

Guidelines

Title: Senior Appointments

From: HR/Talent Management

Last updated: 30 September 2013

Introduction

The process for submitting a request for a new appointment or an extension to a current post, for any senior post holder is outlined below.

Who is eligible?

Senior post holders include: Vice-Chancellor (VC), Provost and Deputy Vice-Chancellor, Pro-Vice Chancellors, Registrar, Chief Operating Officer (COO), Dean, Associate Dean, Head of Academic Unit (HoAU), Head of Professional Services (HoPS) and Director.

Statutes and Ordinances

The following roles will need to be approved by Senate and Council:
VC, Provost and Deputy Vice-Chancellor, Pro-VC, Registrar, COO, Dean, HoAU.
The following role does not need approval from Senate or Council and is in the gift of the Dean to award, with approval from the Provost: Associate Dean

Please refer to the Statutes of the University [Section III](#) and the Ordinances [Part 1: Officers of the University and the Faculties](#).

Committee Dates for 2013/14

Senate Meetings	Deadline for applications
6 November 2013	18 October
26 February 2014	29 January 2014
18 June 2014	9 July 2014
Council Meetings	Deadline for applications
13 November 2013	18 October 2013
19 March 2014	19 February 2014
9 July 2014	18 June 2014

What is the process?

1. HR will notify Dean's and HRM's six weeks in advance of the Senate/ Council meeting to seek information about any changes to Senior Appointments.
2. All changes to Senior Appointments will be sent to HRTalent@soton.ac.uk via the Senior Appointment Form ([HR4A](#)).
3. The Talent Team will complete a report for Senate/ Council and submit the request for approval.
4. Once approved HR Talent will notify the Dean and input the change on resourcelink and write to the individual to confirm these changes.

Entitlements

This will vary depending on the type of post. For further information follow these links for the role of [Associate Dean](#) and [Head of Academic Unit](#).

More information

If you have any queries with regard to these guidelines please contact your HR Manager, or HRTalent@soton.ac.uk or telephone: 023 8059 8768 (internal: 28768)