

# Advisory Appointment Committee process

## INITIAL STAGE

### CREATION OF A POST

*Replacement (s) or new post due to service developments*

4 weeks

### PLANNING AND PREPARING THE JOB DESCRIPTION / PERSON SPECIFICATION

JD & PS are drawn up by the clinical director/consultant in charge of the department (based on a standard template)

Trust or a management board approves JD/PS

### COPY OF JD / PS TO YOUR REGIONAL ADVISER FOR APPROVAL

The Faculty can start looking for an assessor from this stage providing a date has been set for interview, name will be released after JD approved

*Exception for Cleft Lip and Palate Appointments*

*Copy of Cleft Lip and Palate JD/PS to Eric Freeland and Alistair Smyth for approval*

3 weeks

### REGIONAL ADVISER TO COMMENT AND APPROVE

(approval letter/email is sent to the employing authority)

### EMPLOYING AUTHORITY START PLANNING THE AAC

- Agree date for the interviews (if not already set)
- Advertise the post
- Request a Faculty Assessor and *allow at least 8 weeks for the Faculty to find a suitable assessor*
- Confirm Interview date with all panel members

### SEND FORMAL REQUEST TO THE FACULTY ALONG WITH:

- copy of JD/PS
- interview date, time and venue
- copy of the approval letter/email

### NAME OF THE FACULTY ASSESSOR IS SUPPLIED BY THE FACULTY

*Exception for Cleft Lip and Palate Appointments*

*Names of the TWO Faculty Assessors are supplied by the Faculty, one from OMFS and one from Plastic Surgery.*

Job is closed and applications are received

6-8 weeks

### SHORT LISTING PROCESS

- Send short listing packs to all panel members, including Faculty Assessor
- Short listed candidates are agreed and confirmed by all panel members

### INVITE CANDIDATE/S & MAKE NECESSARY ARRANGEMENTS FOR THE AAC

### ADVISORY APPOINTMENT COMMITTEE

- All candidates are interviewed
- Deliberation by all the panel members
- Panel members make a decision on who will be appointed

## FINAL STAGE

### RELEVANT PARTIES ARE INFORMED ABOUT THE APPOINTMENT

Both employing body and Faculty Assessor inform the Faculty of the details of the person appointed: Name, GDC number and employment start date

1-2 weeks

### APPOINTMENT IS COMPLETED AND FEEDBACK FORM RETURNED TO THE FACULTY