## 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>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Externally funded post</td>
<td>Yes</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) Increase in hours of over 25%</td>
<td>Yes</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>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any externally funded position; any family leave; any sick leave cover of &lt; 12 weeks</td>
<td>Yes</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 Increase in hours of over 25%</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internally funded refill position for internal recruitment Increase in hours of 25% or less; or extension of FTC (4 weeks or less)</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internally funded refill position for external recruitment</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any externally funded position; any family leave; any sick leave cover of &lt; 12 weeks</td>
<td>Yes</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>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Extension (4 weeks or less)</td>
<td>Yes</td>
</tr>
<tr>
<td>TSS/Casual workers</td>
<td></td>
<td>Extensions (over 4 weeks)</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Extension (4 weeks or less)</td>
<td>Yes</td>
</tr>
<tr>
<td>RSIV/ALC6/Statutory Professors</td>
<td>Follow existing SAP process</td>
<td>Internally funded new post or refill</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Externally funded post</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Panels

<table>
<thead>
<tr>
<th>Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar's Recruitment Panel (RRP)</td>
</tr>
<tr>
<td>PVC's Panel (PVC)</td>
</tr>
<tr>
<td>Senior Appointments Panel (SAP)</td>
</tr>
</tbody>
</table>

**HIGH LEVEL PROCESS SUMMARY**

1. **SRA01 Department Preparation**
2. **SRA01A Contractor Request Process**
3. **Panel Approval required?**
   - Yes: **SRA02 Divisional Approval**
   - No: **SRA03 Central Panel Approval**
4. **Kemi/internal Recruitment?**
   - Yes: **SRA04 Reward Team (Grading)**
   - No: **SRA05 Recruitment**
**Recruitment Requirement**

1. Create Business Case/ID etc seeking local approval

2. Complete Staff Request on CoreHR & attach form

2.1 Panel Approval required?

3. Email Protocol Form to Divisional Panel

4. Submit & Approve SR on CoreHR

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**Key**

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

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- Externally funded => 80%?
- Family leave?
- Sick cover of < 12 weeks?
- SAP ONLY: Report details of Ext funded posts to SAP via Division
SRA01A Contractor request process to fit protocol

1. Complete worker request/local form

2. Submit to Dept Mgt for signature

3. Submit to Divisional Panel

4. Notify department of approval

Assuming successful

Worker Request Form

For PSC Contractors, Soletrading Freelancers and Temporary Agency Workers.

Continue to Follow local process
SRA02 Divisional Approval

Updated 15/06/2020

**Division**

1. Review & assess details of Protocol Form
   - Protocol Form (Prof or Acad)
   - Divisional Protocol Checker (Prof or Acad)

2. Complete Divisional Protocol Checker
   - 2.1 OK to proceed?
     - Yes
       - 2.2 Is it a refill for internal recruitment?
         - No
           - 2.3 Divisional approval sufficient?
             - No
               - 2.4 Approve (send completed protocol checker) & inform Dept
             - Yes
               - Notify Dept of rejection & reason

   - No
     - Notify Dept of rejection & reason

**Department**

- Panel rejection received via Division
- Panel approval received via Division

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

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

8. Update record on CoreHR

- SRA04 For grading/setup
- Existing payroll approval process

Or SAP standard process

- increase in FTE of 25% or less
- Extension of FTC (4 weeks or less)
- SRA03 Central Panel Approval
- Protocol Form (Prof or Acad)
- Divisional Protocol Checker (Prof or Acad)
UAS Recruitment Process (replaces SRA01/02)

1. **Department**
   - Recruitment Requirement
   - Email BC

2. **UAS Recruitment**
   - Yes: 9.2 Is it a refill for internal recruitment?
     - Yes: Notify Dept of approval subject to grading
     - No: 10. Email forms to relevant Central Panel

3. **UAS Panel**
   - Yes: 9.1 OK to approve?
     - Yes: 9. Review request & complete ch
     - No: Notify Dept of rejection
   - No: 8. Submit & Approve SR on CoreHR

4. **Secretary to UAS Panel**
   - 6. Review business case from Dept & submit to UAS Panel
   - 7. Create Staff Request on CoreHR & attach form

5. **UAS/GLAM Finance Team / Estates Deputy Head of Finance**
   - 4. Review business case and protocol form from Dept

6. **UAS Panel**
   - Yes: 4.1 OK to approve?
     - Yes: 7.1 Panel Approval required?
     - No: 8. Submit & Approve SR on CoreHR
   - No: SRA04 For grading/setup

7. **Registrar’s Recruitment Panel**

**Notes:**
- Externally funded >80%?
- Family leave?
- Sick cover of < 12 weeks?
- SAP ONLY: Report details of Ext funded posts to SAP via Division
<table>
<thead>
<tr>
<th><strong>Before Meeting</strong></th>
<th><strong>During meeting</strong></th>
<th><strong>After meeting</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Panel Secretary</strong></td>
<td><strong>Panel Chair</strong></td>
<td><strong>Panel</strong></td>
</tr>
<tr>
<td>1. Identify requests for approval</td>
<td>5. Agree agenda with Chair</td>
<td>7. Review submitted requests</td>
</tr>
<tr>
<td>2. Review requests &amp; refer to Division if required</td>
<td>6. Send agenda/requests to Panel</td>
<td>8. Review/discuss each paper</td>
</tr>
<tr>
<td>3. Respond to query requests</td>
<td>List of requests to review</td>
<td>9. Produce minutes/outcomes</td>
</tr>
<tr>
<td>Notify Division to inform Dept (approved or rejected) Back to SRA02 *If approval to appoint - update Protocol Checker &amp; return to Dept via Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SRA02/02A Divisional Approval given</strong></td>
<td>4. Draft meeting agenda</td>
<td>10. Approve minutes/outcomes</td>
</tr>
<tr>
<td><strong>SRA05 Approval to appoint</strong></td>
<td><strong>List of requests to review</strong></td>
<td>11. Confirm outcomes to Divisional contact</td>
</tr>
<tr>
<td>5 days before meeting</td>
<td>3 days prior to meeting</td>
<td><strong>Within 2 days of meeting</strong></td>
</tr>
<tr>
<td>Have they come to right panel? Missing information?</td>
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</tr>
<tr>
<td>Divisional Registrars (or nominee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Review/diress each paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Approve minutes/outcomes</td>
<td></td>
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<td>11. Confirm outcomes to Divisional contact</td>
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</table>
SRA04 Grading and CoreHR Setup (as per current process)

1. Receive SR in CoreHR

1.1 Grading Required? [No]

2. Setup Post & Appointment in CoreHR

3. Create Vacancy in CoreHR

4. Authorise SR in CoreHR

4. Resolve in consultation with Dept. If higher grade, would need to reject and raise new SR.

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
**SRA05 Departmental Recruitment**

**Updated 03/06/2020**

1. **Internal Recruitment successful?**
   - Yes: Proceed with External recruitment
   - No: No appointment made

2. **1.1 Internal Recruitment successful?**
   - Yes: 1.3 Was position a refill?
     - Yes: 1.4 Was successful candidate TSS/College/Agency/Subsid Staff?
       - Yes: 2. Email Central Panel for approval to appoint
       - No: No appointment made
     - No: No appointment made
   - No: SRA04 Grading/Setup required?

3. **3. Create new SR & link to existing post in CoreHR for External recruitment**
   - Yes: SRA02 Divisional Approval
   - No: SRA04 Grading/Setup required?

4. **4. Ensure existing approvals attached to SR**
   - Yes: SRA02 Divisional Approval
   - No: No appointment made

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

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

**Division**

**SRA03 Central Panel Approval**