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| To be completed by the recruiting line manager and budget holder | |
| Faculty/Department: |  |
| Post Title: |  |
| Post grade (one post per application): |  |
| Proposed start date: |  |
| Name of Line Manager making request: |  |
| Email address: |  |
| Full Time Equivalent (FTE): |  |
| Permanent/Fixed Term?  If permanent, why is this post not being recruited as fixed term? |  |
| Career pathway e.g. ERE balanced/education/research/enterprise, MSA,CAO, TAE: |  |
| Maximum salary including on-costs: |  |
| New/Existing post: | New/Existing (please delete as appropriate) |
| If this is an existing post, include details of previous post holder (Name, Level, Spinal Point) |  |
| If this is an existing post what changes have you made to reduce the cost? For example recruiting at a lower level or at less FTE etc. |  |
| Is the post already vacant? If so, how long has it been vacant?  What opportunities are there to further delay this recruitment? |  |
| Has this post been budgeted for in the 2018/2019 financial planning process? If no, please detail a full financial business case to demonstrate why this role is now required and how it will be funded. |  |
| How will you achieve your savings if this post is approved? |  |
| Demonstrate how this is aligned to your business planning. |  |
| Please detail the FEG/Directorate options explored using before bringing the case to panel, including:  What alternatives have been considered to avoid recruiting to this post?  Outline the current staff/student ratio for this discipline (If relevant).  Outline why staff from other disciplines/areas can’t help cover this post.  Outline what measures you have already put in place to maximise productivity.  If the panel refuse your request how will you manage potential reputational risk?  Is there a legal/mandatory requirement to recruiting to the post? If so, please explain.  If an academic post, are there any sabbaticals that could be postponed, if not, why is this not possible? |  |
| Head of Faculty/Professional Service Finance (or delegate) confirms financial analysis and has considered full cost of recruitment within this role – agency fees, Relocation, Travel allowances, Visa remuneration | |
| Signed: | Further supporting comments (if required): |
| To be completed by HR Business Partner | |
| Signed: | Further supporting comments (if required): |
| To be completed by Dean/Executive Director | |
| Executive business case rationale for consideration as an exceptional recruitment case. |  |
| Please outline any other savings that have been made to offset the recruitment to this post. |  |

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| Dean/Executive Director endorses application for approval and confirms consideration of all data provided in the recruitment freeze metrics: | |
| Signed: |  |
| Dated: |  |

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| Exceptions Recruitment Panel Use only: | Approved/Rejected |
|  |  |
| Further consideration/rationale behind decision: |  |
| Authorised Exceptions Panel signatory: |  |
| Dated: |  |