## **Chair, Professor, Reader, Associate Professor, Senior Research Fellow and Principal Research Fellow – Appointments Committee Membership**

* Dean of the relevant Faculty
* *The Dean of the relevant faculty will act as Chair of the Advisory Committee, or his/her nominee.*
* Other Internal Members
	+ *A College Consul from 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*
	+ *The Head of Department*
	+ *One other senior member of the Department*
	+ *other senior representatives of the Department may also attend, as required*
	+ *the Committee should have female representation*
	+ *every possible effort must be made to have members with varied backgrounds*
* Named/Sponsored post – Representative(s) from the Sponsor should also be invited to attend
* External Experts
	+ *At least two people external to the College (without association with the College) who have expertise in the discipline concerned.*
	+ *Externals should be of appropriate seniority, be able to express an independent view, and be familiar with the criteria for professorships and readerships of research-based universities in the UK.*
	+ *The names of proposed External Experts should be provided by the Department/Faculty.*
* For Clinical Posts
	+ *Representatives of the NHS Trust(s) where the appointee will have the appropriate Honorary Contract with should be invited to attend:*
	+ *normally the Chief Executive, particularly with regard to the Royal Brompton & Harefield NHS Foundation Trust, Central and North West London NHS Foundation Trust (CNWL), Child and Adolescent Mental Health Service (CAMHS) and the West London Mental Health NHS Trust (WLMHT).*
	+ *Medical Director and the Divisional Director of the Imperial College Healthcare NHS Trust (ICHNT), or their nominees.*
	+ *If more than one Trust is involved, representation must be agreed by the Trusts in consultation with the Head of Department.*
	+ *A representative from the relevant Royal College – the* [*Senior Appointments team*](https://www.imperial.ac.uk/human-resources/about-us/contact-us/senior-appointments-and-promotions/) *will arrange for the appropriate representative to attend.*

**Principal Lecturer/ Professor of Teaching (Teaching Fellow, level 6 & 7) – Appointments Committee Membership**

* *Dean of the Faculty or their nominee (e.g. Vice-Dean for Education) – Chairs the panel*
* *Head of the Department or senior nominee*
* *One other senior member of the Department*
* *Consul*
* *At least one external expert, and ideally two, of appropriate seniority*

*With regard to the external experts, it is expected that these will be from another UK university and have appropriate standing and expertise in teaching and educational management, but they may well be academics rather than learning and teaching staff. If there is only one external expert, then a second member of staff from another Faculty in the College must join the panel.*

*Please note: it is College policy that at least one member of the panel must have been trained in recruitment and selection and that individual departments/divisions are responsible for ensuring compliance with this. It is also expected that the Committee will comprise female membership and that every possible effort must be made to have members with varied backgrounds.*