

Single Nomination Policy

1. Scope of Policy

The School is committed to securing the best candidates and to equality and diversity, and to support this will normally recruit by open selection. HR will work closely with Heads of Department to draft appropriate advertisements, job descriptions and person specifications and to provide advice on how to attract and appoint suitable candidates as expeditiously as possible. This process does not in any way preclude Heads of Department from also approaching individual candidates deemed suitable for the role, and inviting them to submit a formal application in response to the published advertisement.

In exceptional cases, the School may be prepared to consider the appointment of academic and research staff via a single nomination route. To establish such a case, it will be necessary to demonstrate that it is not feasible to appoint the role through a normal advertisement process. If single nomination is adopted, the School will endeavour to match the rigour of the standard recruitment procedures, in order to ensure equity and the selection of the best possible candidate. Importantly, single nomination candidates for Assistant Professor or Associate Professor roles should presently or in due course rank above the median of existing faculty quality of, respectively, Assistant Professors or Associate Professors in the Department. Candidates for Professorial appointment via single nomination must be truly outstanding and should thus presently or in due course rank within the top third of Professorial faculty quality.

It should be noted that non-EEA nationals require a visa to work in the UK, however due to the UK's immigration policy, the School is unable to sponsor an individual under Tier 2 of the Points-Based System without having conducted a full and open recruitment campaign. In cases where Heads of Department wish to appoint a non-EEA national using the single nomination procedure, the vacancy should be advertised and Heads of Department should invite the candidate to apply.

The single nomination policy applies to academic and research staff at the following levels:

Post	Approved by
Professor	Director or Pro-Director (Faculty Development)
Associate Professor	Pro-Director (Faculty Development)
Assistant Professor	VCAC
Professorial Research Fellow	Director or Pro-Director (Faculty Development)
Associate Professorial Research Fellow	Pro-Director (Faculty Development)
Assistant Professorial Research Fellow	VCAC
Research Fellow	VCAC
Research Officer	VCAC
Professor in Practice	Director or Pro-Director (Faculty Development)
Senior Lecturer in Practice	VCAC
Professorial Lecturer	Director or Pro-Director (Faculty Development)
Associate Professorial Lecturer	Pro-Director (Faculty Development)
Assistant Professorial Lecturer	VCAC
Course Tutor	VCAC

The policy does not apply to academic support appointments. All academic support appointments should be advertised in accordance with the School's standard recruitment

policy. Importantly, single nomination requests for Assistant Professor candidates should only be sought in very exceptional circumstances.

2. Purpose of the Policy

The purpose of the single nomination policy is to:

- a) clarify the circumstances in which an appointment may be made via a single nomination route;
- b) ensure consistency in the assessment process with that used for appointments made by open advertisement.

3. Key points of the policy

1. Single nomination requests must be justified **before** permission is granted to proceed with the single nomination process;
2. Permission to proceed will be granted by either the Director, the Pro-Director (Faculty Development) or the VCAC, in accordance with the table above;
3. If permission is granted, the Department will be invited to submit a full single nomination proposal for consideration by a selection committee;
4. In cases of a Professorial or a Professorial Research Fellow appointment, the recruiting department will be asked to nominate two external experts who would be willing to consider the single nomination proposal in conjunction with a selection committee;
5. The selection committee will normally at the appropriate stage interview the nominated candidate, and arrange a Departmental visit;
6. If the appointment is confirmed, the salary will be agreed by the Director, the Pro-Director (Faculty Development) or the VCAC **before** any offer is made.

4. When might it be justified to appoint by single nomination?

The School considers that the normal method of appointing will be by open competition. Strong and convincing justification will be needed for appointing by single nomination.

The recruiting department will be expected to submit a case to support the single nomination request, stating clearly why the post cannot/should not be advertised and referring to supporting evidence.

The following are examples of where a Department may consider submitting a single nomination request;

- i) Where an individual is named on a research grant and/or is bringing a research grant with them to the School;
- ii) Where an individual has produced significant and outstanding work on a research proposal, which has resulted in the award of a research grant at LSE, and the recruiting department can show the individual's expertise is essential for the continuation of the project;
- iii) Where a recruiting department has advertised the vacancy prior to the single nomination request and been unsuccessful in attracting suitably qualified candidates;
- iv) Where a high profile figure approaches the School with a view to join the staff and would bring indisputable international reputation and credibility;

Departments should note that if the single-nominated candidate is a non-EEA national, the School will not be able to sponsor him/her under Tier 2 of the UK's Points-Based System without undertaking a full and open recruitment campaign.

5. Procedure for making a single nomination request

The Head of Department/Centre/Institute is required to submit to HR a full request describing why the appointment should be made by a single nomination procedure. In cases of research staff, the single nomination request should be written by the Principal Investigator of the project and endorsed by the Head of the Department. For research staff located in Research

Centres or Institutes, the Head of Department should collaborate with the Research Centre / Institute Director.

Once the request is received, HR will then liaise with the appropriate signatory. At this stage, the individual, if contacted at all, should be clearly informed that the Department/Centre is making a case which may or may not be accepted, but if not, the post will be advertised and the individual encouraged to apply for it,

The case should contain the following information:

1. A full explanation of the situation and why the appointment is necessary
2. A convincing explanation for why the post could not/should not be advertised either openly or internally, referring to supporting evidence
3. A full account of the individual's research and teaching experience as applicable to the role and his/her skills and qualifications, demonstrating how he/she meets and/or exceeds the criteria for the role
4. A full description of the expected contribution that the individual will make to the department and the School if appointed.

Permission for proceeding with the single nomination route will lie with either the Director, the Pro-Director (Faculty Development) or the VCAC, who will consider the recruiting department's initial single nomination request, in accordance with the table in section 1.

HR will confirm the decision to the Head of Department. If permission is not granted, the department will be provided with an explanation. HR will then work with the department to formulate a targeted recruitment campaign (see section 9) to appoint to the role.

6. Procedure for considering a single nomination

If the single nomination request is granted, then the following procedure should be followed:

The department will submit recruitment paperwork as follows:

- A writing sample. The writing sample should normally comprise four examples of the candidate's most significant published or unpublished work, such as journal articles, book chapters or books. For academic candidates, New Research Staff Career (NRSC) candidates, and for Research Fellow candidates, the nominating Department must comment in detail on the quality of each of the writings in the writing sample.
- For academic candidates, the Department needs to state how the candidate ranks relative to existing faculty quality.
- An up-to-date CV.
- The contact details of three referees whom HR may approach for a reference to support the nomination. For Professor, Associate Professor, Professorial Research Fellow, Associate Professorial Research Fellow, Professorial Lecturer and Associate Professorial Lecturer candidates, contact details of five referees are required.
- All referees for academic and research appointments should be employed by a distinguished university, should be of international standing and active in research publication in the appropriate field. For Professor, Associate Professor, Professorial Research Fellow, Associate Professorial Research Fellow candidates, additional requirements apply: a) referees should be confined to those of full Professorial status, including, where appropriate, scholars from the Universities of Oxford and Cambridge who may not hold the title of Professor; b) the nomination of more than one referee from the same Department within the same institution will not normally be permitted; c) referees should not be on the staff of the School.
- The list of referees needs to be approved by, depending on the post, either the VCAC or the Director/Pro-Director (Faculty Development) before references are solicited.

- For academic candidates, NRSC candidates and for Principal Research Fellow candidates, the expectation is that referees engage in detail with the quality of the candidates' published work. Depending on the post, the VCAC or the Director/Pro-Director (Faculty Development) reserves the right to reject incoming references as insufficiently detailed and either to ask for additional references to be solicited or for the single nomination request to be rejected.
- For single nomination of academic candidates, a written case needs to be submitted explaining how the Department has taken into account equality and diversity considerations and, in case the appointment does not promote diversity in the Department, how other candidates have been considered who would have promoted diversity in the Department.
- Confirmation of the funding source for the appointment.
- The names and contact details of two external experts who have agreed to serve on the selection committee (single nomination requests for Professorial and Professorial Research Fellow appointments only)

HR will contact the referees by email and identify a selection panel, for approval by the Director, the Pro-Director (Faculty Development) or VCAC as appropriate. HR will submit the candidates' details to the selection panel for consideration.

The selection panel will consider the single nomination proposal and will be encouraged to arrange a departmental visit by the candidate, as well as an interview/meeting with the selection panel and other appropriate members of the department. In cases where departments wish to hold presentations and/or informal meetings with departmental staff, departments will make the arrangements locally.

If the candidate is approved, the salary will be agreed by either the Director or Pro-Director (Faculty Development) for Professorial/Professorial Research Fellow/Professorial Lecturer appointments, or the VCAC, **before** any offer is made. If it is not approved, the selection panel will advise HR as to why the candidate was not approved, in accordance with the criteria in the appropriate role profile.

7. Confidentiality

Departments should ensure that information regarding the single nominated candidate is kept confidential throughout the consideration process.

8. Visas

All appointments at the School are subject to eligibility to work in the UK. If the single-nominated candidate is a non-EEA national and requires sponsorship under Tier 2 of the UKBA's points-based system, the appointment will need to be advertised before an offer is made due to visa requirements.

9. Cases where a single nomination request and/or a single nomination proposal are not approved

In the event that;

- a) Either the Director, the Pro-Director (Faculty Development) or the VCAC refuses a single nomination request, or
- b) The selection committee refuses a single nomination proposal,

the Department will be required to advertise the vacancy by open competition if they wish to appoint to the role.

If the Department would still like to appoint to the role, HR will work closely with the Head of Department to draft an appropriate advertisement, job description and person specification and provide advice on how to recruit suitable candidates as expeditiously as possible. Heads of Department will also be permitted to approach individual candidates whom they deem suitable for the role and invite them to submit a formal application in response to the published advertisement.

Approved by:	Appointments Committee	Date:	8 June 2016
Implementation date:	1 September 2016		
Review period:	Yearly		
Division:	Human Resources		