

Lecturers¹ – Appointments Committee Membership

Membership of the Appointments Committee for Lecturers appointments should be approved by the Head of Department and consist of the following:

Non Clinical Lecturers and Senior Lecturers

A quorum of five from the following:

- Head of Department (Chair), or a senior nominee;
- Faculty Dean, or a senior nominee;
- At least three other members of academic staff:
 - *one should be from a panel elected by and from the academic staff of the department*
 - *one or two may be from other departments*
 - *at least one should be non-professorial;*
- College Consul from the relevant Faculty:
 - *the College Consul should not be from the department in which the appointment is to be made - where this occurs an alternative College Consul must be sought;*
 - *if the College Consul from the relevant Faculty is not available for the interview, an alternative College Consul must be sought*
 - *if no College Consuls are available, the interview should not proceed unless exceptional permission is given by the Faculty Senior HR Manager;*
- At the discretion of the Head of Department, other members who in his/her judgement would enhance the selection process.

Clinical Senior Lecturers

- Head of Department (Chair), or a senior nominee;
- Faculty Dean, or a senior nominee;
- Head of Group/Division;
- One or two other academic members of the Division:
 - *one should be non-professorial and drawn from the list of elected panel members;*
- College Consul from the relevant Faculty;
- NHS Trust Representative;
- Royal College Representative:
 - *Once approval to recruit is given, a copy of the approval letter should be sent to the AAC Administrator at the Royal College asking them to provide names of representatives.*
- External Assessor.

Clinical Lecturers

- Head of Department (Chair), or a senior nominee;
- Head of Group/Division;
- NHS Trust Representative;
- Postgraduate Deanery Representative (if the post requires a National Training Number (NTN) and will count towards specialist training).

¹ For the purposes of this guidance Lecturer refers to all Clinical and Non Clinical Lecturers and Senior Lecturers unless otherwise specified