### APPROVAL PATH MATRIX

<table>
<thead>
<tr>
<th>TYPE OF POSITION</th>
<th>FORM TO COMPLETE</th>
<th>TYPE OF POST</th>
<th>APPROVALS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Professors</td>
<td>Protocol Form - Academic</td>
<td>Internally funded new post or refill</td>
<td>✓ ✓ PVC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Externally funded post</td>
<td>✓ ✓ ✓</td>
</tr>
<tr>
<td>Research Posts (below RSIV)</td>
<td>Protocol Form - Academic</td>
<td>Internally funded new post, refill or extension of FTC (over 4 weeks)</td>
<td>✓ ✓ PVC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Increase in hours of over 25%</td>
<td>✓ ✓ ✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Increase in hours of 25% or less; or extension of FTC (4 weeks or less)</td>
<td>✓ ✓ ✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any externally funded position or family leave or sick leave cover of &lt; 12 weeks</td>
<td>✓ ✓ ✓</td>
</tr>
<tr>
<td>Professional/Administrative and Support posts</td>
<td>Protocol Form - Professional</td>
<td>Internally funded new post, existing post at higher grade, or extension (over 4 weeks) for internal or external recruitment</td>
<td>✓ ✓ PVC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Increase in hours of over 25%</td>
<td>✓ ✓ ✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internally funded refill position for internal recruitment</td>
<td>✓ ✓ ✓</td>
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<td></td>
<td></td>
<td>Any externally funded position or family leave or sick leave cover of &lt; 12 weeks</td>
<td>✓ ✓ ✓</td>
</tr>
<tr>
<td>Temporary Agency Worker/PSC Contractor/Freelancer</td>
<td>Worker Request Form</td>
<td>New worker or extension (over 4 weeks)</td>
<td>✓ ✓ RRP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Extension (4 weeks or less)</td>
<td>✓ ✓ ✓</td>
</tr>
<tr>
<td>TSS/Casual workers</td>
<td></td>
<td>Extensions (over 4 weeks)</td>
<td>✓ ✓ RRP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Extension (4 weeks or less)</td>
<td>✓ ✓ ✓</td>
</tr>
<tr>
<td>RSIV/ALC6/Statutory Professors</td>
<td>Follow existing SAP process</td>
<td>Internally funded new post or refill</td>
<td>✓ ✓ SAP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Externally funded post</td>
<td>✓ Report to Division &amp; SAP</td>
</tr>
</tbody>
</table>

*Panels*  
| Registrar’s Recruitment Panel (RRP) | Professional/Admin/Support |  
| PVC’s Panel (PVC)                    | Associate Professors          |  
| Senior Appointments Panel (SAP)     | RSIV/ALC6/Statutory Professors |

**UPDATED: 1/7/20 - various updates**

### HIGH LEVEL PROCESS SUMMARY

1. **SRA01** Department Preparation
2. **SRA01A** Contractor Request Process
3. **SRA02** Divisional Approval
4. **SRA03** Central Panel Approval
5. **SRA04** Reward Team (Grading)
6. **SRA05** Recruitment

[Diagram showing the process flow]
Recruitment Requirement

1. Create Business Case/ID etc seeking local approval

2. Complete Staff Request on CoreHR & attach form

2a. Extension FT/ Increase FTE – no SR required

Awaiting approval

2.1 Panel Approval required?

Yes

3. Email Protocol Form to Divisional Panel

No

4. Submit & Approve SR on CoreHR

SRA04 For grading/setup

• Externally funded >=80%?
• Family leave?
• Sick cover of <12 weeks?
• SAP ONLY: Report details of Ext funded posts to SAP via Division

SRA02 Divisional Approval process

Key

1. Task completed on CoreHR
2. Task completed off-system
SRA04 For grading/setup
Protocol Form
2.1 Panel Approval required

Decision point

Link to other process

Form required

1.2

Protocol Form

Prof or Acad

Prof or Acad

Prof or Acad

Prof or Acad

Prof or Acad

SRA01 Department Preparation

Updated 04/06/2020
<table>
<thead>
<tr>
<th>Division</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Need for new contractor or extension of current contractor</strong></td>
<td><strong>1. Complete worker request/local form</strong></td>
</tr>
<tr>
<td><strong>Worker Request Form</strong></td>
<td><strong>2. Submit to Dept Mgt for signature</strong></td>
</tr>
<tr>
<td></td>
<td><strong>3. Submit to Divisional Panel</strong></td>
</tr>
<tr>
<td><strong>Worker Request Form</strong></td>
<td><strong>4. Notify department of approval</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Assuming successful</strong></td>
</tr>
<tr>
<td></td>
<td><strong>5. Raise/request Oracle PO</strong></td>
</tr>
<tr>
<td><strong>For PSC Contractors, Soletrading Freelancers and Temporary Agency Workers.</strong></td>
<td><strong>Continue to follow local process</strong></td>
</tr>
</tbody>
</table>
UAS Recruitment Process (replaces SRA01/02)

1. Create BC/JD etc. seeking local approval by Line Manager
2. Business case and protocol form approved by departmental SMT or Head of Dept
3. Departmental SMT or HoD email business case and protocol form for review by Finance Team
4. Review business case and protocol form from Dept
   • 4.1 OK to approve?
4.1 OK to approve?
   • 4.1 OK to approve?
5. Departmental SMT or HoD email business case and protocol form

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UAS Panel

Notify Dept of rejection

9.1 OK to approve?

9. Review request & complete checker

9.2 Is it a refill for internal recruitment?

Yes

No

Notify Dept of approval subject to grading

10. Email forms to relevant Central Panel

Registrar’s Recruitment Panel

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Secretary to UAS Panel

9. Submit & Approve SR on CoreHR

8. Submit & Approve SR on CoreHR

For grading/setup

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UAS/GLAM Finance Team / Estates Deputy Head of Finance

7. Create Staff Request on CoreHR & attach form

6. Review business case from Dept & submit to UAS Panel

5. Panel Approval required?

Yes

No

Protocol Form (Prof or Acad)

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Department

Recruitment Requirement

Business Case Protocol Form (Prof or Acad)

All

SRA04

Divisional Protocol Checker

External funding >=80%?

Family leave?

Sick cover of < 12 weeks?

SAP ONLY: Report details of Ext funded post to SAP via Division

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Updated 02/07/2020
SRA03 Registrars & PVCs Recruitment Panels Review/Meeting Process

**Before Meeting**

1. Identify requests for approval
2. Review requests & refer to Division if required
3. Respond to query requests
4. Draft meeting agenda
5. Agree agenda with Chair
6. Send agenda/requests to Panel

**During Meeting**

7. Review submitted requests
8. Review/discuss each paper
9. Produce minutes/outcomes
10. Approve minutes/outcomes
11. Confirm outcomes to Divisional contact

**After Meeting**

- Notify Division to inform Dept (approved or rejected) *Back to SRA02*
- If approval to appoint - update Protocol Checker & return to Dept via Division

- Have they come to right panel? Missing information?
- List of requests to review
- 5 days before meeting
- 3 days prior to meeting
- SRA02/02A Divisional Approval given
- SRA05 Approval to appoint
- Within 2 days of meeting
- Divisional Approval given
- Divisional Approval given
- Divisional Approval given
- Divisional Approval given
<table>
<thead>
<tr>
<th>Reward Team (or SAP)</th>
<th>SRA04 Grading and CoreHR Setup (as per current process)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRA01 Non-protocol posts</td>
<td></td>
</tr>
<tr>
<td>SRA02 Approved posts</td>
<td></td>
</tr>
<tr>
<td>1. Receive SR in CoreHR</td>
<td></td>
</tr>
<tr>
<td>1.1 Grading Required?</td>
<td></td>
</tr>
<tr>
<td>1.2 Grading Approved?</td>
<td></td>
</tr>
<tr>
<td>2. Setup Post &amp; Appointment in CoreHR</td>
<td></td>
</tr>
<tr>
<td>3. Create Vacancy in CoreHR</td>
<td></td>
</tr>
<tr>
<td>4. Authorise SR in CoreHR</td>
<td></td>
</tr>
<tr>
<td>Either resolved and process is continued, or if no resolution SR closed</td>
<td></td>
</tr>
</tbody>
</table>

- **Grading Required?**
  - Yes: 1.2 Grading Approved?
  - No: Either resolved and process is continued, or if no resolution SR closed

- **Grading Approved?**
  - Yes: 2. Setup Post & Appointment in CoreHR
  - No: Either resolved and process is continued, or if no resolution SR closed
SRA05 Departmental Recruitment

Updated 03/06/2020

1. Interview internal candidates
   1.1 Internal Recruitment successful?
   1.2 Proceed with External recruitment?

3. Create new SR & link to existing post in CoreHR for External recruitment
4. Ensure existing approvals attached to SR
4.1 Is post a refill?
   Yes
   SRA02 Divisional Approval
   No
   No appointment made

5. Update applicant, vacancy status and close vacancy on COREHR

6. Update applicant, vacancy status and close vacancy on COREHR
   Recruitment Complete - END PROCESS

2. Email Central Panel for approval to appoint

SRA03 Central Panel Approval

SRA04 Grading/Setup required?
   Yes
   Existing External Recruitment Process
   No

1. Internal recruitment approved

1.3 Was position a refill?
   Yes
   1.4 Was successful candidate TSS/College/Agency/Subsid Staff?
   No
   No

1.2 Proceed with External recruitment?
   Yes
   1.1 Internal Recruitment successful?
   No