

APPOINTMENT TO COLLEGE POSTS:

THE APPLICATION AND APPOINTMENT PROCESS

This paper clarifies the procedures for the application and appointment process for Associate Registrars, Associate Deans, College Leads, Specialist Advisers and Directors / Co-Directors. The guidance is for College members and College staff involved in the process.

Up to five Associate Deans and five Associate Registrars may be appointed for a term of five years. The Regulations state that they must be appointed after advertisement and interview.

Up to five College Leads may be appointed to assist and represent the President for a term of three consecutive years. The Regulations state that they must be appointed after advertisement and interview.

There are the following Directors, whose appointments are covered by the Bye-Laws and Regulations: Conferences & Training, International Affairs, Public Education and CPD (the Director of Public Education is now the Associate Registrar for Public Education & Patients & Carers). The appointment period will be for five years.

Council should approve all new Specialist Adviser posts prior to the commencement of the recruitment process. If approved by Council, Specialist Advisers will assist the elected College Officers on specific areas of College work. Their term of office must not exceed five years but will often be for shorter periods. They are also appointed after advertisement and interview.

The process of application and appointment for all the above posts is as follows:

1. The Process:

The appointment process should begin three months before the position needs to be filled.

The Director of the department supporting this post is responsible for compiling a job description for the position with clear selection criteria. This must state the time commitment of the post. The vacancy will be advertised in the College E-Newsletter. There must be a clearly defined closing date which must be adhered to.

2. The Application:

All applicants must provide by e-mail:

- An up to date CV
- The names and contact details of two referees. The referees must be fellows or members of the College, but should not be members of the interview panel.
- A covering letter from the applicant, showing how they meet the selection criteria.

3. The Interview:

All applicants who are invited for interview must complete the College Form of Good Standing to confirm that they:

- Are registered with the GMC
- Receive annual appraisals in their main place of work
- Are up to date with their membership fees
- Meet College CPD Requirements
- Have discussed the role with their employer (usually their Medical Director) and that they are content to allow the time needed to carry out the role effectively and efficiently
- Are able to fulfil the requirements of the post

The interview panel is responsible for interviewing all applicants and reaching a decision on the most suitable applicant for the post.

The interview panel will assess all applications and determine who will be invited for interview.

The interview panel will normally consist of:

- the Honorary Officer to whom the appointee will be responsible
- the relevant Director or the Chief Executive

- a College member with direct knowledge of the work to be undertaken or the processes involved

Prior to the interviews, applicants will be provided with a timetable, details of the interview panel, directions to the interview venue, an expense claim form and the College Form of Good Standing. The completed form of Good Standing should be brought to the interview.

The interview should last no more than 30 minutes and may be carried out by telephone, and each applicant will be given an indication of when a decision will be reached.

The successful applicant will be notified by the Honorary Officer within two working days, and all other candidates notified in writing.

On request, the honorary Officer will provide feedback to any unsuccessful applicant.

Applications will be treated as confidential, and will be shredded six months after the appointment has been made.

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