**Variation to Officers of the University and Senior Post-holders**

**From: Human Resources, Reward, Recognition and Inclusion Date: June 2020**

This form can be used to notify the Reward team of new appointments or extensions to Officers of the University or Senior Post-holders including; Dean, Head of School, Associate Dean, Executive Director, Director, Head of Department.

1. **EMPLOYEE INFORMATION**

|  |  |
| --- | --- |
| Employee name: |  |
| Substantive post title: |  |
| ID number: |  |

1. **REQUIRED CHANGE**

|  |  |
| --- | --- |
| Is this a new appointment or an extension to a current post? | New appointment / extension\* |
| Senior role title *including area and post class e.g. Associate Dean Research* |  |

\*For appointments in the **Faculty of Medicine** please indicate where a change to the HoS post class (ERE/Clinical) is required.

Please complete the appropriate section below A) new appointment; B) extension)

|  |  |  |
| --- | --- | --- |
| **SECTION A – NEW APPOINTMENT** | | |
| FTE % Work Pattern (if known) |  | |
| Effective from date: |  | |
| End date: |  | |
| Cost centre subproject code: |  | |
| Details on appointment process. (to be used in Senate and Council reports where appropriate) | | |
| ***This section needs to include the following points****:*   * *How were expressions of interest gathered* * *What where the responses (numbers, gender balance)* * *How was shortlisting conducted and by whom* * *Constitution of the selection panel* * *Outcome of the interviews/rationale for the decision* * *Details of external engagement where appropriate* | | |
| Current occupant of the senior role: | |  |
| Current occupant’s end date: | |  |

|  |  |
| --- | --- |
| **SECTION B – FOR AN EXTENSION/ VARIATION** | |
| Previous end date: |  |
| New end date: |  |
| Original start date in this role:  Does this take the current tenure over 5 years? |  |
| Cost centre subproject code: |  |
| Reason for the extension/ variation\*: | |
| ***A full rationale for why there is an extension – particularly if it extends beyond 5 years***.  Please refer to ordinances [here](https://www.southampton.ac.uk/calendar/index.page), for maximum tenure for each role. A typical Head of School/AD tenure would be a three year initial appointment and then a two year extension. | |

1. **REQUEST SUBMITTED BY DEAN**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Signature: |  | Date: |  |

1. **RETURN TO**

Please submit the completed and signed instruction to the Reward and Recognition Team in one of the following ways:

|  |  |
| --- | --- |
| By email | reward@soton.ac.uk |
| In person/by post: | Reward and Recognition, Building 26, Highfield Campus |

1. **HR REWARD and RECOGNITION USE ONLY**

|  |  |
| --- | --- |
| Current substantive post: | Post Number:  Service condition (ERE / Clinical) and Grade:  FTE:  Work Pattern:  Salary and pay point:  Allowances (if any): |
| Senior Post-Holder Role:  (HoD,AD,HoD) | Post Number:  Service condition (ERE / Clinical) and Grade:  FTE:  Work Pattern:  Salary and pay point:  Allowances for this role (in addition to any other allowances, unless specified): |
| Any other comments? |  |

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| --- | --- | --- | --- | --- |
| Consulted: | HRBPs | Date: | 5 March 2019 | New form created. |
| Consulted: | Transactions | Date: | 15 May 2020 | Section 5. updated. |
| Author and Post Title: | | Samantha McLaughlin – Reward and Recognition Adviser | | |

VERSION CONTROL