

Protocol Process Guidance

TYPE OF POST	FORM TO COMPLETE	TYPE OF POSITION	APPROVALS REQUIRED		
			Department	Divisional	Central Panel*
Associate Professors	Protocol Form - Academic	Internally funded new post or refill	✓	✓	PVC
		Externally funded post	✓	✓	✗
Research Posts (below RSIV)	Protocol Form - Academic	Internally funded new post, refill or extension of FTC	✓	✓	PVC
		Any externally funded position or family leave or sick leave cover of < 12 weeks	✓	✗	✗
Professional/Administrative and Support posts	Protocol Form - Professional	Internally funded new post or extension for internal or external recruitment	✓	✓	RRP
		Internally funded refill position for internal recruitment	✓	✓	✗
		Internally funded refill position for external recruitment	✓	✓	RRP
		Any externally funded position or family leave or sick leave cover of < 12 weeks	✓	✗	✗
Temporary Agency Worker/PSC Contractor/Freelancer	Worker Request Form	New worker or extension	✓	✓	RRP
TSS/Casual workers		Extensions only	✓	✓	RRP
RSIV/ALC6/Statutory Professors	Follow existing SAP process				SAP

*Panels	Roles
Registrar's Recruitment Panel (RRP)	Professional/Admin/Support
PVC's Panel (PVC)	Associate Professors Research posts (below RSIV)
Senior Appointments Panel (SAP)	RSIV/ALC6/Statutory Professors

Summary of process (refer also to the Protocol process map pdf for details)

Departments

1. Refer to the matrix above to clarify which form/approval route is required for your request.
2. Create the Business Case/Job description etc., seeking local approval as usual, and where advised, discussion with your Division.
3. Raise Staff Request in CoreHR as usual - but do not submit.
4. Complete the relevant **Protocol Form** (Professional or Academic), or **Worker Request form**.
5. For all requests requiring Divisional or Central Panel approval, the relevant completed **Protocol Form** and supporting materials, e.g. Business case, Organisation chart, etc. should be emailed to your relevant Divisional panel.

Divisional Recruitment Panels

6. Review requests, completing the relevant **Divisional Protocol Checker** (Professional or Academic), to help determine if Divisional approval is sufficient, or if central panel approval is required.
7. Complete the decision box at bottom of form and return to the department where Divisional approval only was required.
8. Where Protocol panel approval is required, forward the completed **Divisional Protocol Checker**, **Protocol form** and any other supporting materials to either: Registrar's Recruitment Panel - [Shaka Obhiozele](#) or PVC's Recruitment Panel - [Sue Morris](#) for consideration at the next panel meeting.
9. After the Protocol panel meeting, the Panel Secretaries will return the **Divisional Protocol Checker** to you with the decision – please forward this to the department so it can be attached to the Staff Request as indication to the Reward team that the request has been approved; or for future reference for rejections.

NOTE: Panel approval is also required for the appointment of a TSS/College/Subsidiary member of staff into an internal advertised post. The Division should email the relevant Panel Secretaries with details of the post, when it was approved and the request to appoint.