# Edinburgh Napier University: Recruitment Panel Constitution

Early organisation of the panel can help to minimise delays in the recruitment process so please book their time at the earliest opportunity. Panel members must have completed R&S Training.

|  | Professional Services / Technical | Research |
|---|---|---|
| Grade 1 | Line Manager plus 1 | |
| Grade 2 | Line Manager plus 1 | |
| Grade 3 | Line Manager plus 1 | |
| Grade 4 | Line Manager plus 2 | Line Manager plus 2 |
| Grade 5 | Line Manager plus 2 | Dean of School & Associate Professor/SL from School and Associate Professor/SL from another School |
| Grade 6 | Head of Service, and 2 other Senior members of staff **OR** Head of Service, and 1 Senior member of staff plus 1 External | Dean of School & Associate Professor/SL from School and Associate Professor/SL from another School |
| Grade 7 | Head of Service, 2 other Senior members of staff **OR** Head of Service, and 1 Senior member of staff plus 1 External | Dean of School, Dean from another School, and Subject Specialist from School, **OR** External. |
| Grade 8 | Head of Service, 2 other Senior members of staff **OR** Head of Service, and 1 Senior member of staff plus 1 External | |
| Grade 9 | 2 Relevant ULT members and 1 External with expertise in the appropriate Service area. | |
| Grade 10 | Principal, 2 other ULT Members (usually VP), 1 External | |

These are minimum numbers for Appointment Panels. A ULT member may sit on any Panel within their operational area, but as good practice no Panel should exceed minimum number by more than 1.