Recruitment freeze and redeployment protocol

**Professional, administrative, support staff (inc apprentices)**

- **Externally funded (min 80%)?**
  - **Yes**
    - New post or extension of FTC?
      - Division applies to Registrar’s recruitment panel for approval to recruit. Approval given?
        - **Yes**
          - Proceed to external recruitment or extension of FTC
        - **No**
          - Refilling existing permanent post?
            - Division may approve internal recruitment
              - Proceed to internal recruitment*
                - Internal recruitment unsuccessful? (no appointment or non-University (college, TSS/agency) applicant selected)
                  - Division applies to Registrar’s recruitment panel for approval to appoint non-University applicant or to recruit externally. Approval given?
                    - **Yes**
                      - Proceed to external recruitment
                  - Internal recruitment unsuccessful?
                    - Proceed to internal recruitment or extension of FTC
          - Internal recruitment unsuccessful?
            - Proceed to external recruitment
    - **No**
      - Proceed to internal recruitment or extension of FTC
      - Internal recruitment unsuccessful?
        - Proceed to external recruitment

**Research staff (below RSIV)**

- **Externally funded min 80%?**
  - **Yes**
    - Proceed to external recruitment or extension of FTC
  - **No**
    - New post, refilling existing post, or extension of FTC?
      - Division applies to PVC’s recruitment panel for approval to recruit (or extend FTC). Approval given?
        - **Yes**
          - Proceed to external recruitment or to extend FTC
        - **No**
          - Proceed to external recruitment or extension of FTC

For full guidance go to [https://hr.admin.ox.ac.uk/recruitment-protocol](https://hr.admin.ox.ac.uk/recruitment-protocol)
Recruitment freeze and redeployment protocol

**Associate Professorships**
- Externally funded? (min. 80% although some divisions may set a higher threshold)
  - Yes: Division (after consultation with college) makes case to PVC's recruitment panel
  - No: Approval given?
    - Yes: Proceed to external recruitment
    - No: Report to SAP but no approval needed

**Statutory Professorships**
- Externally funded? (min. 80% although some divisions may set a higher threshold)
  - Yes: Division makes case to SAP
    - Approval given?
      - Yes: Proceed to external recruitment
      - No: Report to SAP but no approval needed
  - No: Approval given?
    - Yes: Proceed to external recruitment
    - No: Report to SAP but no approval needed

**RSIV and ALC6**
- New post?
  - Yes: Division makes case to SAP
    - Approval given?
      - Yes: Proceed to external recruitment
  - No: Report to SAP but no approval needed

For full guidance go to [https://hr.admin.ox.ac.uk/recruitment-protocol](https://hr.admin.ox.ac.uk/recruitment-protocol)

4 May 2020