

## 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 Lecturers, Senior Lecturers, Associate Professors, Professors, Visiting Scholars, and Visiting Professors.
3. The LIBF Faculty is a subset of the academic community including those with teaching responsibilities and comprises Lecturers, Senior Lecturers, Associate Professors, Professors, and potentially some Visiting Scholars and Visiting Professors as appropriate.

### Context

4. Recruitment to the LIBF Faculty is an on-going process, shaped by demand within specific modules and programmes. However, recruitment to the LIBF Faculty 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 Faculty are recruited, and the arrangements pertaining to recruitment and induction.

### Principles

6. 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, the LIBF Postgraduate Certificate in Higher Education (PGCHE), or an equivalent teaching qualification. Exemptions from a teaching qualification may be granted by the 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 Faculty interested in working at LIBF may apply by responding to an advertisement which requires a cover letter, CV, and two reference letters. The application is initially considered by the Dean. Thereafter, should the application be taken further, the prospective applicant is interviewed by an appropriate panel which must include the Dean, a member of the Programme Teams, and a member from the Faculty. In the event of the applicant being successful at interview the applicant is invited to give a presentation on the relevant subject area to an audience comprising members of the Faculty and student body. At this point, should the feedback from the presentation be positive, the applicant is advised of the success of their application by the Dean.
8. New appointments to the Faculty are reported to the Learning & Teaching Committee.

**Induction**

9. 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 Dean, the Head of Academic Development, and Programme Heads.

**Review**

10. This policy is subject to review approximately every 12 to 18 months by the Dean.

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