**Template invitation letter to prospective panel members**

*To be sent on the appropriate headed paper.*

Dear [insert name of prospective panel member]

As you may be aware, [insert name of department / faculty] in association with [insert name of college] is seeking to appoint a [insert job title in full] from [insert term / date]. [Insert name], as Chair of the Selection Committee, invites you serve on this committee. The final committee membership requires divisional approval.

All members of the selection committee will be involved in many of the key stages of the recruitment process. This will include [delete as appropriate]:

* finalising the further particulars, including agreeing the description of the precise area of the appointment within the broad field agreed by the department and college;
* preparing joint selection criteria;
* making decisions on which applicants' references to take up;
* longlisting;
* requesting and assessing written work from longlisted candidates;
* finalising the shortlist;
* interviewing shortlisted candidates;
* assessing the presentations given by the candidates and their answers at interview against the agreed selection criteria;
* final discussion within the selection committee of the suitability of the various candidates; and,
* arrangements (including timescale) for the final decision of the committee to be considered by or on behalf of the divisional board and the college.

Please note the University’s policy and code of practice on equal opportunities in relation to selection. See <http://www.admin.ox.ac.uk/eop/policy/index.shtml> for full details, but in summary the policy and practice of the University of Oxford require that all staff are afforded equal opportunities within employment. Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her gender, marital or civil partnership status, sexual orientation, religion or belief, racial group, age, or disability.

The panel will comprise [insert number] people. [Provide names of any confirmed panel members for information, if wished.]

I attach a draft of the further particulars of this post. The items highlighted in yellow are for particular note/query.

Please confirm you are willing to serve on this committee and forward any comments or amendments to the further particulars, along with any dates during [insert period] that you will be unavailable, to [insert name] by [insert date].

Thank you for your help.

Yours sincerely, etc