

PANEL COMPOSITION READY RECKONER (updated November 2019)

It is University policy that interview panels should have equal numbers of men and women where possible, with a minimum of one third of men/women on small panels. The University acknowledges that in some circumstances it may be difficult to achieve this within the composition requirements set out below. In such situations it will be possible to achieve broadly equal proportions by measures such as having a panel member at a lower grade (not normally more than one grade's difference) than that stipulated and, for professorial selection committees, by appointing female externals where internal members are disproportionately male.

HOS = Head of School

PI = Principal Investigator

FBM= Faculty Business Manager

RC = Research Centre

Post Grade/type	Chair	Panel member 2	Panel member 3	Panel member 4	Panel member 5	Panel member 6	Panel member 7
Professorial	Vice Chancellor or Deputy Vice Chancellor	Dean of Faculty	Professor from the school	Professor from Research Centre (Relevant to the appointment)	Professor from another Faculty (School or RC but not in the same RC)	2 External Assessors (or exceptionally, 1 external professor and 1 Keele Professor)	Equality, Diversity & Inclusion (EDI) expert If panel members 1-6 do not fulfil this role (see note below)
All professorial selection committees should include a senior member of staff versed in the importance of race and gender equality. This might include the Institutional Lead for gender equality, a Faculty or School EDI Champion or senior representative from HR.							
Academic Teaching & Research Grades 7a-9	Dean of Faculty or Designate at appropriate level	HOS (From recruiting school)	Academic from the school (at same grade or higher than that being recruited)	Dean of Research or Academic (from the faculty with research expertise)	Academic from another Faculty	1 External Assessor (Only for Grade 9+)	
Academic Education & Scholarship Grades 7a-9	Dean of Faculty or Designate at appropriate level	HOS (From recruiting school)	Academic from the school (at same grade or higher than that being recruited)	Dean of Education or Academic (from the faculty with scholarship expertise)	Academic from another Faculty	1 External Assessor (Only for Grade 9+)	
Teaching and Scholarship G6b-9	Dean of Faculty or Designate	HOS (From recruiting school)	Academic from the school	Teaching Only rep (not from the recruiting school)			
Research G8+	Dean of Faculty or Designate	Dean of Research (From recruiting Faculty)	PI (from relevant grant)	Member of a Cognate RC			
Research G6a-7	Dean of Research or Designate (From recruiting RC/ Faculty)	PI (from relevant grant)	Member of a Cognate RC				

Managerial & Specialist G9 and above	Deputy Vice Chancellor/ PVC/ Dean or Designate	HOS, Dean of Research, Director or Designate	Member of School/RC or Head of Department (at same grade or higher)	1 or 2 Managerial & Specialist staff at the same grade or higher (one must be from another School/RI or Dept)			
Managerial & Specialist G8 and below	HOS, Dean of Research, Director or Designate	Member of School/ RC or Head of Department (at same grade or higher)	1 or 2 professional/ managerial staff at the same grade or higher (one must be from another School/RI or Dept)				
Administrative & Technical Grade 6	HOS, Dean of Research, Director or Designate	Administrator or Technician from another School, RC or Department (at the same grade or higher)	Another at same grade or higher than being recruited (minimum 3 people on all Admin & Technical Panels)				
Administrative & Technical Below Grade 6	Relevant FBM, School Manager, FRO Manager or Head of Department	Administrator or Technician from another school, RC or Department at same grade or higher	Another at same grade or higher than being recruited (minimum 3 people on all admin & Technical Panels)				

Document Name	Panel Composition Ready Reckoner
Owner	Human Resources
Version Number	[version number, with 0.1 increments for minor amendments]
Equality Analysis Form Submission Date	[Decision from Equality Analysis and form submission date]
Approval Date	1 March 2017
Approved By	[Committee name]
Date of Commencement	1 March 2017
Date of Last Review	1 March 2017
Date for Next Review	8 March 2025
Related University Policy Documents	[List all applicable]
<i>For Office Use – Keywords for search function</i>	