

Guidelines for the SMP Academic Staff Recruitment Process

SCOPE:

This document outlines the comprehensive recruitment and hiring process for the School of Mathematics and Physics, detailing each stage from initial application to final onboarding. It serves as a guide for both the hiring team and prospective candidates, ensuring transparency and efficiency throughout the recruitment cycle.

PURPOSE:

The primary purpose of this document is to standardize the recruitment procedures across various departments within the university. It aims to enhance the quality of new hires by streamlining the selection process, ensuring that all candidates are evaluated consistently and fairly. Additionally, this document provides a framework for continuous improvement in recruitment practices.

Step 1: Application Material

The application package for each of the candidates should include the following documents:

- 1) Cover letter
- 2) CV/resume, including nationality and date of birth
- 3) Full publication record
- 4) Research statement
- 5) Teaching statement
- 6) Three Reference letters (will be collected by HR)
 - Research-Teaching track: two research letters and one teaching letter
 - Teaching-only track: two teaching letters, one research letter

Step 2: HR Initial Screening

The Human Resources (HR) department will conduct an initial screening of all applications to ensure candidates meet the basic qualifications for the position. HR will inform the Head of Department (HoD) to which the candidate is applying, and will provide them with the application material.

Step 3: Departmental Review

The HoD of the department to which the candidate is applying will arrange a departmental review of the candidates. This should be done by at least four faculty (including the HoD), but an HoD may also choose to ask feedback from the entire department. The department to which the candidate is applying reviews the applications, and proposes a shortlist of (typically) five candidates that are deemed suitable for the advertised role. The shortlist, accompanied by an evaluation, will be forwarded to the School Recruitment Committee.

Step 4: School Recruitment Committee Screening

The membership of the School Recruitment Committee is proposed by the Head of Department, subject to approval by the Dean. The School Recruitment Committee consists of:

- 1) Head of Department (of the department to which the candidate is applying)

- 2) Two academic staff who are familiar with the candidate's area of expertise.
- 3) One academic staff with an area of expertise different from that of the candidate.

The School Recruitment Committee conducts a preliminary screening of all application materials to identify eligible candidates. The School Recruitment Committee is informed by the recommendations of the Review. The School Recruitment Committee proposes a shortlist of candidates that will be invited for an on-campus interview. This shortlist may deviate from the shortlist of the Departmental Review.

Step 5: Research seminar

Each shortlisted candidate must give a one-hour seminar. The seminar is open to the entire School; all faculty members are welcome, and are encouraged to provide feedback (if any).

The Department will organize and coordinate the research seminar, collect feedback/comments, and then report these to the School Recruitment Committee. School Recruitment Committee Members must attend the research seminars, and will evaluate and comment. Meanwhile, administrative staff will assist with related talk/lecture.

Research Track-Research Talk:

- Evaluation Focus: Quality and originality of research, clarity in explaining complex concepts, adaptability in responding to questions, and potential for future contributions to the field.
- Research seminar (40-50 minutes) and Q&A (10-20 minutes). Candidates can present their major research project or a summary of their research portfolio.

Step 6 Mock Lecture

Each shortlisted candidate must give a mock lecture. The lecture is open to the target Department; all faculty members are welcome, and are encouraged to provide feedback (if any).

The Department will organize and coordinate the teaching lecture, collect feedback/comments, and then report these to the School Recruitment Committee. School Recruitment Committee Members must attend the mock lecture, and will evaluate and comment. Meanwhile, administrative staff will assist with related lecture.

- Evaluation Focus: Ability to communicate complex ideas clearly, engage students, apply active learning methods, and adapt teaching to diverse learning needs.
- Sample Lecture (30-40 minutes) and Q&A (10-20 minutes): Candidates teach a mock class on a topic related to the programmes of the department to which they apply.

Teaching Track candidates only need provide a mock lecture.

Step 7: Panel Interview

- Composition of the interview panel
 - 1) School Dean (chair)
 - 2) Members of the School Recruitment Committee
 - 3) One external panel member from another school or academy at XJTLU
- Structure of the interview

- 1) Candidates' presentation (10 minutes) - A brief self-introduction and plans on teaching, research and administrative service after joining XJTLU.
 - 2) Question-and-Answer session (40 minutes) - Panel members scrutinize, where relevant, the candidate's experience and potential in research, teaching, administration, and management. The panel may ask questions about the candidate's CV, motivation, interests, ambitions, or any relevant issues that may help identify the suitability of the candidate for the position.
- Review of shortlisted candidates
- 1) After all shortlisted candidates have been interviewed, the interview panel will review the candidates.
 - 2) The interview panel will send a ranked list of the candidates, accompanied by an evaluation of each candidate, to the School Recruitment Committee
- Additional notes
- 1) The interview panel is normally chaired by the School Dean. The School Dean may decide to delegate this role, for example to the Head of Department.
 - 2) For candidates applying for the position of Full Professor, the university has additional requirements for the interview process.

Step 8: Discussions with candidates

After a candidate has been interviewed, they will have discussions with several stakeholders. These discussions will allow for identifying further strengths and weaknesses of applications, and will give candidates a further opportunity to discuss practical aspects of their employment (such as facility/lab requirements, personal situations, ...). These discussions may elaborate on issues that arose during the seminar or interview. Discussions with the following stakeholders will be arranged:

- 1) Associate Dean for Research
- 2) Associate Dean for Learning and Teaching
- 3) Head of Department
- 4) Dean (when applicant is applying for the role of Full Professor)

Additional discussions may be arranged when desired. Each of the stakeholders reports back to the chair of the School Research Committee.

Step 9: Final Evaluation by School Recruitment Committee

The Chair of the School Recruitment Committee combines the following evaluations:

- 1) Recommendation by the Interview panel
- 2) Feedback from the discussion with the Associate Dean for Research
- 3) Feedback from the discussion with the Associate Dean for Learning and Teaching
- 4) Feedback from the discussion with the Head of Department
- 5) Feedback from HR

The School Recruitment Committee discusses the evaluations, and identifies the candidate that is most suitable for the role. The Chair of the School Recruitment Committee reports the recommendation of the School Recruitment Committee to the Dean. Subject to approval by the Dean, the recommended candidate will be proposed for recruitment.

Step 10: Offer Application

- The Chair of the School Recruitment Committee drafts the Offer Application Form (provided by

HR), and will send this document to the School Dean for approval.

- After approval by the School Dean, this application form is sent to HR.
- HR will review the Offer Application Form, and will provide feedback where necessary.
- HR will apply for approval from the VPAA, and will obtain, where relevant, additional university-level approvals.

Step 11: HR Formal Background Check

Step 12: HR Issues Formal Offer to Candidate

It should be noted that HR has the final decision, and that only HR can make job offers.

MISCELLANEOUS

These implementation guidelines shall take effect from the date of publication, and specific provisions may be adjusted based on the school's actual circumstances.

APPROVAL AND REVISION LOG

Date	Approval	Description
28 Nov, 2024	SSMT	Approved
3 Apr, 2025	SSMT	a. Added further clarification of operators and audiences for relevant activities/actions. b. Changed Associate Dean for Education to ADLT; c. Changed Deputy Dean for Research to ADR;