

APPOINTMENT PROCEDURE FOR SENIOR POST-HOLDERS

The following Appointment Procedure shall be followed for Senior Post-holders and has been established to comply with Article 7 of the Instrument and Articles of Government. Where there is any dispute between this procedure and the requirements of Article 7, the Articles of Government shall prevail.

1. Where there is a vacancy for a Senior Post-holder, Corporation shall advertise the vacancy nationally and appoint a Selection Panel. The Panel may choose to work with Consultants on any aspect of the selection process as they consider necessary.
2. **The Panel shall comprise:**
 - a) Where the vacancy is the post of Principal, the Panel will comprise up to 7 members (with a minimum requirement for 5, including the Chair and/or Vice-Chair.
 - b) Where the vacancy is for any other senior post, the Principal, Chair and/or Vice-Chair and at least 2 other persons who are members of the Corporation with a maximum of 4.
 - c) Staff and Student Members are ineligible for membership.
 - d) The Chair and Vice-Chair are authorised to agree the Selection Panel, taking into account the above.
3. **Role of the Panel**
 - a) The role of the Panel shall be:
 - to determine the arrangements for selecting applicants for interview;
 - to interview those applicants and conduct such other selection exercises as are deemed appropriate; and
 - where the Panel considers it appropriate to do so, to recommend to the Corporation for appointment one of the applicants interviewed by them.
 - b) If the Corporation approves the Selection Panel's recommendation, that person shall be appointed.
 - c) If the Panel is unable to make recommendations to the Corporation or the Corporation does not approve the recommendation, the Governors may require the Panel to repeat the steps specified in a) to c) above with or without first re-advertising the vacancy.
 - d) Upon the occurrence of a vacancy, the Corporation will appoint members to the Panel. If a meeting of the Corporation is not due to take place, the Chair of the Corporation will have the authority to appoint the Panel subject to members' availability and ensuring that the Panel comprises, where appropriate, a mix of gender and balance.
 - e) Where exercises are being conducted with the applicants, the Panel will have the freedom to determine who, if any, should observe / participate in the process.
4. **Chairmanship**

The Panel will appoint a member other than the Principal to act as Chair.
5. **Quorum**

Meetings of the Panel shall be quorate provided there are at least 5 members of the Corporation including the Chair and/or Vice-Chair in the case of appointment of Principal, and at least the Principal and 2 other Corporation Members where the appointment is for another Senior Post-holder.
6. **Minutes**

The Clerk to the Corporation shall circulate minutes of the meetings of the Panel to all members of the Corporation to keep them informed throughout the appointment process.