

Edinburgh Napier Selection and Appointment Process

Grade	Academic			Professional Services			Research		Leadership	
	5	6	7-10	1-4	5 & 6	7& 8	1-4	5 & 6	SLT	ULT
Approach to Advertising	Minimum 4-week advert			Minimum 2-week advert	Minimum 4-week advert	Minimum 4-week advert	Minimum 2-week advert	Minimum 4-week advert	Minimum 4-week advert	
	External advert required			External advert preferred. Could advertise internally only if appropriate	External advert required as well as internal advert		Could advertise internally only if appropriate	External advert required as well as internal advert	External advert required as well as internal advert.	
	External agency may be used if appropriate for hard to recruit skill sets				External agency may be used for niche/hard to recruit for skill sets				External agency may be used if appropriate	
		Advertise internationally								Advertise internationally if appropriate
Shortlisting	Panel of 3	Panel of 3	Panel of 3	Panel of 2	Panel of 2	Panel of 3	Panel of 3	Panel of 2	Panel of 3-4	
	Vice Principal Dean of School Head of Subject	Vice Principal Dean of School Head of Subject	Vice Principal Dean of School Head of Subject	Line Manager Line Manager or Peer	Line Manager Head of Service	Line Manager Head of Service and SLT/ULT member	Line Manager Line Manager Peer	Line Manager plus either PI, Head of Subject or AP/Prof	Principal ULT Line Manager Director of People and Services Agency if used	
All shortlists must be inclusive and gender balanced or the position must be re-advertised. Minimum 30% representation of one gender										
Initial Conversion	Head of Subject	Dean or Head of Subject	Dean or Head of Subject	Not Required	Line Manager	Line Manager	Line Manager or PI	Line Manager, PI or Head of Research	ULT Line Manager or Agency	Director of People and Services, Principal or Agency
All panels must be gender balanced and inclusive or they cannot proceed. Minimum 30% representation of one gender										
Stage 1 interview	Panel of 4	Panel of 5	Panel of 6	Panel of 2	Panel of 3	Panel of 3	Panel of 2	Panel of 3	Panel of 3	Panel of 3
	Vice Principal Dean of School Head of Subject	Vice Principal Dean of School Head of Subject	Vice Principal Dean of School Head of Subject	Line Manager One other (<i>Head of Service, another Manager or</i>	Head of Service/ Line Manager Another Head of Service	Director of Service Two others (<i>Heads of Service, SLT members</i>)	Line Manager plus one other – Peer of Line Manager, PI	Line Manager, Head of Research and PI	ULT Line Manager ULT Member Director of People and Services	Principal Director of People and Services ULT Member

	Head of Learning & Teaching OR Head of Research	Head of Learning & Teaching AND Head of Research	Head of Learning & Teaching Head of Research External Professor	<i>appropriate peer)</i>	Appropriate peer	Appropriate peer	or Head of Research			
Campus Tour	Head of Subject	Head of Subject or Dean	Dean	Not Required	Not Required	Line Manager or Peer of Vacant Role	Not Required		ULT Line Manager	Member of ULT or SLT
All panels must be gender balanced and inclusive or they cannot proceed. Minimum 30% representation of one gender										
Stage 2 interview	N/A	Panel of 4 If a second interview is required there should be the minimum in attendance: Dean of School, Head of Subject, Head of Learning & Teaching AND Head of Research	Panel of 4 If a second interview is required there should be the minimum in attendance: Vice Principal Dean of School Head of Subject External Professor	Not Required	Not Required	Panel of 4 Director of Service Head of Service/Line Manager Member of SLT HR Partner	Not Required	Not Required if externally funded fixed term research role. If perm, please follow academic appointment process.	Panel of 5 Principal ULT Line Manager Director of People and Services Member of ULT Court Member or External	

Referencing and vetting on next page.

	Academic	Professional Services		Research		Leadership
Grade	5-10	1-4	5-8	1-4	5&6	SLT & ULT
Referencing and Vetting	1. Identify Verification 2. Employment History Verification (this includes two reference checks and employment history up to previous five years) 3. Educational Document Check (Highest Higher) 4. Professional Qualification Document Check	1. Identify Verification 2. Employment History Verification (this includes two reference checks and employment history up to previous five years)	1. Identify Verification 2. Employment History Verification (this includes two reference checks and employment history up to previous five years) 3. Educational Document Check (Highest Higher) 4. Professional Qualification Document Check	1. Identify Verification 2. Employment History Verification (this includes two reference checks and employment history up to previous five years)	1. Identify Verification 2. Employment History Verification (this includes two reference checks and employment history up to previous five years) 3. Educational Document Check (Highest Higher) 4. Professional Qualification Document Check	1. Identify Verification 2. Employment History Verification (this includes two reference checks and employment history up to previous five years) 3. Educational Document Check (Highest Higher) 4. Professional Qualification Document Check 5. Director Check 6. Criminal Check 7. Financial Check
	Additional Checks: The below checks are conducted on a role-by-role basis. 1. Professional Qualification Verification 2. Educational Qualification Verification 3. Online Media Checks 4. Director Check 5. Criminal Check 6. Financial Check 7. Overseas Criminal Check 8. Overseas Financial Check 9. DVLA Check 10. P.V.G. 11. B.P.S.S. Check					