

Guidelines for the SMP Academic Staff Recruitment Process

SCOPE AND PURPOSE

These guidelines outline the recruitment and hiring process for the School of Mathematics and Physics (SMP). The primary purpose of this document is to standardize the recruitment procedures across various departments within the school. It aims to enhance the quality of new hires, to streamline the selection process, and to ensure alignment with the school's teaching needs and research strategy. Specific provisions may be adjusted based on the school's actual circumstances. The university has different requirements for candidates applying for the position of full professor, and for candidates applying for management roles in the school. In these cases, an adjusted recruitment procedure is followed.

Step 1: Application Material

The application package of a candidate must include the following:

- 1) Cover letter
- 2) CV/resume, including nationality and date of birth
- 3) Full publication record
- 4) Research statement
- 5) Teaching statement
- 6) Contact details for three reference letters (reference letters will be collected by HR during the recruitment process)
 - Teaching-research track: two research letters and one teaching letter
 - Teaching-only track: two teaching letters and one research letter

Step 2: HR Initial Screening

The Human Resources (HR) office conducts an initial screening of all applications, to ensure candidates meet the basic requirements 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: DRC Review

The HoD of the department to which the candidate is applying will arrange a departmental review of the candidates. The departmental review will be carried out by the Departmental Recruitment Committee (DRC). The DRC should be composed of at least five staff from the department (including the HoD), and is chaired by the HoD. The remaining four members are selected by the staff of the department to which the candidates are applying.

The DRC reviews the applications, and proposes a ranked shortlist of (typically) four candidates that are deemed suitable for the advertised role. The DRC chair forwards the shortlist, accompanied by application material and the DRC evaluation, to the School Dean for review. After consultation with the Dean, the candidates on the shortlist (or a subset of the shortlist) will be invited for an on-campus interview (or when this is not practical, for an online interview).

Step 4: Research seminar (only for applicants to the Teaching-Research track)

Each shortlisted candidate shall give a one-hour research seminar. HR supports the organization of the research seminar. The research seminar consists of a research presentation (45 minutes) and a question-and-answer session (15 minutes). Candidates can present their major research projects or a summary of their research portfolio.

The seminar is open to the entire School. The DRC is required to attend the research seminar, and will evaluate and comment. All other attendees are also encouraged to provide feedback (if any) to the chair of the DRC.

Step 5: Mock Lecture

Each shortlisted candidate shall give a one-hour mock lecture. HR supports the organization of the mock lecture. The mock lecture consists of a sample lecture (45 minutes) and a question-and-answer session (15 minutes). The topic of the mock lecture should be related to the discipline of the department to which they apply. The chair of the DRC may assign the topic of the mock lecture.

The mock lecture is open to the entire School. The DRC is required to attend the mock lecture, and will evaluate and comment. All other attendees are also encouraged to provide feedback (if any) to the chair of the DRC.

Step 6: DRC interview

HR organizes the panel interview for each candidate that remains on the shortlist. The interview panel includes all members of the DRC, and one external member from another school or academy at XJTLU (which is proposed by the HoD).

During the interview, the candidate will give a brief (10 minutes) presentation with a self-introduction and plans on teaching, research and administrative service after joining XJTLU. This is followed by a question-and-answer session (40 minutes), during which members scrutinize the candidate's experience and potential in research, teaching, administration, and (where relevant) management. After all shortlisted candidates have been interviewed, the interview panel reviews and ranks the shortlisted candidates. The DRC chair prepares a summary report that includes, for each candidate, a recommendation whether they are acceptable, a summary of their background, and an assessment of their strengths and weaknesses. The report shall also include a ranked list of all acceptable candidates.

Step 7: Meetings with stakeholders

Each shortlisted candidate will have individual meetings with several stakeholders. The DRC chair informs relevant stakeholders about the possibility to meet the shortlisted candidates. The meetings 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, etc). Meetings are arranged with the following stakeholders as needed::

- 1) School Dean or designate (optional)
- 2) Associate Dean for Research (required for candidates applying to a teaching-research position)
- 3) Associate Dean for Learning and Teaching (required for all applicants)
- 4) Head of Department (required for all applicants)

Additional individual meetings, for example with staff members who are interested to meet the candidate, may be arranged when desired. Each of the stakeholders reports back to the chair of the

DRC, who prepares a report with feedback from stakeholders for each candidate.

Step 8: Final Evaluation by the School Dean

The DRC chair combines the following material and emails these to the School Dean.

- 1) Report with recommendations by DRC
- 2) Report with feedback from meetings with stakeholders
- 3) Feedback from HR (if any)
- 4) Application package submitted by the candidate

The DRC chair must explicitly report major concerns raised in any of the above evaluations (if any). Subject to approval by the School Dean, the recommended candidate will be proposed for recruitment.

Step 9: Offer Application

The HoD drafts the *Offer Application Form* (provided by HR), and sends this document, accompanied by the applicant's CV and other application material, to the School Dean for formal approval. After approval by the School Dean, this application form is sent to HR. HR reviews the Offer Application Form, and will provide feedback where necessary. HR applies for approval from the VPAA, and obtains, where relevant, additional university-level approvals.

Step 10: HR Formal Background Check

Step 11: HR Issues Formal Offer to Candidate

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

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;
15 Apr, 2026	SSMT	Restructured and simplified recruitment procedure; language improvements.
23 Jul, 2026	SSMT	Clarified section on meetings with stakeholders. Minor procedural updates. Minor language updates.