



UNIVERSITY OF
LINCOLN

Recruitment Process – Consultant Level

Version 1 / December 2021

1. Clinical Academic Joint Appointment - Consultant

The recruitment process for Clinical Academics is a joint one between the University and the NHS Trust/s. Together they will:

1. Agree the substantive / honorary employer, the job advert, the interview panel and the grade and salary of the role.
2. The job description and person specification will be jointly approved between the two, along with details of the interview date.
3. The University and ULHT will formally agree the person specification and details of the interview. A Royal College Representative to be secured.
4. Once all the documentation is finalised, all relevant information, including the Royal College Approval letter should be submitted to the employer's administration team.
5. The post will be advertised by the substantive employer.
6. Divisional Open Day for shortlisted candidates to be arranged.
7. Advisory Appointments Committee (AAC) formed, ensuring it meets the requirements of the NHS (Appointment of Consultants) Regulations, as well as a specified list from the University.
8. Shortlisting by the AAC and University representatives.
9. Candidates invited to interview and relevant documentation sent to them.
10. Successful candidate will be notified verbally after confirmation to HR.
11. Offer letter sent out to successful candidate and unsuccessful candidates will receive their confirmation email within 3 working days.
12. Start date will be agreed and both employer and honorary contract issued.
13. Joint induction will be booked.