

## School of Mathematical and Physical Sciences

### Recruitment of staff and graduate students: Diversity policy

#### General Principle

To encourage applications and appointment of staff and students from under-represented groups through training and awareness of equality and diversity issues and compliance with good practice.

#### Objectives

- All staff will undergo a minimum of one equality and diversity training course per three years e.g. Unconscious Bias.
- Participants of **staff** interview panels must have received training in Recruiting and Selecting Staff, via the Staff Development Unit
- Interview panels, including for PhD studentships, will consist of a minimum of two staff.
- Interview panels should normally be (and for faculty will always be) mixed gender. If a single-gender panel is unavoidable, it must be approved in advance by Head of Department (for studentships/PDRAs) or Head of School (for other staff).
- Monitoring of training will be undertaken biannually by the Heads of School and Department.

#### Procedure

Training courses can be booked via Sussex Direct

Monitoring reports will be provided to Heads by School Administrator biannually.

#### For further information:

University procedures for recruiting staff:

<http://www.sussex.ac.uk/humanresources/personnel/recruitmentandselection>

School notes for recruiting staff:

<http://www.sussex.ac.uk/mps/internal/staff/mpsrecruit>

Date of policy 1st October 2016	Review date 1st October 2017	Review by School Administrator
------------------------------------	---------------------------------	-----------------------------------