Deans, Deputy Deans, Heads of School, Heads of Department	11.5%
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3. When an individual no longer carries out the role, either due to resignation or if an individual is asked to stand down from the office, payment of the honorarium will cease. Associate Deans, Deputy Deans, Heads of School and Heads of Department may resign from office or be asked to step down by giving 3 months' notice.
4. Where an individual holds two offices (e.g. Associate Dean Research for the College and Head of Department), subject to agreement with the Vice-Chancellor and Executive Dean, the following rules apply:
 - a. If the two roles are related (as in the above example) the full honorarium is paid for the higher rated office, plus half the honorarium for the lower rated office.
 - b. If the two roles have no link at all (e.g. PVC and Head of Department) the full honorarium appropriate to each office is paid.

Appointment Procedure for Heads of Department/School

Appointments to the posts of Head of Department/School will normally be for a fixed term of three years, which may be renewed, and will be made by appointment to an office from a permanent contract in another capacity within the University. Appointments will normally be restricted to two terms. Heads of Department/School will hold this office in addition to a substantive role at Reader or Professor level (and their equivalents on Teaching & Clinical or Research pathways). The role of Head of School/Department will attract a load allocation of no less than 60% FTE and for larger departments (with more than 25 FTE academic staff) 80% FTE.

Expiry of office

Around three months before the expiry of the term of office, the relevant PVC & Executive Dean will initiate a recruitment process, notifying the incumbent as well as all staff in the College of the opportunity.

Recruitment advertising

The PVC & Executive Dean of the relevant College will advise staff that an opportunity has arisen for appointment to the office of Head of School/Department. The role will be advertised internally and externally simultaneously. Where an external appointment is made, recruitment and selection to a substantive academic appointment within the College will be made at the same time. Applicants will be invited to outline how they believe they will meet the requirements of the role as set out in the job description and person specification.

Shortlisting and selection

Shortlisting will be undertaken by the PVC & Executive Dean and other members of the College leadership team. The panel will also include a senior academic from outside of the recruiting College. Applicants who are not shortlisted will receive feedback from the PVC & Executive Dean of College. If the only person shortlisted is the current office holder, the selection process will involve a structured conversation between the PVC & Executive Dean and the office holder.

Applicants will be assessed at interview for their experience and ability to lead, develop and manage staff in achieving the objectives of the department. In addition, external applicants will be interviewed and assessed in line with the usual processes for determining the level and pathway of substantive academic appointment. This will include assessment of teaching and/or research (as appropriate to pathway), seeking references and external assessor comments.

Appointment

The appointment, duration of the appointed office and associated honorarium will be confirmed to the postholder in writing by Human Resources.

Induction and support

New Heads of Department/School are required to participate and complete the Head of Department development programme. A mentor will also be assigned to assist with induction into the role and, for external appointments, to guide the introduction to the university more generally.

Appointment Procedure for Associate Deans and Associate Pro-Vice Chancellors

Appointment

Appointments to the posts of Associate Dean will normally be for a fixed term of three years, which may be renewed, and will be made by appointment to an office from a permanent contract in another capacity within the University. Appointments to the posts of Associate Pro-Vice Chancellor will be for a period of between one and three years, depending upon the length of the strategic project.

Expiry of office

Around three months before the expiry of the term of office, the current office holder (where relevant) and all staff will be advised of the recruitment process to appoint to the office.

Expressions of interest

All staff within the College (for Associate Deans) or all staff in relevant Colleges and Departments in the case of Associate Pro-Vice-Chancellors, all staff in relevant Colleges and Departments, will be contacted by the PVC & Executive Dean or Deputy Vice-Chancellor to advise that an opportunity has arisen for appointment to the office. Staff will be invited to express an interest in the role. If more than one individual sends an expression of interest, a full selection process will be instigated. If the only expression of interest is from the current post holder, there will be a more streamlined process. If the role cannot be filled via expressions of interest, consideration will be given to incorporating the requirement into an external staff recruitment campaign.

Selection process

If more than one member of staff indicates their interest in the role, including where one expression is from the existing office holder, a selection process will be put into place. This will involve individuals sending a CV and a short summary of how they believe they will meet the requirements of the role as set out in the job description and person specification.

If the only interested party is the current office holder, selection will be carried out by the PVC & Executive Dean. The appointment may be extended for up to a further three years. Appointments will normally be restricted to 2 terms. The appointment will be confirmed in writing by Human Resources.

Shortlisting process

Shortlisting will be undertaken by the PVC & Executive Dean/Deputy Vice-Chancellor who will chair the interview selection panel plus at least one of the College Deputy Deans and a senior academic from outside of the recruiting College. Anyone who is not shortlisted will receive feedback. If the only person who is shortlisted is the current office holder, the selection process will involve a structured conversation between the PVC & Executive Dean/Deputy Vice-Chancellor and the office holder.

Appointment process

If more than one person is shortlisted for the position, then all shortlisted applicants will be required to undertake a selection process which may include a structured interview and presentation on a topic as agreed by the PVC & Executive Dean/Deputy Vice-Chancellor. The interview panel will consist of the PVC & Executive Dean of the

College, a Deputy Dean and a senior academic from outside of the recruiting College. References are not normally required for these appointments, unless an external appointment is made.

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Human resources

✉ HR_helpdesk@aston.ac.uk

☎ +44 (0)121 204 4584

☎ +44 (0)121 204 4500