**PROTOCOL FORM FOR ACADEMIC, RESEARCH & TEACHING POSTS**

**FOR DIVISIONAL APPROVAL**

Please refer to the [Approval matrix](https://hr.admin.ox.ac.uk/files/protocolprocessguidancepdf-0) before completing this form to ensure it is the correct form for the request you are making, and to clarify which approvals are required.

**DO NOT COMPLETE THIS FORM FOR SAP POSTS – follow existing process**

SECTIONS 1, 2, 3 and 4 should be completed for all posts

SECTION 5 should be completed for Associate Professorships only  
SECTION 6 is optional, to provide additional information for non-standard requests

Please ensure that the case is anonymised and does not mention the name of any post holders.

This completed form and supporting materials should be emailed to your relevant Divisional panel for approval.

**SECTION 1 (please complete for ALL posts)**

|  |  |
| --- | --- |
| DIVISION | SELECT FROM LIST. |
| DEPARTMENT |  |
| COST CENTRE |  |
| STAFF REQUEST NO. |  |
| POST TITLE |  |
| GRADE | SELECT FROM LIST. |
| CONTRACT TYPE | SELECT FROM LIST. |
| PERIOD IF FIXED TERM |  |
| FULL OR PART TIME | SELECT FROM LIST. |
| FTE/HOURS IF PART TIME |  |
| REQUEST TYPE | SELECT FROM LIST. |

**SECTION 2: COSTS/FUNDING (please complete for ALL posts)**

|  |  |
| --- | --- |
| Is this post budgeted/in (Budgeting & Forecast tool) for this Financial Year? | SELECT FROM LIST. |
| Annual cost, including on-costs *(which can be found on the* [*Salaries website*](https://finance.admin.ox.ac.uk/salary-scales)*)* | £ per annum |
| Forecast cost, including on-costs, in current financial year | £ |
| How will the post be funded? | *Please describe, e.g. department budget, or attach details of any relevant* ***research award****.* |

**SECTION 3: ACADEMIC CASE (please complete for ALL posts)**

|  |  |
| --- | --- |
| **What are the overwhelming academic/research imperatives to fill the post?** | |
| How does the requested post fit with the department’s longer-term **strategic priorities** and financial planning? | *e.g. as identified in departmental and divisional strategic plans* |
| What external contextual information has been considered? | *e.g. information from research councils and external funding partners, national strategic priority research areas* |
| What potential mitigations have been considered? | *e.g. sharing work among existing employees; redeploying existing staff and training existing employees.* |

**SECTION 4: BUSINESS CASE (please complete for ALL posts)**

|  |  |
| --- | --- |
| How has the wider impact of the current financial constraints been taken into account? | *Confirm that individual posts have been considered relative to other posts/vacancies within the department and identify* ***any roles you do not plan to recruit for*** *in order to justify filling the prioritised ones that proceed to the divisional panel.* |
| Is there evidence that not to recruit will result in **demonstrable overall financial loss** to the University? | SELECT FROM LIST. |
| If Yes, please give details |  |
| Will the proposed post lead to **increased income**? | SELECT FROM LIST. |
| If Yes, please give details |  |
| Supporting materials | *Please attach an* ***organisation chart*** *for the relevant team or, if not available, a staff list/ list of posts with grades, FTE and contract type etc.*  *Please attach* ***financial records*** *where available for the funding source (e.g. SRF, course income) for the prior year and YTD activity.* |

**SECTION 5: COLLEGE CONSULTATION (for Associate Professorships only)**

|  |  |
| --- | --- |
| What consultation with the college has taken place? |  |

**SECTION 6: ADDITIONAL INFORMATION (optional)**

Please use this box to explain if the request does not fit into the criteria listed above.

|  |
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|  |

**APPROVALS**

|  |  |  |
| --- | --- | --- |
| Approver | Signed (name and role) | Date |
| Department |  |  |
| Division |  |  |