

Template recruitment proposal

The divisional template (available from the Academic Appointments Team) will ask you to outline the main purpose of the post and the case for recruitment. Template responses are below, one for an academic post and the other for an administrative post.

Template case for recruitment: academic post (to be edited as required)

Until [insert year], XX Department had an AP in [insert post name], who provided teaching, supervision and specialist expertise in this area. Following the departure of XXX, the department ran an unsuccessful recruitment campaign for a direct replacement. In light of the experience gained during this process, it was decided that the remit of the post should be broadened to encompass [insert subject area], with the aim of attracting a stronger field. In the interim, the department has employed a fixed-term Departmental Lecturer whose contract ends in [insert month and year]. It is therefore now proposed to amend the title of the post, and to advertise for the AP in [insert post name].

Given the significance of [insert subject area], the presence of an AP post in the department which specialises in this field is vital. The current, temporary arrangements have sufficed in the interim but, in the long-term, the department needs to provide a stable and high-quality offering of teaching, supervision and research expertise in this area at the level of an AP capable of contributing to the wider research strategy of the department and the division, and of supporting the department in academic administrative matters as necessary. The current arrangements compromise the department's claim to be a world leader for teaching and research expertise in [insert subject area] and adversely affect the public profile of [insert subject area] at Oxford. The proposed post will make a significant contribution to the next REF exercise, thereby helping grow the department's reputation for quality work in this field, as well as supporting income generation.

The proposal to recruit to this post has the full support of XXX college [ADD ANY OTHER NOTE ON RELEVANT APPROVALS].

Template case for recruitment: administrative post (to be edited as required)

The role of [insert post name] is vital to the operation of the department's day-to-day business.

The post holder has responsibility for all aspects of routine personnel/research/academic/finance [delete as appropriate] administrative, including in relation to [insert any additional duties here, e.g. health and safety, post-award, etc], and is the key point of contact for staff across the department and in the wider University [name relevant central services]. This includes responsibility for routine day-to-day and monthly, operational tasks as well as for supporting the Head of Administration and [name any other senior roles if relevant] in the management of the department. In addition, the post holder is responsible for line managing [insert post name(s)].

The recruitment proposal form will also ask whether the post was included in the departmental budget – if it was, you should provide the budgeted grade, budgeted FTE and total budgeted cost in bullet point form. If it was not but another post was included which would otherwise provide cover, you should explain this.

You should attach an up-to-date job description. It is also advisable to discuss the proposed recruitment with the relevant divisional contact (usually the Divisional Secretary) prior to submission of the form.