Single Nomination Policy and Procedure
Academic, Research, Teaching & Professionally Qualified Faculty Appointments

1. Introduction and Purpose of Policy

1.1. The School's policy is to recruit by open selection, unless there is an objective justification for not advertising. Advertising a role does not in any way preclude Departments from also approaching individual candidates deemed suitable for the role, and inviting them to submit a formal application in response to the published advertisement.

1.2. In exceptional cases, the School may be prepared to consider the appointment of staff via a single nomination route. To establish such a case, 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.

1.3. It should be noted that non-UK nationals require a visa to work in the UK; however due to the UK's immigration policy, the School is normally unable to sponsor an individual without having conducted a full and open recruitment campaign. There are some exceptions to this, for example in cases where an individual has been awarded a research grant and is brining it with them to the School. However, the normal route for those who are being recruited via the Single Nomination Procedure and need a visa is the Global Talent Visa. More information about the Global Talent Visa can be found on the HR website.

1.4. This Policy is an ancillary document to the Recruitment and Selection Policy and Procedure (Academic, Research and Teaching Appointments) and provides an overview of the School's approach to appointments of staff by single nomination. This Policy should be read in conjunction with the Single Nomination Procedure (Academic, Research, Teaching & Professionally Qualified Faculty Appointments).

2. Policy Scope

2.1 The following are examples of where a Department, Centre or Institute may consider submitting a single nomination request:
- Where an individual is named on a research grant and/or is bringing a research grant with them to the School;
- 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;

- Where a recruiting department has advertised the vacancy prior to the single nomination request and been unsuccessful in attracting suitably qualified candidates;
- Where a high-profile figure approaches the School with a view to join the staff and would bring indisputable international reputation and credibility.

2.2   This policy applies to roles at the following levels:

Post	Approved by
Professor	President and Vice Chancellor or Vice President and Pro-Vice Chancellor (Faculty Development)
Professorial Research Fellow	
Professorial Lecturer	
Professor in Practice	
Associate Professor	Vice President and Pro-Vice Chancellor (Faculty Development)
Associate Professorial Research Fellow	
Associate Professorial Lecturer	
Senior Policy Fellow	
Distinguished Policy Fellow	
Assistant Professor	
Assistant Professorial Research Fellow	
Assistant Professorial Lecturer	
Senior Lecturer in Practice	
Policy Fellow	Vice-Chair of the Appointments Committee (VCAC)
Research Fellow	
Course Tutor	
Policy Officer	
Research Officer	
LSE Fellow	

2.3   'Named Researchers' can be appointed under this Policy and Procedure. 'Named Researchers' are individuals who have applied to a research body as Principal Investigator and been awarded funding to conduct a research project to be hosted by the LSE. This process is based on the principle that LSE would not have a role for the individual if it was not for the funding that they are bringing to the School; therefore, a genuine 'Named Researcher' is led by the individual and not by the LSE. In cases where a researcher is included on an application submitted by a member of LSE staff and their CV provided as part of the proposal, the bid is led by the LSE rather than the researcher. 'Named Researchers' include schemes such as The Leverhulme Trust Early Career Fellowships, Marie Sklodowska-Curie Fellowships, British Academy Postdoctoral Fellowships and ESRC Future Research Leaders.

2.4   Single nomination requests for Assistant Professor and LSE Fellow candidates should only be sought in very exceptional circumstances.

3   Policy Aims

3.1   If the single nomination route is adopted, the School will endeavour to match the rigour of the standard recruitment procedures, in order to ensure equality and the selection of the best possible candidate.

3.2   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.

3.3   All candidates should be considered fairly and consistently and decisions on a candidate's suitability for a post are based on how they meet the person specification for the post. Selection decisions should be explicitly based upon evidence, though the evidence required may differ according to the type of role; CVs, covering letters, writing samples and references are routine.

4   Policy Principles

4.1   The same principles apply as in the Recruitment and Selection Policy and Procedure (Academic, Research and Teaching Appointments) document.

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

5   Roles and Responsibilities

5.1   The same roles and responsibilities apply as in the Recruitment and Selection Policy and Procedure
- (Academic, Research and Teaching Appointments) document, with the exception of:
- As roles are not advertised, HR do not have responsibility for ensuring posts meet the Resident Labour Market Test (RLMT).
- Recruiting managers need only ensure that funding is in place from the Finance/Research Division prior to a single nomination request being made (i.e. combined first and second fund check).

Single Nomination Procedure
Academic, Research, Teaching & Professionally Qualified Faculty Appointments

1 Introduction and Purpose of Procedure

1.1 This Procedure is an ancillary document to the Recruitment and Selection Policy and Procedure (Academic, Research and Teaching Appointments) and provides an overview of the School's approach to appointments of staff by single nomination. This Procedure should be read in conjunction with the Single Nomination Policy (Academic, Research, Teaching & Professionally Qualified Faculty Appointments).

2 Making a single nomination request

2.1 The Head of Department/Centre Director/Institute Director is required to submit a full request to hr.adviser@lse.ac.uk describing why the appointment should be made via the single nomination route. 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 Centre/Institute Director should collaborate with the Head of Department for approval.

2.2 At this stage, the individual, if contacted at all, should be clearly informed that the Department/ Centre/Institute is making a case which may or may not be accepted, but if not, the post will be advertised and the individual encouraged to formally apply for it.

2.3 The Department/Centre/Institute case should contain the following information:
- A full explanation of the situation and why the appointment is necessary (in line with section 2.1 of the Single Nomination Policy);
- A convincing explanation for why the post could not/should not be openly advertised, referring to supporting evidence;
- A full account of the individual's research and teaching experience, as applicable to the role, and their skills and qualifications, demonstrating how they meet and/or exceed the criteria for the role;
- A full description of the expected contribution that the individual will make to the Department/ Centre/Institute and the School if appointed.

2.4 HR will liaise with either the President and Vice Chancellor, the Vice President and Pro-Vice Chancellor (Faculty Development) or the VCAC, who will consider the recruiting Department/Centre/Institute's initial single nomination request.

2.5 HR will confirm the decision to the Department/Centre/Institute. If permission is not granted, the Department/Centre/Institute will be provided with an explanation. HR will then work with the Department/Centre/Institute to formulate a targeted recruitment campaign to appoint to the role.

3 Progressing a single nomination

3.1 If the single nomination request is granted, then the following paperwork and information

should be submitted to hr.adviser@lse.ac.uk. Please note, the single nomination request will not be progressed until all of the documents/information has been received:

- An up-to-date CV of the candidate.
- Writing Samples: Examples of the candidate's most significant published or unpublished work, such as journal articles, book chapters or books. For academic, New Research Staff Career (NRSC), and Research Fellow candidates, the nominating Department/Centre/Institute must comment in detail on the quality of each of the writings in the writing sample.
- A written justification from the Head of Department/Centre Director/Institute Director for the proposed appointment, explaining why the candidate has the support of the department/centre/institute and in particular why they are suitably qualified for the post and capable of filling it. In the case of faculty appointments, the statement should state how the candidate ranks relative to existing faculty quality. It should also explain how equality and diversity considerations have been taken into account, given that the post has not been advertised.
- A letter from the nominee explaining why they are interested in the post and how they have the skills/experience required to carry out the duties as listed in the Job Description
- References: References should be solicited by the recruiting Department/Centre/Institute. HR can provide a template reference request email. 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.
- The nomination of more than one referee from the same Department within the same institution will not normally be permitted;
- Referees should not be from staff at the LSE.
- The list of referees needs to be approved by, depending on the post, either the VCAC or the President and Vice Chancellor/ Vice President and Pro-Vice Chancellor (Faculty Development) before references are solicited. The Department/Centre/Institute should liaise directly with the VCAC or the President and Vice Chancellor/ Vice President and Pro-Vice Chancellor (Faculty Development) for approval of the list of referees. For academic candidates and, NRSC and 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 President and Vice Chancellor/ Vice President and Pro-Vice Chancellor (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.
- Job Description: in line with section 2.2 of the Recruitment and Selection Procedure (Academic, Research and Teaching Appointments).
- Funding Approval: from the Finance/Research and Innovation Division, for the appointment.

3.2 Table of requirements

Post	Written justification from HoD/RCD/ID for proposed appointment	CV	Letter from nominee to explain interest in post and how they meet criteria	Writing Samples	Department Ranking	Equity & Diversity Statement	References	Job Description	Funding Approval	Panel Members	Chair/Approver
Professor	Yes	Yes	Yes	4	Yes	Yes	5: 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.	Yes	Yes	• VCAC • Two Relates • Two External Experts	PDFD
Professorial Research Fellow	Yes	Yes	Yes	4	No	Yes	5: 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.	Yes	Yes	• VCAC • Two Relates • Two External Experts	PDFD
Professorial Lecturer	Yes	Yes	Yes	None required	No	Yes	5	Yes	Yes	• VCAC • Two Relates • PDE	PDFD
Professor in Practice	Yes	Yes	Yes	None required	No	Yes	5	Yes	Yes	• VCAC • Two Relates	PDFD
Associate Professor	Yes	Yes	Yes	4	Yes	Yes	5: 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.	Yes	Yes	• VCAC • Two Relates	PDFD
Associate Professorial Research Fellow	Yes	Yes	Yes	4	No	Yes	5: 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	Yes	Yes	• VCAC • Two Relates	PDFD

							title of Professor.				
Associate Professorial Lecturer	Yes	Yes	Yes	None required	No	Yes	5	Yes	Yes	• VCAC • Two Relates	PDFD
Senior Policy Fellow	Yes	Yes	Yes	4	No	Yes	5	Yes	Yes	• VCAC • Two Relates	PDFD
Distinguished Policy Fellow	Yes	Yes	Yes	4	No	Yes	5	Yes	Yes	• VCAC • Two Relates	PDFD
Assistant Professor	Yes	Yes	Yes	4	Yes	Yes	3: 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.	Yes	Yes	• VCAC • Two Relates	VCAC
Assistant Professorial Research Fellow	Yes	Yes	Yes	4	No	Yes	3: 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.	Yes	Yes	• VCAC • Two Relates	VCAC
Assistant Professorial Lecturer	Yes	Yes	Yes	None required	No	Yes	3	Yes	Yes	• VCAC • Two Relates • PDE	VCAC
Senior Lecturer in Practice	Yes	Yes	Yes	None Required	No	Yes	3	Yes	Yes	• VCAC • Two Relates	VCAC
Policy Fellow	Yes	Yes	Yes	4	No	Yes	3	Yes	Yes	• Two Relates	VCAC
Research Fellow	Yes	Yes	Yes	4	No	Yes	3	Yes	Yes	• Two Relates	VCAC
Course Tutor	Yes	Yes	Yes	None required	No	Yes	3	Yes	Yes	• Two Relates	VCAC
Policy Officer	Yes	Yes	Yes	4	No	Yes	3	Yes	Yes	• Two Relates	VCAC
Research Officer	Yes	Yes	Yes	4	No	Yes	3	Yes	Yes	• Two Relates	VCAC
LSE Fellow	Yes	Yes	Yes	4	No	Yes	3	Yes	Yes	• Two Relates	VCAC

3.3   HR will email the relevant information to panel members for consideration and potential approval of the single nomination request. Once all the panel members have provided a response, HR will email the relevant information to the VCAC or Vice President and Pro-Vice Chancellor (Faculty Development) for consideration and potential approval of the single nomination request.

3.4   If the candidate is approved by the single nomination route, the salary will be agreed by either the President and Vice Chancellor, Vice President and Pro-Vice Chancellor (Faculty Development) or the VCAC before any offer is made to the candidate. The same procedures as per sections 14 and 15 of the Recruitment and Selection Procedure (Academic, Research and Teaching Appointments) should then be followed.

3.5   Should the President and Vice Chancellor, Vice President and Pro-Vice Chancellor (Faculty Development) or VCAC refuse a single nomination request, or the Selection Committee refuses a single nomination proposal, the Department/Centre/Institute will be required to advertise the vacancy by open competition if they wish to appoint to the role.

4   Progressing a Named Researcher

For candidates that are named on a research grant (as specified in section 2.3), these may be processed via the named researcher route. In these cases, the following documents will be required:

1   An up-to-date CV of the candidate
2   Grant application and agreement
3   Job Description
4   References (see table 3.2 for number required)
5   Funding Approval from the Finance/Research Division for the appointment.

Review schedule

Review interval	Next review due by	Next review start
12 months	June 2025	May 2025

Version history

Version	Date	Approved by	Notes
1	June 2017	Appointments Committee	
2	June 2019	Appointments Committee	
3	June 2021	Appointments Committee	
4	June 2024	Appointments Committee	

Contacts

Position	Name	Email	Notes
Human Resources	HR Advisers	Hr.Adviser@lse.ac.uk	

Communications and Training

Will this document be publicised through Internal Communications?	**No**
Will training needs arise from this policy	**No**
If Yes, please give details	