# APPROVAL PATH MATRIX

<table>
<thead>
<tr>
<th>TYPE OF POST</th>
<th>FORM TO COMPLETE</th>
<th>TYPE OF POSITION</th>
<th>APPROVALS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Department</td>
</tr>
<tr>
<td>Associate Professors</td>
<td>Protocol Form - Academic</td>
<td>Internally funded new post or refill</td>
<td>✓</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</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 or extension for internal or external recruitment</td>
<td>✓</td>
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<tr>
<td></td>
<td></td>
<td>Internally funded refill position for internal recruitment</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internally funded refill position for external recruitment</td>
<td>✓</td>
</tr>
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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</td>
<td>✓</td>
</tr>
<tr>
<td>TSS/Casual workers</td>
<td></td>
<td>Extensions only</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>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Externally funded post</td>
<td>✓</td>
</tr>
</tbody>
</table>

*Panels
- Registrar’s Recruitment Panel (RRP)
- PVC’s Panel (PVC)
- Senior Appointments Panel (SAP)

**Roles**
- Professional/Admin/Support
- Associate Professors
- Research posts (below RSIV)

# HIGH LEVEL PROCESS SUMMARY

[Diagram showing the process flow with decision points and approvals.]
SRA01 Department Preparation

1. Create Business Case/JD etc seeking local approval

2. Complete Staff Request on CoreHR & attach form

Awaiting approval

2.1 Panel Approval required?

Yes

3. Email Protocol Form to Divisional Panel

No

4. Submit & Approve SR on CoreHR

- 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

SRA04 For grading/setup
1. Complete worker request/local form
2. Submit to Dept Mgt for signature
3. Submit to Divisional Panel
4. Notify department of approval
5. Raise/request Oracle PO

Worker Request Form

Assuming successful

For PSC Contractors, Soletrading Freelancers and Temporary Agency Workers.

Continue to Follow local process

Need for new contractor or extension of current contractor

Worker Request Form
SRA02 Divisional Approval

1. Review & assess details of Protocol Form
2. Complete Divisional Protocol Checker

2.1 OK to proceed?
   Yes
   2.2 Is it a refill for internal recruitment?
      Yes
      4. Approve (send completed protocol checker) & inform Dept
      No
      3. Email forms to relevant Central Panel

2.2 No
   2.1 No
   Notify Dept of rejection & reason

3. Email forms to relevant Central Panel

4. Approve (send completed protocol checker) & inform Dept

5. Submit & Approve SR on CoreHR. Attach Protocol Checker.

6. Submit & Reject Staff Request on CoreHR (record rejection details)

SRA04 For grading/setup

End
UAS Only Recruitment Process (replaces SRA01/02)

Department

1. Create BC/JD etc. seeking local approval by Line Manager

Protocol Form incl BC section

Recruitment Requirement

2. Email business case approved by departmental SMT or Head of Dept

Email BC

UAS Recruitment

5.2 is it a refill for internal recruitment?

Yes

Notify Dept of approval subject to grading

No

6. Email forms to relevant Central Panel

Registrar’s Recruitment Panel

UAS Panel

5.1 OK to approve?

Yes

Notify Dept of rejection

No

5. Review request & complete checker

Protocol Form (Prof or Acad)

Divisional Protocol Checker

Yes

5.2 Is it a refill for internal recruitment?

No

6. Email forms to relevant Central Panel

Registrar’s Recruitment Panel

Secretary to UAS Panel

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

4. Create Staff Request on CoreHR & attach form

4.1 Panel Approval required?

No

7. Submit & Approve SR on CoreHR

SRA04 For grading/setup

Yes

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

UAS Panel
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

7. Review submitted requests

8. Review/discuss each paper

9. Produce minutes/outcomes

10. Approve minutes/outcomes

11. Confirm outcomes to Divisional contact

**During Meeting**

List of requests to review

Within 2 days of meeting

**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

Panel Secretary:

- 5 days before meeting
- SRA02/02A Divisional Approval given
- SRA05 Approval to appoint
- Have they come to right panel? Missing information?

Panel Chair:

- 3 days prior to meeting

Panel:

- List of requests to review

Divisional Registrars (or nominee):

- 5 days before meeting

SRA04 Grading and CoreHR Setup (as per current process)

1. Receive SR in CoreHR
   - 1.1 Grading Required?
     - Yes
       - 2. Setup Post & Appointment in CoreHR
     - No
       - 1.2 Grading Approved?
         - Yes
           - 3. Create Vacancy in CoreHR
         - No
           - 4. Resolve in consultation with Dept. If higher grade, would need to reject and raise new SR.

   - Yes
     - 4. Authorise SR in CoreHR

Either resolved and process is continued, or if no resolution SR closed

Reward Team (or SAP)

SRA01 Non-protocol posts

SRA02 Approved posts

SRA05 Internal Recruitment

Existing External Recruitment Process
Departmental Recruitment

1. Internal recruitment approved?
   - Yes: Proceed with External recruitment?
     - Yes: Create new SR & link to existing post in CoreHR for External recruitment
     - No: Was position a refill?
       - Yes: Email Central Panel for approval to appoint
       - No: Divisional Approval

2. Interview internal candidates
   - Was Internal Recruitment successful?
     - Yes: Was position a refill?
       - Yes: Existing External Recruitment Process
       - No: Update applicant, vacancy status and close vacancy on COREHR
     - No: No appointment made

3. Update applicant, vacancy status and close vacancy on COREHR
   - Was post a refill?
     - Yes: Divisional Approval
     - No: Recruitment Complete - END PROCESS

4. Ensure existing approvals attached to SR
   - No appointment made

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

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

SRA02 Divisional Approval

SRA04 Existing External Recruitment Process