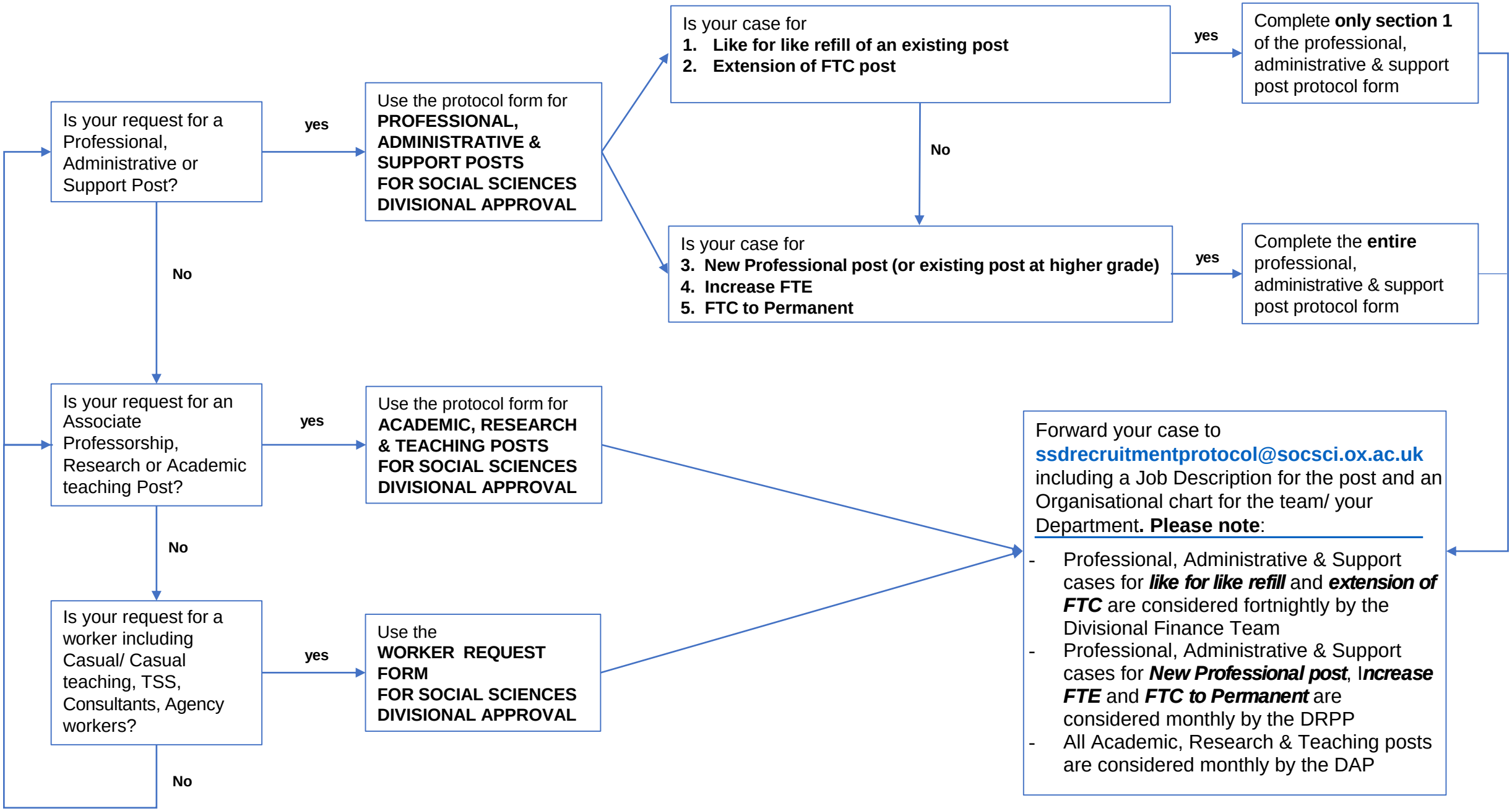
Is your request for a Professional, Administrative or Support Post?
yes
Use the protocol form for **PROFESSIONAL, ADMINISTRATIVE & SUPPORT POSTS FOR SOCIAL SCIENCES DIVISIONAL APPROVAL**
Is your case for
1. **Like for like refill of an existing post**
2. **Extension of FTC post**
yes
Complete **only section 1** of the professional, administrative & support post protocol form
No
Is your case for
3. **New Professional post (or existing post at higher grade)**
4. **Increase FTE**
5. **FTC to Permanent**
yes
Complete the **entire** professional, administrative & support post protocol form
No
Is your request for an Associate Professorship, Research or Academic teaching Post?
yes
Use the protocol form for **ACADEMIC, RESEARCH & TEACHING POSTS FOR SOCIAL SCIENCES DIVISIONAL APPROVAL**
No
Is your request for a worker including Casual/ Casual teaching, TSS, Consultants, Agency workers?
yes
Use the **WORKER REQUEST FORM FOR SOCIAL SCIENCES DIVISIONAL APPROVAL**
No
Forward your case to **ssdrecruitmentprotocol@socsci.ox.ac.uk** including a Job Description for the post and an Organisational chart for the team/ your Department**. Please note**:
- Professional, Administrative & Support cases for ***like for like refill*** and ***extension of FTC*** are considered fortnightly by the Divisional Finance Team
- Professional, Administrative & Support cases for ***New Professional post***, ***Increase FTE*** and ***FTC to Permanent*** are considered monthly by the DRPP
- All Academic, Research & Teaching posts are considered monthly by the DAP