**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****) 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) with:* Names of assessor
* Date of AAC
* Panel list
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| + 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****) with:**Name of recommended applicantPanel list with contact details |