**Setting up an Advisory Appointments Committee**

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| + 9 weeks | **Email your regional Faculty adviser (FA) copies of:**   * Job description * Person specification * Draft advert   You can find your FA at: [www.fph.org.uk/about\_faculty/faculty\_advisors/](http://www.fph.org.uk/about_faculty/faculty_advisors/)  Your FA will advise on any changes that need to be made and will send you an approval letter by email within 3 weeks.  **Email the FPH office (**[**aac@fph.org.uk**](mailto:aac@fph.org.uk)**) copies of:**   * Approval letter from the FPH Regional Adviser * Job description/person specification * Advert * Date of Panel   You will then receive a list of FPH assessors by e-mail.  You can then email FPH assessors to invite them to sit on your AAC panel (it is best to do this as an individual e-mail rather than a group). |
| + 6 weeks | **Finalise composition of AAC panel.**  **Advertise in at least two professional and national distributed journals (BMJ or HSJ for example)**  You can also place an advert on the web (e.g. NHS jobs). But one must appear in a journal.  Email the FPH office ([aac@fph.org.uk](mailto:aac@fph.org.uk)) with:   * Names of assessor * Date of AAC * Panel list |
| + 3 weeks | **Send all applications to AAC members for shortlisting, together with:**   * Documentary evidence of applicants’ eligibility * List of AAC panel members and their roles * Agreed job description/person specification * Instructions for the shortlisting process   **Invite shortlisted applicants for interview**  You need to take up 3 references for each and notify the unsuccessful applicants. |
| AAC DAY | **AAC held and recommendation made**  Expenses form should be made available to FPH assessors on the day. |
| Within 1 week | **Email the FPH Office (**[**aac@fph.org.uk**](mailto:aac@fph.org.uk)**) with:**  Name of recommended applicant  Panel list with contact details |