

Recruitment Protocol Glossary	
Recruitment freeze and Redeployment Protocol	Set of rules that need to be adhered to when recruiting within the University for at least the next 12 months. They are a means to manage University-funded staff numbers and salary costs, by controls on recruitment, in response to the increasingly challenging external financial environment. This protocol applies to all departments of the University, other than OUP, and to the subsidiary companies of the University.
Government's Coronavirus Job Retention Scheme (CJRS)	Also known as 'furlough', this scheme allows the University to reclaim 80% of the salary, up to a cap of £2,500 per month, plus some employer's on costs, until end of June 2020, for staff who have been 'furloughed'. The scheme will continue to the end of September, with terms yet to be confirmed.
Pro Vice Chancellor's Recruitment Panel	All cases for new internally-funded Associate Professorships and research appointments, and extensions of fixed-term contracts will be considered by a recruitment panel chaired by the PVC (People). This is a new panel that has been put in place for the duration of the new recruitment protocol.
Registrar's Recruitment Panel (RRP)	All cases for new Professional Services and support appointments and extensions of fixed-term contracts approved by divisions will be considered by a recruitment panel, chaired by the Registrar. This is a new panel that has been put in place for the duration of the new recruitment protocol.
Senior Appointments Panel (SAP)	Will consider all cases for Statutory Professorships, RSIV and ALC6 posts. This panel already exists but will now work within the new protocol rules.
Personnel Committee	Personnel Committee is one of the main committees of Council. It is responsible for personnel and equality matters for University staff.
Senior Appointments Team (SAT)	Senior Appointments Team support the recruitment of senior appointments at the University; Statutory Professors as an example. Senior Appointments Team will also run the Priority Candidate Support Scheme
Conference of Colleges	A forum for the colleges of the University of Oxford to deal with matters of shared interest and common purpose, and a voice for college interests within the University community.

At Risk Staff	Staff at risk of redundancy, including staff nearing the end of fixed-term contracts, who meet the relevant length of service criteria.
Priority Candidate	<p>A priority candidate is a University employee who applies for a vacancy at the University at the same or lower grade than their existing post and who is either:</p> <ul style="list-style-type: none"> i) a member of staff with 2 or more years' service who is within 3 months of the end of a fixed-term contract or with 1 or more years' service who has been told that they are at risk of redundancy, and has confirmed that they wish to seek redeployment; or ii) a disabled member of staff for whom redeployment to a more suitable post is being sought <p>This is a smaller pool than the 'At Risk' candidates as not all eligible staff will seek redeployment (some may be eligible for and select 'Voluntary Severance' for example).</p>
Priority Candidate Support Scheme (PCSS)	Run by SAT who will support the redeployment of internal candidates, to ensure that where recruitment takes place, existing staff coming to the end of a fixed-term contract or whose post is at risk of redundancy are treated as a priority.
Redeployment (in context of Priority Candidates)	Securing new University employment for Priority Candidates at the same or a grade lower than their current grade.
Redeployment (in context of furloughing staff)	A temporary move to a different role, for a short period of time, that must be considered before a staff member can be furloughed. Redeployment of staff in relation to furlough has no impact on their employment relationship.
Temporary Staffing Service (TSS)	An internal recruitment service providing temporary administrative support to the University of Oxford's departments and colleges.
Job Seekers Register (JSR)	CoreHR has a Job Seekers Register option to allow staff to be included on a central job seekers register. Once staff are included on the JSR, it will allow the University to proactively report on and manage staff in this group.
Internal Job Board	A place where all Oxford University employees can view and apply to all advertised job vacancies. The Internal Job Board can be found inside HR Self Service. It allows Oxford University employees to easily, and securely, view and apply for advertised job vacancies, with the benefit of having access to internal-only job vacancies that will no longer be published on the University Jobs website.

Check and Test Group	A group of users representing each division who the Focus project are able to call upon and gauge the opinions of, in advance of going live with any changes. This could be new, or updated documentation, training materials, process changes, system changes etc.
Contingent workers	<p>Contingent workers are a group of people who do not have a contract that explicitly defines any long-term employment with a company. Their work is exclusively based on short-term engagements.</p> <p>There are several categories of contingent workers used across the University and these are defined below:</p>
Personal Service Company (PSC) Contractor	<p>This is a self-employed worker with their own limited company. This category is usually highly skilled and experts within their field of work. They are subject to IR35 checks, and are often engaged through a recruitment agency, an umbrella payroll company, or directly by the University. Paid via invoice.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • IT Contractor/Consultant • HR Consultant • Interim Director
Sole Trading Freelancer	<p>This is a self-employed worker who does not have their own limited company. This category is usually highly skilled and used for quickly delivered one off pieces of work. They are subject to IR35 checks, and are often engaged directly and paid via invoice.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Freelance editor
Temporary Agency Worker	<p>This worker is always engaged through a recruitment agency (official term is Employment Business). They are paid an hourly rate by their recruitment agency and taxed through PAYE. They are not subject to IR35 checks. This category of work is protected by the Agency Worker Regulations (AWR). The recruitment agency is paid by invoice.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Temp Admin Assistant • Temp Payments Assistant • Temp HR Assistant

Casual Worker	<p>This worker is engaged directly by the function, department, or division and is paid through the University Payroll and taxed through PAYE. They are not subject to IR35 checks. They carry out specific short term pieces of work.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Casual Data Entry Clerk • Casual Teacher • Casual Examiner
TSS Worker	<p>This worker is always engaged through the Temporary Staffing Service and are paid through the University Payroll and taxed through PAYE. They are not subject to IR35 checks. They carry out short term general administrative duties typically grades 01 to 07</p> <p>Examples include:</p> <ul style="list-style-type: none"> • TSS Temp