Protocol Process Guidance

Summary of process (refer also to the Protocol process map pdf for details)

Departments
1. Refer to the matrix above to clarify which form/approval route is required for your request.
2. Create Business Case/JD etc seeking local approval as usual.
3. Raise Staff Request in CoreHR as usual - but do not submit.
4. Complete the relevant Protocol Form (Professional or Academic), or Worker Request form.
5. For all requests requiring Divisional or Central Panel approval, the relevant completed Protocol Form and supporting materials, eg. Business case, Organisation chart, etc. should be emailed to your relevant Divisional panel.

Divisional Recruitment Panels
6. Review requests, completing the relevant Divisional Protocol Checker (Professional or Academic), to help determine if Divisional approval is sufficient, or if central panel approval is required.
7. Complete the decision box at bottom of form and return to the department where Divisional approval only was required.
8. Where Protocol panel approval is required, forward the completed Divisional Protocol Checker, Protocol form and any other supporting materials to either: Registrar’s Recruitment Panel - Shaka Obhiozele or PVC's Recruitment Panel - Sue Morris for consideration at the next panel meeting.
9. After the Protocol panel meeting, the Panel Secretaries will return the Divisional Protocol Checker to you with the decision – please forward this to the department so it can be attached to the Staff Request as indication to the Reward team that the request has been approved; or for future reference for rejections.

NOTE: Panel approval is also required for the appointment of a TSS/College/Subsidiary member of staff into an internal advertised post. The Division should email the relevant Panel Secretaries with details of the post, when it was approved and the request to appoint.