



## **Recruitment to the Faculty policy**

1. This paper sets out the policy of The London Institute of Banking & Finance (LIBF) on recruitment to the Faculty.

### **Definitions**

2. The LIBF Academic Community comprises those involved in shaping, sharing, applying, and disseminating knowledge and understanding of banking and finance and its underpinning pedagogy, in line with the organisation's values and objectives. It is the community of scholars encompassing both our Academic and Professional Faculty.
3. The Academic Faculty is a subset of the academic community including those with teaching responsibilities.

### **Context**

4. Recruitment to the Academic Faculty is an on-going process, shaped by demand within specific modules and programmes. However, recruitment is also proactive, identifying highly-qualified and experienced individuals who will be an asset to academic life of LIBF.

### **Aims**

5. This policy aims to set down the principles under which new members of the Academic Faculty are recruited, and the arrangements pertaining to recruitment and induction.

### **Principles**

6. Academic Faculty members should ideally both hold postgraduate qualifications (doctorate required for Associate Professor and Professor) and have relevant industry experience. In addition, members of the Faculty should have experience of teaching in Higher Education, recognised by a fellowship of the Advance Higher Education, a Postgraduate Certificate in Higher Education (PGCHE), or an equivalent teaching qualification. Exemptions from a teaching qualification may be granted by the Academic Dean for those appointed as Associate Professors or Professors with demonstrated teaching experience, subject to approval by the Learning & Teaching Committee.

### **Arrangements**

7. Prospective members of the Academic Faculty interested in working at LIBF may apply, usually by responding to an advertisement. The application is initially considered by the Academic Dean or Academic Lead for the relevant programme area.
8. Thereafter, should the application be taken further, the following processes will be followed:
  - a. Permanent faculty: the prospective applicant is interviewed by an appropriate panel which must include the Academic Dean and Head of Learning and Teaching Excellence or Academic Lead for the relevant programme area together with a member of staff from another department. They are then required to give a presentation on the relevant subject area to an audience comprising

members of the Faculty and student body. Successful applicants will be appointed by the Academic Dean.

- b. Associate faculty: the prospective applicant is interviewed by the Academic Dean or Academic Lead for the relevant programme area, and if successful appointed to teach for a limited period. Contracts may be reviewed upon successful feedback from students and colleagues.

- 9. New appointments to the Faculty are reported to the Learning & Teaching Committee.

#### **Induction**

- 10. Each new member of the Faculty receives an induction which aims to familiarise them with LIBF as an organisation and introduce them to the development opportunities and VLE, for example. On-going support and oversight are supplied by the Academic Dean, Head of Teaching and Learning Excellence and Academic Lead for the relevant programme area.

#### **Review**

- 11. This policy is subject to review approximately every 12 to 18 months by the Academic Dean.

Updated July 2023