

## **FURTHER PARTICULARS**

### **VICE-CHAIR OF THE APPOINTMENTS COMMITTEE**

The Vice Chair of the Appointments Committee (VCAC) divides her or his time between the office of VCAC and academic work: the proportion of time dedicated to the office of VCAC is a minimum of **0.5 FTE** though a higher proportion can be negotiated, depending on the successful candidate. His or her Department will receive a replacement teaching allocation during the term of the appointment.

The responsibilities of the role require the VCAC to be accessible throughout the session – i.e. including vacation periods (excepting periods of annual leave), in order to be able to attend committee meetings and respond to issues and take decisions, often within pressured timescales.

The role is subject to an annual review of performance by means of an annual monitoring meeting with the Director or through the Director's delegated authority by the Pro-Director (Faculty Development).

The start date for this role is **1 September 2016**.

### **VCAC ROLE SUMMARY**

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The role of the VCAC is to act in concert with the Pro-Director (Faculty Development) as independent guardian of academic standards and quality on behalf of the Appointments Committee.

The VCAC helps to champion, develop and oversee the implementation of strategy, policies and procedures for academic, research and education staff, with respect to recruitment, retention, and career development, within the specific context of the LSE experience and in close collaboration with the Pro-Director (Faculty Development), the other Pro-Directors and the Human Resources Division.

The VCAC is expected to take a School-wide view on matters within the remit of the role, independent of their own departmental affiliation.

This is an academic leadership role providing an opportunity to help maintain and develop the quality of LSE academic faculty. The VCAC needs to be able to demonstrate an ability to gain the confidence and respect of academic and other staff and to command personal credibility. The role provides excellent exposure for those seeking to develop their leadership experience at a senior level.

Due to the profile of responsibilities of the role, the VCAC is appointed from within the School Professoriate.

### **VICE-CHAIR OF APPOINTMENTS COMMITTEE: ROLE DESCRIPTION**

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The VCAC will work closely with the Pro-Director (Faculty Development).

The key responsibilities of the role (often to be discharged in collaboration with colleagues) fall broadly into the areas set out below. The post holder will receive expert input, advice and support from Human Resources on current School policies and procedures set within the broader context of relevant employment legislation.

In addition to the responsibilities set out below, the VCAC may also be required to undertake one-off projects as requested by the Director or the Pro-Director (Faculty Development), though in assigning projects consideration will be given to whether the post is taken up as 0.5fte or greater. There will also be some engagement at key stages in the School's preparation for the next Research Excellence Framework.

## ACADEMIC PROMOTIONS AND REVIEWS, CAREER DEVELOPMENT AND RESEARCH STAFF

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- To provide pro-active oversight and detailed knowledge of proposals for promotion and review, working in partnership with the Pro-Director (Faculty Development) and Human Resources to identify issues at an early stage, in order to provide the Promotions Committee with the required advice, information and evidence to facilitate effective decision-making.
- To act under delegated authority of the Promotions Committee to facilitate issues arising from the Committee's deliberations on individual promotion and review proposals, involving discussions of a confidential and sensitive nature with candidates, Heads of Department, and external experts.
- In exceptional circumstances, to chair meetings of the Appointments Committee and the Promotions Committee.
- To develop and promulgate Promotions Committee procedures with the Pro-Director (Faculty Development) – e.g. consultation with key stakeholders via School committees/fora, participation in workshop events for academic, research and education staff.
- To proactively engage with issues affecting academic, research and education staff.
- To advise the Pro-Director (Faculty Development) on individual grounds for activation of the Promotions Committee's emergency promotion procedures.
- To advise members of academic and research staff on procedures for self-sponsored promotion claims.
- To advise Heads of Department on review and promotion issues.
- To work with Heads of Department on developing and updating Department guidance on process, timing and criteria for Departmental endorsement of Review and promotion candidates
- To deal with individual circumstances as part of the review, promotion and annual performance review processes.
- To hold orientation sessions on review and promotion guidelines with academic and research staff.
- To report annually to Appointments Committee and Council on the pattern and quality of academic and research appointments, promotions, and any significant policy issues affecting these categories of staff.
- To engage with and support the ongoing work to improve the School's provision for research staff through the work of the Research Staff Committee (for example, the development of the **Concordat to Support the Career Development of Researchers**).
- To be responsible for approving promotions of research staff up to band 7 or referring such promotion applications to the relevant sub-committee of the Promotions Committee.
- To take a visible lead with the Pro-Director (Faculty Development) on encouraging effective mentoring, career guidance and support to be provided to academic and research staff under the relevant School development schemes; in conjunction with Human Resources to monitor their operation and effectiveness and to report any issues to the Appointments Committee.
- To oversee, with the Pro-Director (Faculty Development), the implementation of the Annual Performance Review.
- To receive and analyse all Career Development Reports with the Pro-Director (Faculty Development) for all salaried academic, research and education staff as well as LSE Fellows and to pro-actively engage with Heads of Department on any issues as well as to report on trends and developments to the relevant committees.

## ACADEMIC AND RESEARCH STAFF RECRUITMENT

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With the Pro-Director (Faculty Development):

- To actively promote good practice in recruitment and HR policy; address contentious recruitment issues at an early stage, and to champion transparent and fair procedures in all academic appointments.
- To ensure that the School adheres to recruitment and HR policies/procedures.
- To work with Heads of Department on developing and updating Departmental statement on recruitment procedures and practices.
- To oversee quality and promote consistency in decision-making at the appointment stage.
- To develop together with HR and the Pro-Director (Faculty Development), HR policies and procedures that will enable the School to make quality appointments.
- To chair most and have oversight over all selection committees, with the Pro-Director (Faculty Development), for *new* Assistant Professor or Assistant Professorial appointments and research fellow appointments throughout the School, including the approval of paper work.
- On occasion, chairing selection committees for appointments at Professorial level in the event of the unavailability of the Director/ Pro-Director (Faculty Development).
- To be responsible for approving the waiver of Interim review at the appointment stage for Assistant Professor appointments.
- To be responsible, with the Pro-Director (Faculty Development), for approving initial starting salaries/salary supplements/one off payments/research allowances for Assistant Professor or Assistant Professorial appointments and non-NRSC research appointments up to salary Band 7.
- To advise and work with the Pro-Director (Faculty Development) on retention cases.
- To be responsible for approving single nominations for Research Officers, Research Fellows, and Assistant Professor and Assistant Professorial appointments.
- To be responsible for approving LSE Fellow single nominations and any exceptional requests for extension beyond the normal maximum three-year period of LSE Fellow appointment.
- To host the recruitment training for 'chairing selection committees' that runs on an annual basis.
- To train the pool of academic recruitment Chairs.
- To be responsible for approving initial appointments of Visiting Fellows/Senior Visiting Fellows and any subsequent renewal of appointments.
- To chair the Visiting Professor Selection Committee.
- To be a member of the Standing Selection Committee of LSE and BP Centennial Professors and the Standing Selection Committee of School Professors.

## COMMITTEE MEMBERSHIP

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The VCAC holds **ex officio membership** of the following Committees and other fora:

- Appointments Committee [an annual meeting in the Summer term, with occasional meetings of a sub-committee as necessary]
- Promotions Committee [5 meetings per session]
- Research Staff Committee (Chair) [3 meetings per session]
- Office Holders Group [ annual meeting in the Lent Term]
- Academic Staff Reward Committee [an annual meeting in the Summer term; occasional business by correspondence/email]

- Standing Selection Committee of LSE and BP Centennial Professors [1 meeting per annum]
- Standing Selection Committee of School Professors [1 meeting per session]
- Visiting Professor Selection Committee (Chair) [1 meeting per term]
- Departmental Heads Forum (DHF) [5 meetings per session].

The VCAC may be called upon by the Director to serve on other appropriate sub-committees from time to time. In exceptional circumstances, he or she may also need to attend Joint Negotiation, Information and Consultation Committee (JNICC), the Joint Negotiating and Consultative Committee (JNCC), Council and the Court of Governors for items of business falling within the VCAC remit.

## **HUMAN RESOURCES ROLE**

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In order for the VCAC to fulfil his or her responsibilities effectively, Human Resources will:

- Provide expert input, advice and guidance on HR policy and procedures to support and inform effective decision-making by the VCAC and relevant School Committees.
- Provide expert advice on legislative matters.
- Manage the School's annual academic promotion and review round, committee schedule and recruitment activity to a high standard.
- Write policy papers, committee papers, reports and associated correspondence, briefing notes for senior staff, complex letters etc on behalf of the VCAC.
- Keep the VCAC abreast of developments/issues relevant to his or her portfolio of responsibilities.
- Provide tailored training on HR policies, procedures and guidelines that relate to all academic appointments and career development procedures at the School.
- The Human Resources Division will also look after the VCAC's diary.

## **VICE-CHAIR OF APPOINTMENTS COMMITTEE: PERSON SPECIFICATION**

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Specifically, candidates will be required to possess or demonstrate the following:

### **Knowledge and Experience**

- Hold the title of Professor.
- Take a School-wide view and perspective.
- Have experience or interest in senior management.
- Understanding and application of the principles of consultation, collegiality and the importance of maintaining academic standards.
- An understanding of equality and diversity issues; a commitment to equal opportunities and fair process.
- Accessibility throughout the academic session, including vacation periods.
- Willingness to undertake further training as appropriate.

### **Communication**

- Understanding of the complexity and diversity of the School and ability to adapt his/her approach and style accordingly.
- Tact, diplomacy and confidentiality.

- Be capable of influencing strategy; providing sound advice, guidance and input to senior colleagues.

### **Teamwork and Leadership**

- Ability to give leadership on policy and strategy and to contribute to School discussion and debate on issues affecting academic staff with a view to shaping future direction and developments.
- An ability to gain the confidence and respect of academic and other staff and to command personal credibility.

### **Decision Making**

- An ability to exercise academic judgement fairly and with rigour.
- Sound, reliable and level-headed judgement which will result in reasoned decisions.

### **Liaison and Networking**

- Ability to chair major School Committees in an effective and efficient manner.
- Able to work co-operatively with a wide range of colleagues in a mutually-supportive way, including: academics, particularly the Pro-Director (Faculty Development), Heads of Departments; Human Resources; and the Director's Management Team.

### **Initiative and Problem Solving**

- Ability to understand the major concerns of all the academic disciplines represented within LSE.
- Flexibility and open-mindedness in problem-solving, combined with an appropriate understanding of risk.

## **REMUNERATION**

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- A superannuable supplement of £12,000 per annum.
- Sabbatical service credit of nine years for the three year period of office (up to six years of which can be commuted to cash at a rate of £5K per annum).
- A sum of £5K per annum for research support.

In addition, the post holder's Department is compensated at the appropriate rate by 51 MSLs (cash equivalent) from the School's Replacement Teaching budget for each year in office (the equivalent of resources required for employing one full-time LSE fellow).

## **THE APPLICATION PROCESS**

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Applications will be considered by a Selection Committee, supported by Human Resources.

In the first instance, colleagues who may have an interest in the post, or, who wish to suggest a colleague who may be interested, may find it useful to speak informally to Professor Julia Black or Professor Eric Neumayer.

Informal enquiries about how the VCAC role interacts with, and is supported by, Human Resources, may be directed to Sofia Avgerinou, Human Resources (email: [s.avgerinou@lse.ac.uk](mailto:s.avgerinou@lse.ac.uk)).

Professors wishing to apply formally should submit an application in the form of:

- A statement indicating how you meet the criteria in the Person Specification, why the appointment interests you and what you would bring to the role.
- A full up to date CV.

**Applications** should be made to the Secretary of the Selection Committee, Sofia Avgerinou, via email ([s.avgerinou@lse.ac.uk](mailto:s.avgerinou@lse.ac.uk)) by **Friday 1 July 2016**. Interviews for short-listed candidates will take place **week beginning 11 July 2016**.

It is open to the Selection Committee to consider candidates for this post other than those who apply in response to this circular.

**Human Resources**  
**June 2016**