**“COMBINED” SELECTION COMMITTEES FOR ASSOCIATE PROFESSOR POSTS**

Where a department or faculty is seeking to fill two or more concurrent **associate professor** vacancies it may be more efficient to combine the selection committees so that they operate more or less as one body. The chair and departmental or faculty members are likely to be common to all the posts being filled, with each college also being represented on the committee.

**Composition of combined committees**

The precise composition of the committee should be agreed with all parties. The standard composition laid down in paragraph 6 of the [joint appointment procedures](http://www.admin.ox.ac.uk/personnel/staffinfo/academic/appreapp/jointappointmentprocedures/) (i.e. 5 university and 2 college representatives) could be retained, with each college having one rather than two representatives. Alternatively the committee could be enlarged to accommodate more college representatives; the advantages of this need to be balanced against the disadvantages of a larger committee.

**Further particulars – one single set or one set per vacancy?**

If the requirements for each post are very similar it may make sense to prepare just one set of further particulars, containing one job description and a single set of selection criteria, and including details of each of the colleges involved. However, it should be borne in mind that this may highlight disparities between the benefits offered by different colleges, and the appointee to the post associated with the less generous college may infer that he or she is of a lower standing.

If the requirements for the posts are less similar it may be preferable to have a separate set of further particulars for each one.

**Applications – for each post separately or one joint application?**

If the requirements for the posts are different it will make sense for applicants to apply for each one separately.

If the requirements are similar enough to warrant one joint set of further particulars, it may be more efficient to ask for one single application to cover all the posts being advertised. The committee should decide whether to invite applicants to specify which colleges they wish to be considered for, or whether to leave it to the committee to allocate successful candidates to colleges.

If applicants are asked to say in a single application which college(s) they wish to be considered for, this might result in the post at a less generous college attracting a weaker field of candidates than the post at a more generous college. The committee could then be faced with a choice between appointing to the less generous college a weaker candidate than some who are rejected from the more generous college, or offering a post at the less generous college to a candidate who had not asked to be considered for it.

If applicants are not invited to specify a college or colleges in a single application, it is important that the committee discusses beforehand how successful candidates will be allocated to colleges of association in a way that is fair and transparent. Possibilities include the following.

i) The committee agrees a ranking of all the appointable candidates, and offers the top ranked candidate the choice of college of association. The candidate ranked second is then offered the other college (or a choice from the remaining colleges if more than two posts are being offered). If either subsequently declines the offer, the next candidate on the list is offered the “vacant” college. Care would have to be taken to ensure that candidates with a choice of college made that choice quickly so as not to delay unduly the offer to the next candidate on the list.

ii) The committee agrees a list of appointable candidates, and each college chooses its preferred candidate from the list. If both colleges prefer the same candidate further discussion may reveal an acceptable second choice candidate for one of the colleges.

If there are two separate application processes, interviews for each would be held separately with college representatives only attending the interviews for the post at their college.

**Declines**

If one invitee declines the post, only the university members and the college members for that particular post will be involved in selecting a replacement; the members from the other college(s) will not be involved.