APPENDIX 1

Recruitment Procedure for Tutors

This recruitment procedure is curently under review for the academic year 24/25

1. Heads of School (or the Director of SCLS) are responsible for ensuring fair recruitment to Tutor positions with their Schools.

2. It is expected that Tutor posts at Grade 6, except in the case of Language Tutors, will be held by the University's registered PhD students.

3. Opportunities to work as a Tutor should be advertised within the School (or SCLS), with the relevant Job Description, Employee Specification and main terms and conditions for the post.

4. In the case of seeking to recruit a Doctoral Tutor, the advertisement should normally also be advertised to the University's registered PhD community.

5. Applicants will be required to complete the University's application form.

6. Applicants should be shortlisted against the criteria in the Employee Specification by at least two members of the School's Teaching Faculty, as approved by the Head of School (or Director of SCLS).

7. Shortlisted applicants should be interviewed against the Employee Specification by at least two members of the School's Teaching Faculty, as approved by the Head of School (or Director of SCLS). In the case of any applicant who is a registered PhD student of the University, the School should also check with the relevant Director of Doctoral Studies and Academic Registry to ensure the student is currently registered as a PhD student and that working as a Doctoral Tutor would not adversely impact their doctoral studies.

8. When a chosen candidate is identified from the interview, the School will provide Human Resources with the appropriate authorisation to issue the formal offer of employment. Human Resources will also establish the individual's right to work in the UK including any restrictions, and obtain references and Occupational Health clearance.

9. Schools will advise unsuccessful applicants.

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