

## **Procedure for the Appointment of Heads of School**

1. The procedure aims to put in place arrangements that are transparent, fair and robust. The arrangements recognise that amongst the key requirements of the role are that the appointee must demonstrate the ability to act in a collegial manner and show evidence of academic management and leadership necessary to ensure that the School can make a full contribution to advancing the Manchester 2020 agenda.
2. The process will be initiated by the Director of Faculty Operations contacting the Head of School of Administration. Heads of School and Heads of School Administration are encouraged to enter into discussion with the Director of Faculty Operations well before the headship of a school is due to fall vacant to determine the appropriate time-scale for succession planning for their School. It is permissible for the appointment process to commence up to 15 months before the tenure of the Head of School is due to end in order to allow a smooth transition between the outgoing and incoming Head. However, the precise timescale will be a matter for the Dean to determine.
3. The Dean will consider whether or not to arrange the placement of an external advertisement of the vacancy at this stage. The decision will be informed by strategic needs or other Faculty priorities. The Dean may also at this stage decide whether or not to initiate an active search process by encouraging potentially suitable candidates to apply. Any applications generated by this means will be judged on their merits alongside any other applications.
4. Whether or not a decision is taken to advertise externally, or to undertake an active search, details of the post will be sent to all academic members of the School via email with a copy of the job description and person specification (Appendix 1). Applications will be invited from current staff who believe that they may fulfil the person specification and any simultaneous external advertisement in no way precludes consideration of internal applicants.
5. Shortlisting will be undertaken in accordance with normal University guidelines by a sub-group of the interview panel (see 6. below), in accordance with normal practice, by reference to the person specification.
6. The interview panel will comprise the Dean, at least one Associate Dean and a Head of School from the Faculty, a Head of School or Associate Dean from another Faculty and from the School, one professor, one non-professorial member of staff and the Head of School Administration. It will be constituted to reflect principles of equality and diversity. All shortlisted candidates will be required to make a presentation to the panel relating to their vision for the future direction of the School and how they would seek to implement it. In consultation with the appropriate Head of Faculty Human Resources, the Dean may also use other supplementary selection methods.
7. If it is not possible to make an appointment through this process, the Dean may initiate an (other) active search process by encouraging potentially suitable candidates to apply and/or through the placement of an external advertisement. Consideration of candidates from these sources will also be through an interview and any supplementary selection methods in accordance with processes set out above.

8. Under the terms of the University's Statutes, the Head of School is appointed by the Board of Governors on the recommendation of the President following nomination by the Dean, having consulted with and taken account of the views of members of the School. It is also noted that the School Board has the power to advise the Dean on the appointment of the Head of School. The Dean will effect consultation with the School through the Schools representatives on the interview panel and also take account of the views of members of the School as expressed in written submissions to him/her. Where the Dean judges it to be appropriate, s/he may also consult with the School Board. The final decision on nomination of the best candidate rests with the Dean. Appointments will normally be for a period of no more than five years and with such terms and conditions as the Board of Governors may determine.
9. A proven track record in a management role is a requirement. Prior and satisfactory completion of Headstart or a similar leadership programme before taking up office will also be a requirement. Possession of a suitable management qualification or the completion of an equivalent external leadership course, including one undertaken at a previous employer, will be deemed to be acceptable alternatives.

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