

# Recruitment freeze and Redeployment Protocol

## Guidance for Departments

*This is a downloadable copy of the guidance published at <https://hr.web.ox.ac.uk/recruitment-protocol#collapse1959581>). Please refer to the website for the most up to date guidance.*

### Introduction

1. The Recruitment freeze and Redeployment Protocol is a means to manage University-funded staff numbers and salary costs in the current uncertain financial environment, and to ensure that where recruitment takes place existing staff coming to the end of a fixed-term contract or whose post is at risk of redundancy are given first priority.
2. The Protocol applies to all posts which are internally-funded, including apprenticeships, apart from casual appointments and posts recruited to via TSS which will be strictly subject to a 12-week time-limit (there is a 12-month time limit for casual *teaching* staff). It does not apply to posts in grades 1 – 10 which are wholly funded from external grants. Departments are asked to apply extra scrutiny to the costing and operation of grants to ensure that they are not adding additional costs to the departmental budget.
3. The Protocol applies to recruitment across the University, including
  - (a) all departments other than OUP;
  - (b) all administrative and service sections including UAS and GLAM;
  - (c) all subsidiary companies of the University.

It does not apply to colleges or to Permanent Private Halls.

4. The Protocol is being introduced from Tuesday 21 April 2020 for an initial period of 12 months and will be kept under review.
5. From that date, all recruitment to internally-funded posts which has not progressed to the point of an offer to a candidate will be suspended unless the specific criteria for the type of post are met (see below, sections 10, 15 and 19). Central approval (see below, sections 13, 18 and 19) is required for the creation of new posts and the extension of fixed-term contracts for professional, administrative and support staff, and for the external advertisement of any post.
6. In cases where a recruitment exercise has started but an offer has not been made, the department should consider whether the specific criteria for the type of post are met. If they are, recruitment should be paused until the relevant approvals have been obtained (from the division or equivalent for internal recruitment to existing posts, and from the relevant recruitment panel for the creation of new posts, the extension of fixed-term contracts and external advertisement). If the criteria are not met recruitment must be halted and any applicants informed that the vacancy has been withdrawn.

7. Guidance on the details of the process for raising staff requests in CoreHR will follow shortly; ***in the meantime departments are asked not to raise any new staff requests.***

### Professional, administrative and support staff posts including apprenticeships

8. All internal recruitment to refill existing professional, administrative and support posts including apprenticeships requires approval as follows.

Posts in academic divisions: from the Head of Division or Divisional Registrar;

Posts in Continuing Education: from the Continuing Education Board;

Posts in UAS: from the Registrar;

Posts in GLAM: from the Pro-Vice-Chancellor (GLAM) for posts in GLAM

Divisions are asked to put in place appropriate procedures to ensure that approval is obtained before a vacancy is opened for redeployment/internal advertisement.

9. Divisions may only approve the **replacement of leavers** if there is a strong case that the work in question cannot be halted, delayed or absorbed within the existing staff complement across the division.

10. Divisions may only ask the central panel to approve the **creation and filling of any new posts or the extension of fixed-term contracts** where there is a strong case that:

(a) the work in question cannot be absorbed within the existing staff complement across the division;  
**AND**

(b) one or more of the following conditions is met:

(i) there are overwhelming operational imperatives to fill the post; or

(ii) there are safety risks to the University if the post is not filled; or

(iii) there are legal requirements to fill the post; or

(iv) there is evidence that the post will be fully externally-funded; or

(v) there is evidence that not to recruit will result in demonstrable overall financial loss to the University; or

(vi) the proposed new post forms part of a restructuring proposal which has demonstrated that its filling is necessary to produce overall savings or to significantly increase income.

11. If the conditions above are met, Section 2 (a) of the proposed Approval Form must be completed and signed by the relevant divisional authority before recruitment starts to replace a leaver, or before the form is sent to the Registrar's Recruitment Panel to seek approval for all other cases.

12.1 In all cases departments should first of all consider whether there are any staff coming to the end of a fixed-term contract or otherwise at risk of redundancy within the department who meet the essential

criteria for the post or who could do so with reasonable retraining or a short period of on-the-job experience, in accordance with the University's established policy on [priority candidates](#). Any such candidates should be interviewed and offered the role (or the most suitable if there is more than one priority candidate) before the post is advertised.

12.2 If it is not possible to fill the post with a priority candidate from within the department, the department should consider whether it may be possible to develop existing staff and create an internal promotion opportunity.

12.3 If it is not possible to fill the post from within the department, the post should be advertised internally within the collegiate university, with a view to filling it with existing employees of the University and the colleges if at all possible. The Senior Appointments Team (SAT) in University HR will monitor vacancies advertised and will alert priority candidates to vacancies where there is a potential skills match. SAT will also alert hiring managers to any such candidates, who will apply for the role in the usual way.

12.4 Internal advertisements must be live for at least two weeks, and all applicants who meet the essential requirements or who could do so with reasonable retraining or a short period of on-the-job experience should be interviewed.

12.5 In the case of a refill, if the only suitable candidate is a college employee, approval must be sought from the Registrar's Recruitment Panel to appoint them, as this would add to the overall headcount and salary budget. If no suitable candidate can be identified in this way, approval may be sought from the Registrar's Recruitment Panel to advertise externally.

13. The Registrar's recruitment panel will meet as regularly as required. Section 3 of the proposed Approval Form should be completed and the whole form sent to the secretary of the panel, [Shaka Obhiozele](#).

### Associate Professorships and internally-funded research staff posts

14. All recruitment to internally-funded research posts requires the approval of the Head of Division. For Associate Professorship (AP) posts, divisional boards will consider the case for filling/refilling, including financial considerations, following consultation with colleges.

15. Divisions may only approve recruitment to AP and internally-funded research posts where there is a strong case supported by academic strategy that:

- (a) there is clear evidence of overwhelming academic imperatives to fill the post; **AND**
- (b) in the case of APNTF posts and research posts partially or fully funded by the University one or more of the following conditions is met:
  - (i) there is evidence that the post will be fully externally-funded (including posts that are fully endowed); or
  - (ii) there is evidence that not to recruit will result in demonstrable overall financial loss to the University; or

(ii) the proposed new post will lead to increased income.

16. If the conditions above are met, Section 2 (b) of the proposed Approval Form must be completed and signed by the Head of Division before the form is sent to the PVC's Recruitment Panel.

17. AP and internally-funded research posts may be advertised externally without any prior internal advertisement, once approval has been obtained from the PVC's Recruitment Panel.

18. The PVC's Recruitment Panel will meet as regularly as required. Section 3 of the proposed Approval Form should be completed for internally-funded research posts, and the whole form sent to the secretary of the panel (TBC).

### ALC6, RSIV posts and Statutory Professorships

19. All cases for appointment to ALC6, RSIV and Statutory Professor roles will be considered by the Senior Appointments Panel (SAP) before advertisement.

#### 19.1 ALC6 posts

The case to SAP for creating or refilling an ALC6 post or extending a fixed-term contract should follow the existing guidelines for [creating ALC6 posts](#). In addition, the case should state:

- whether it is for a new post, a refill or the extension of a fixed-term contract;
- why the duties cannot be carried out by an existing member of staff;
- in the case of a refill, the salary of the individual being replaced; and
- the business plan, which is received by the division for the approval of the Divisional Financial Controller.

#### 19.2 RSIV posts

The case to SAP for creating or refilling an RSIV post or extending a fixed-term contract should follow the existing guidelines for [creating RSIV posts](#). In addition, the case should state:

- whether it is for a new post, or a refill or the extension of a fixed-term contract;
- why the duties cannot be carried out by an existing member of staff; and
- in the case of a refill, the salary of the individual being replaced.

#### 19.3 Statutory Professorships

The case to SAP for the creation or refilling of a Statutory Professorship should include the following:

- in the case of the creation of a new post, confirmation that the regulations setting up the post have been promulgated;

- in the case of a refill, confirmation that the divisional board has approved the case for refilling the post and the salary of the individual being replaced;
- a joint submission from the department and the division specifying why the post is critical to the department and division for the future;
- the rationale for the post and a statement explaining why the duties cannot be covered by existing staff;
- the proposed divisional budget and details of the funding for the post;
- formal confirmation that the costs are fully funded, signed off by the relevant Divisional Financial Controller; and
- a statement of the number of vacant Statutory Professorships in the department and division; and
- the business plan, which is received by the division for the approval of the Divisional Financial Controller.

19.4 The case as set out above should be sent to the secretary of SAP, [Sarah Kilgour](#). Cases will be considered at the regular monthly SAP meetings, and in line with the normal procedures urgent cases may be dealt with by correspondence.

19.5 If a case is approved by SAP, the normal recruitment process will apply, with external advertising of the post.

## Casual workers, TSS and contractors

20. [Casual workers](#) and [TSS](#) staff may be recruited as usual without the need to seek additional approval. However all new casual and TSS assignments agreed with effect from 21 April 2020 will be subject to a strict limit of 12 weeks and no extensions will be permitted.

21. Casual teaching staff may continue to be engaged for up to 12 months.

22. Any contractor appointments will go through the protocol and will be considered by the appropriate panel.

## Panels

### ***Registrar's Recruitment Panel***

Chair: Registrar

Secretary: Shaka Obhiozele ([shaka.obhiozele@admin.ox.ac.uk](mailto:shaka.obhiozele@admin.ox.ac.uk))

Members: a subset of six members of the Registrar's Senior Leadership Team: two divisional registrars and four others, with three attending any one meeting, one of those three to be a divisional registrar.

***PVC's Recruitment Panel***

Chair: PVC (People)

Secretary: Sue Morris ([sue.morris@admin.ox.ac.uk](mailto:sue.morris@admin.ox.ac.uk))

Members: one representative from each of the 4 academic divisions, one representative from Senior Tutors' Committee

## Recruitment Protocol 2020 – Summary Table

Staff group	Source of Funding	Approval body	Internal / External advertising
Academic – Statutory Professors	n/a	Senior Appointments Panel	n/a (all academic posts externally advertised)
Academic – Associate Professors	n/a	Divisional boards following consultation with colleges, and PVC's Recruitment Panel	n/a (all academic posts externally advertised)
RSIV and ALC6 – senior research and administrative posts	n/a	Senior Appointments Panel	n/a (these posts normally advertised externally)
Research posts graded 1-10	External	Department	Not covered by the protocol but departments are asked to apply extra scrutiny to the costing and operation of grants to ensure that they are not adding additional costs to the departmental budget.
	Internal*	Division/PVC's Recruitment Panel	Divisions can approve internal recruitment to existing posts. The PVC's panel approves the creation of new posts, the extension of fixed-term posts, and external advertisement to any post.
Professional, administrative and support posts	External	Division/Registrar's Recruitment Panel	Divisions can approve internal recruitment to existing posts. The Registrar's panel approves the creation of new posts, the extension of fixed-term contracts, and external advertisement to any post.
	Internal*	Division/Registrar's Recruitment Panel	Divisions can approve internal recruitment. The Registrar's panel approves the creation of new posts, the extension of fixed-term contracts, the appointment of college employees, and external advertisement to any post.

\* To include posts partly internally funded