
PROCESS FOR RECRUITING A VICE PRESIDENT AND PRO-VICE CHANCELLOR

1. Pre-advertising

1.1 Fund checks

Vice President and Pro-Vice Chancellor vacancies will be advertised and appointed to following valid fund checks being obtained via Finance Division. These will be stored and documented.

1.2 Internal advertising/communication

LSE staff will be made aware of such vacancies by the following methods:

- Email to all School academic staff in the week the advert is placed (approved by the President and Vice Chancellor).
- LSE jobsite front page
- LSE Staff News (either in the week the advert is placed or the following week).

Human Resources will monitor application numbers and manage any questions and queries about the process from potential candidates throughout the period the vacancy is live.

This process will be managed by Human Resources.

1.3 External advertising media and dates

The vacancy will also be advertised externally in the following media for 28 days.

- Jobs.ac.uk
- Guardian Jobs online
- LinkedIn
- Jobs.lse.ac.uk (LSE website)

The use of Executive Search companies to assist any Vice President and Pro-Vice Chancellor recruitment campaigns will be agreed between the President and Vice Chancellor and Chair of Council, followed by a funding approval and procurement being followed to secure the best partner.

This process will be managed by Human Resources.

1.4 Selection Panel

The selection panel membership should include 4-5 members consisting of some combination of:

- The President and Vice Chancellor (ex Officio).
- An existing Vice President and Pro-Vice Chancellor.

- 2-3 members chosen from the Vice-Chair of Academic Board, the Vice of Appointments Committee, a Head of Department (current or previous) and an independent member of Council.
- An external expert may be used from time to time in addition to or in place of a member of Council on the Selection Panel.

All members of the Selection Panel must comply with the recruitment and selection guidance provided and act in line with the School's Ethics Code throughout the selection process of any Vice President and Pro-Vice Chancellor.

This process will be managed by Human Resources with advice from the Executive Office.

1.5 Approving advertising documents

The following documents to be drafted by Human Resources and agreed by the Selection Panel:

- Job Description
- Person Specification
- Job advertisement and how to apply documentation

This process will be managed by Human Resources Division.

2. Longlisting and shortlisting

Applicant packs with relevant shortlisting guidance will be sent electronically to the Selection Panel for the Vice President and Pro-Vice Chancellor vacancy. At each stage of selection (i.e. long/shortlisting) the reasons for long/shortlisting and not long/shortlisting candidates will be documented and retained in line with storage protocols.

This process will be managed by Human Resources.

3. Interview selection processes

Ideally, the interview process to be followed should be determined prior to advertisement. This could be a combination of first and/or second interviews, with the possibility of meetings with key stakeholders.

Applicant packs with relevant interview guidance will be sent electronically to the Selection Panel. The reasons for selecting and not selecting candidates to a Vice President and Pro-Vice Chancellor post will be documented and stored in line with storage protocols.

The panel may select the successful candidate on a majority decision or unanimous decision.

Interview candidates will be managed by Human Resources.

4. Offer to successful/unsuccessful candidate(s)

The Vice President and Pro-Vice Chancellor will speak to and formally offer Vice President and Pro-Vice Chancellor positions to successful candidates subject to relevant approval from the Remuneration Committee if any deviation from remuneration policy is required. All unsuccessful candidates will be informed of the outcome before any formal communication is sent out to the School regarding the appointment outcome.

This process will be managed by the President and Vice Chancellor with the support of Human Resources.

5. Contract details

If the appointee is an internal academic candidate, a five year fixed-term secondment appointment will be offered.

If the post is for an external candidate, normally a five year fixed-term appointment on Professional Services Terms and Conditions will be offered.

The President and Vice Chancellor will sign all appointment letters on the advice of the Director of HR. If the appointment is made subject to the successful application for a Tier 1 or Tier 2 visa, this process will be supervised by the Immigration and Compliance team.

This process will be managed by the Executive Office with the support of Human Resources.

6. Communications on Vice President and Pro-Vice Chancellor appointments to School

Once the School has received signed acceptance of the offer as well as all required references, news of the successful appointment(s) can be drafted and sent out via Staff News and other appropriate communications channels.

This process will be managed by the Communications Division with approval on content from the Executive Office and timing from Human Resources.

7. Coordination of campaign

The overall coordination of Vice President and Pro-Vice Chancellor recruitment procedures will be managed by a designated individual in the Human Resources Division.

**Human Resources
April 2023**

Approved by Remuneration Committee: 24 April 2023