# 

Mathematical, Physical & Life Sciences Divisional Office 9 Parks Road, Oxford OX1 3PD

# Selection Committee Report for an Associate Professorship

*The following information is required for divisional approval to appoint:*

### Name of Recommended Appointee:

**Full Post Title:** (e.g. Associate Professorship with Non-Tutorial Fellowship (AP-NTF) of [subject])

### Department:

**College:**

**Date of advertisement:**

**Selection Committee Composition:** (give capacity in which each member served: chair, departmental rep, college rep, etc)

### Number of women and men on selection committee:

**Search process:** (What measures were taken to identify and attract the most diverse range of potential applicants? If no women appeared on the list of potential applicants to be approached and/or if no women applied an explanation of the steps taken in respect of candidate diversity will already have been required from the selection committee earlier in the recruitment process. If this is the case, for completeness*, please reiterate the explanation here.)*

**Number of applications received:** (include gender breakdown):

**General comments on the overall strength and diversity of applicant pool** (Note here if any applications were for part-time working or job sharing and how any career breaks declared by candidates or atypical careers were taken into account).

**Referencing Strategy:** (Were references sought for all candidates or only in respect of the short-listed candidates?)

### Date of shortlisting meeting:

**Were any members of the selection committee unable to attend the short-listing meeting?** (If so, how did those not present contribute to the shortlist?)

**Shortlisted candidates:** (include names and indicate genders):

**Diversity of shortlist:** (If no women were shortlisted, an explanation of the steps taken in respect of candidate diversity will already have been required from the selection committee earlier in the recruitment process. If this is the case, for completeness, *please reiterate the explanation here*.)

### Date of interview meeting:

**Number interviewed:** (note if any shortlisted candidates withdrew before interview)

**Selection process:** (what methods and activities were used as part of the joint University and College selection process?)

### Did the entire selection committee attend all aspects of the selection procedure? General comments on the overall performance of the interviewees:

**Non-appointable interviewees** (give names and reasons non-appointability in the light of the selection criteria for each named candidate, with reference to the selection criteria)

**Appointable candidates** (In order of preference, give comments in the light of the selection criteria on the qualities and performance of the first-choice candidate, the proxime, and all other appointable candidates*.* Ensure that you set out relative strengths and weaknesses and the rationale for the order of preference).

**Is the recommended appointee a proxime?** (if so, give brief details of any declined offers) **Was the selection committee’s recommendation unanimous**? (If not, provide details). **Date of selection committee’s recommendation**:

**Committee Signatures** (confirmation that every committee member is content with the report must be provided. Electronic signatures are acceptable and committee members external to Oxford, or internal members who are travelling at the time can confirm agreement to the report in a separate email to the department).

1.

2.

3.

4.

5.

6.

7.

**Documents to be submitted with the report:**

* + First Choice Candidate Information form
  + Job Description as published
  + Complete application of the preferred candidate, including references

**Selection Committee Report for an Associate Professorship**

*The following information is required for divisional approval to appoint:*

**Name of Recommended Appointee:**

**Full Post Title:**(e.g. Associate Professorship with Non-Tutorial Fellowship (AP-NTF) of [subject])

**Department:**

**College:**

**Date of advertisement:**

**Selection Committee Composition:**(give capacity in which each member served: chair, departmental rep, college rep, etc)

**Number of women and men on selection committee:**

**Search process:**(What measures were taken to identify and attract the most diverse range of potential applicants? If no women appeared on the list of potential applicants to be approached and/or if no women applied an explanation of the steps taken in respect of candidate diversity will already have been required from the selection committee earlier in the recruitment process. If this is the case, for completeness*, please reiterate the explanation here.)*

**Number of applications received:**(include gender breakdown):

**General comments on the overall strength and diversity of applicant pool**(Note here if any applications were for part-time working or job sharing and how any career breaks declared by candidates or atypical careers were taken into account).

**Referencing Strategy:**(Were references sought for all candidates or only in respect of the short-listed candidates?)

**Date of shortlisting meeting:**

**Were any members of the selection committee unable to attend the short-listing meeting?**(If so, how did those not present contribute to the shortlist?)

**Shortlisted candidates:**(include names and indicate genders):

**Diversity of shortlist:**(If no women were shortlisted, an explanation of the steps taken in respect of candidate diversity will already have been required from the selection committee earlier in the recruitment process. If this is the case, for completeness, *please reiterate the explanation here*.)

**Date of interview meeting:**

**Number interviewed:**(note if any shortlisted candidates withdrew before interview)

**Selection process:**(what methods and activities were used as part of the joint University and College selection process?)

**Did the entire selection committee attend all aspects of the selection procedure?**

**General comments on the overall performance of the interviewees:**

**Non-appointable interviewees**(give names and reasons non-appointability in the light of the selection criteria for each named candidate, with reference to the selection criteria)

**Appointable candidates**(In order of preference, give comments in the light of the selection criteria on the qualities and performance of the first-choice candidate, the proxime, and all other appointable candidates*.*Ensure that you set out relative strengths and weaknesses and the rationale for the order of preference).

**Is the recommended appointee a proxime?**(if so, give brief details of any declined offers)

**Was the selection committee’s recommendation unanimous**? (If not, provide details).

**Date of selection committee’s recommendation**:

**Committee Signatures**(confirmation that every committee member is content with the report must be provided. Electronic signatures are acceptable and committee members external to Oxford, or internal members who are travelling at the time can confirm agreement to the report in a separate email to the department).

**Documents to be submitted with the report:**

* First Choice Candidate Information form
* Job Description as published
* Complete application of the preferred candidate, including references
* Complete application and references of any candidate who was offered the position and declined