



London School
of Jewish Studies

Recruitment

A) Permanent Posts

All permanent posts, both part-time and full-time, will be advertised both internally and externally (in suitable academic and Jewish forums.) Temporary posts of more than one academic year's duration will also be treated as permanent posts for purposes of the recruitment procedure.

An appointments team, led by Paul Gould paul.gould@lsjs.ac.uk will be responsible for all aspects of the recruitment process, including:

- creating the job description, person specification and recruitment timetable
- devising the advertising strategy
- short-listing and interviewing candidates

The team will consist of:

- the Director of the team being recruited for, or representative
- at least one additional member of the LSJS senior leadership team
- an external specialist in the relevant area, if possible and relevant
- additional members, as required by the nature of the particular appointment (e.g. representatives of a funding body)

I) Part-time and Temporary Positions

a) Guest Lecturers

Module leaders may invite a guest lecturer to give up to three sessions per module, subject to the approval of the Programme Leader and the Director of Academic Studies. A guest lecturer will not normally deliver more than 10 sessions on LSJS degree programmes in the same academic year without having been through the formal appointment process for part-time lecturers outlined below.

b) Part-time lecturers

The Director of Degrees and Dean are responsible for recruitment of part-time, temporary academic teaching staff. These positions will be advertised internally on the LSJS website and email list; positions may also be advertised externally, at the discretion of the Director of Academic Studies.

The appointments committee for part-time lecturers will consist of the Director of Degrees or the Dean and at least one other person (preferably 2), drawn from the following:

- the Chair of Trustees, or representative
- the Chief Executive, or representative
- members of the academic faculty
- additional members, as required by the nature of the particular appointment (e.g. representatives of a funding body)

B) Monitoring of Teaching Staff

Permanent staff and temporary lecturers appointed for more than one academic year will participate in LSJS's general annual Employee Development Review scheme.

In addition, degree programme and module leaders will monitor student feedback and liaise with teachers on a regular basis. Any problems with teachers will be reported to the Director of Degrees, the Dean or the CEO, as appropriate.

C) English language proficiency

Non-native speakers of English will be asked to provide evidence of verbal and written fluency as part of the recruitment process. Student feedback forms will include a question on lecturers' verbal fluency.

D) Career Progression for Academic Staff

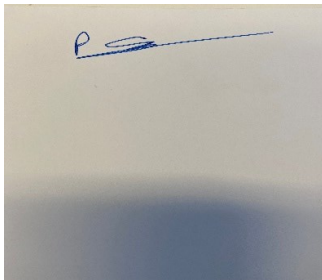
The staff and faculty promotions committee will review job descriptions of all faculty and staff annually to ensure they accurately reflect their stature. The committee will consist of:

- the CEO, Director of Finance, Dean, or Director of Degrees, or representative, who will chair the committee
- an external academic where appropriate
- the Director of Academic Quality Assurance, where appropriate

E) Internal promotions

All promotions will be advertised internally. All applicants will be required to submit to a transparent selection process. Should there be no suitable internal applicant, the position will be advertised externally through the LSJS recruitment process as outlined above.

Signed on behalf of LSJS:

A rectangular image showing a handwritten signature in blue ink on a light-colored background. The signature is stylized and appears to be 'P. Gould'.

(Paul Gould, on behalf of senior leadership team, LSJS).

Date: August 2023

To be reviewed in August 2025