

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	✓	✓	X
		Externally funded post	✓	✓	X
Research Posts (below RSIV)	Protocol Form - Academic	Internally funded new post, refill or extension of FTC (over 4 weeks) Increase in hours of over 25%	✓	✓	X
		Increase in hours of 25% or less; or extension of FTC (4 weeks or less)	✓	✓	X
		Any externally funded position; any family leave; any sick leave cover of < 12 weeks	✓	X	X
Professional/Administrative and Support posts	Protocol Form - Professional	Internally funded new post, existing post at higher grade, or extension (over 4 weeks) for internal or external recruitment Increase in hours of over 25%	✓	✓	X
		Internally funded refill position for internal recruitment Increase in hours of 25% or less; or extension of FTC (4 weeks or less)	✓	✓	X
		Internally funded refill position for external recruitment	✓	✓	X
		Any externally funded position; any family leave; any sick leave cover of < 12 weeks	✓	X	X
Temporary Agency Worker/PSC Contractor/Freelancer	Worker Request Form	New worker or extension (over 4 weeks)	✓	✓	X
		Extension (4 weeks or less)	✓	✓	X
TSS/Casual workers		Extensions (over 4 weeks)	✓	✓	X
		Extension (4 weeks or less)	✓	✓	X
RSIV/ALC6/Statutory Professors	Follow existing SAP process	Internally funded new post or refill	✓	✓	SAP
		Externally funded post	✓	Report to Division & SAP	

Summary of process

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. Cases should be anonymized and not mention names of current post-holders.
3. For new posts or refills, raise a Staff Request in CoreHR as per [RQI-Creating & Approving a Staff Request](#) - but do not submit. Staff Request is not required for FTC extensions or Increase in FTE.
4. For new/refill posts, FTC extensions and Increase in FTE, complete the relevant **Protocol Form** (Professional or Academic), or **Worker Request form**.
5. For all requests requiring Divisional 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.

7. Complete the decision box at bottom of relevant **Divisional Protocol Checker** (Professional or Academic), to record whether Divisional approval is granted. Return completed form to the department.

Departments

8. Where applicable, attach the completed **Divisional Protocol Checker** to the Staff Request and submit for CoreHR approval/rejection as per [RQI-Creating & Approving a Staff Request](#) (step 8: summary).

(Note: For successful requests the Reward team will require the Protocol Checker to be attached as proof of panel/division approval.)

NOTE: Approval is also required for the appointment of a TSS/College/Subsidiary member of staff into an internal advertised post.

Recruitment Protocol – Approximate Timings

The following table provides indicative timescales for the recruitment process under protocol.

Recruitment Activity	Relevant timings	Dependent meetings	Approx time for activity	Potential elapsed time
Department preparation	Time to prepare BC, JD, complete Protocol form	N/A	Approx 7 days	7 days
Divisional approval	Divisional meetings held at different timescales	UAS: weekly Humanities: 2 x term GLAM: weekly SocSci: fortnightly MedSci: ad hoc as req'd MPLS: weekly ContEd: ?	Up to 7 days or more	14 days
Grading	Post graded and set up on CoreHR	N/A	3-10 days	24 days
Recruitment process	Internal adverts live for at least 2 weeks	N/A	At least 14 days	38 days