Proposal for recruiting procedures

A. Lecturer/Senior Lecturer positions

1. Before the interviews:
   a. The academic staff recommend to the Head of Department which fields (if any) should be given priority. The HoD appoints the recruiting committee (henceforth “the committee”), whose composition takes account of these preferences. Hiring in non-prioritised fields is not ruled out.
   b. The committee removes unviable candidates, i.e. candidates who are obviously unsuited. The aim is to reduce the candidate pool from 600-700 to, say, around 100.
   c. Academic members of staff are given access to the Headhunter website (where CVs, job market papers and reference letters of applicants are uploaded) and are invited to offer opinions about the candidates of their field (opinions outside field are also welcome).
   d. The committee decides which candidates to interview based on its evaluation of candidate potential. The evaluation takes into account the opinions of the academic staff and any additional information.
   e. Based on availability, the committee might select candidates for early flyouts.

2. After the interviews (e.g. AEA or RES meetings)
   a. The committee ranks the candidates based on their interview performance and any further information and decides who to invite for flyouts.
   b. The committee decides whether to have multiple flyouts per day.

3. After the flyouts:
   a. The committee elicits information from academic members of staff about each candidate after the flyout.
   b. The academic staff members discuss the candidates in a departmental meeting.
      i. The committee provides each candidate’s CV and recommendation letters to the departmental meeting in sufficient number of copies.
      ii. The academic staff vote to rank candidates based on quality, possibility of success in case of offer and field concerns.
      iii. The academic staff can vote to recommend that some candidate is not considered for an offer.
   c. The committee makes a recommendation on offers to the HoD taking into account the departmental ranking and any new information. If the committee’s decision diverges from the departmental ranking, the committee explains its reasons in an email to the department.

B. Reader/Professor positions

The committee selects appropriate candidates. These candidates are offered flyouts. The candidates are evaluated according to the procedure described in point 3 above (“after the flyouts”).