



Information for applicants to Academic positions

We are delighted that you are considering applying for an Academic position in the Department of Mechanical Engineering, Imperial College London.

In the interest of being as transparent as possible, the below document outlines our requirements of the application and interview processes, along with the support we offer to those travelling to interview and resources provided to the successful candidate.

If you have any further questions about the role or process, please contact our Department Recruitment team: ME-HR.Requests@imperial.ac.uk. Please include the position reference number in any correspondence.

Application process

To ensure that the application process is clear and easy to navigate, our application form asks questions specifically selected to compliment the remit of the position and help the candidate describe their experience and future plans in areas key to the Department's strategy. These areas are broadly described as:

- Direction and Impact of Research
- Innovation in Teaching
- Involvement in Community Building & Citizenship

We politely ask that you remain within the stipulated work/character count for each of the sections and avoid uploading additional documents with more extensive information than is requested.

Requirements for the CV

When uploading your CV to the application please ensure that you include the following:

1. Limit the length of the CV to a maximum of two A4 pages.
2. Include the dates, location and job title of previous employment relevant to the position.
3. Include the date of award for relevant Academic Qualifications.
4. Include the dates and/or names of any memberships, awards or talks that are relevant to the position

Requirements for the Publication List

When uploading your Publication List to the application, please ensure the following:

1. Publications are presented in a consistent format. We recommend Harvard style referencing.
2. You will be asked during the application to select your top four publications.
 - a. Please ensure these are highlighted clearly in your publication list
 - b. Please provide hyperlinks to these four publications.
3. Please **do not** attach any full publications to your application.



University Values

We are looking for candidates who positively align with our Values and ask that you incorporate how you have demonstrated any of these values in your experience to-date. Our values are:

- ✓ Respect
- ✓ Collaboration
- ✓ Excellence
- ✓ Integrity
- ✓ Innovation

Find out more about the Imperial Values here: [Our Values and Behaviours](#)

We are dedicated to championing the inclusion of under-represented demographics in Engineering. With that in mind, we strongly encourage individuals from underrepresented groups within the discipline and those with caring responsibilities, to apply for this position.



Interviews

Interviews typically take place within four months of the advert closing date and we will endeavour to give candidates a minimum of four weeks' notice for the interview.

Due to the logistics required to arrange Academic interviews, we cannot alter the date of an interview due to personal circumstances (e.g. holiday). We are also unable to offer online interviews for these posts as we feel this gives the remote candidate an unfair disadvantage by being unable to visit our state-of-the-art facilities and meet with our existing staff or the interview panel in person. If a candidate is unable to attend due to a medical or family emergency we will try to be as accommodating as possible, however please be aware that it may still not be possible to rearrange any interview.

Our interviews for Academic positions typically take place over two days and will at minimum, including the following activities:

- Formal Interview panel.
- Research & Teaching Seminar(s) to Department staff.
- Discussion with representatives from our student cohorts.
- Informal meeting with key members of Department management, outside of the formal interview.
- Tour of the facilities, including laboratories & workshops as appropriate.

The order of these activities may vary, and we may choose to host one or more of the non-interview activities remotely in advance of the usual interview schedule.

Please note that at this stage of the recruitment process, we will begin requesting references. If you have not already given permission for us to do this, we will request written permission to do so. You may wish to inform referees in advance of the requests being made.

Travel & Accommodation support

To enable all invited candidates to attend, we are happy to provide the following travel and accommodation support:

1. UK based applicants from the South-East of England may request up to one nights' stay in a local hotel.
2. UK based applicants from outside the South-East of England may request up to two nights' stay in a local hotel, and we would be happy to arrange any flights or train (economy) travel on their behalf.
3. International applicants with flight times up to 5 hours may request up to three nights' stay in a local hotel, and we would be happy to arrange any flights (economy) on their behalf.
4. International applicants with flight times exceeding 5 hours may request up to five nights' stay in a local hotel, and we would be happy to arrange any flights (premium economy) on their behalf.

Candidates will be invited to share their preferred transport options with us at this stage so that we can reserve the relevant flight/rail travel, and arrange the necessary accommodation.

*All hotel stays will be based on standard rooms, in locations close to the South Kensington Campus. If a candidate has extenuating circumstances that requires a longer stay in a local hotel, we are open to considering extending their stay to enable their attendance.

**We will reimburse the cost of local public transport to/from the accommodation and University campus. Candidates should consider public transport options available prior to travelling via Taxi, and use these methods of transport wherever possible.



Caring responsibilities

We appreciate that some candidates may have caring responsibilities which hinder their ability to attend the interview. If a candidate has caring responsibilities, and there is nobody else at home who can provide the care, we are willing to consider the following mechanisms for support:

- Financial contribution towards private care up to the cost of the routine everyday care costs the candidate might normally incur. This would be reimbursed directly to the candidate upon production of a receipt for the additional cost, and should include the date(s), hourly rate, hours of care provided, and identification of the care giver/agency.
- Arrangement of flights/trains & accommodation for dependants who will be travelling to London with the candidate in the absence of suitable care at home.

We do not expect the candidate to make any payments for travel or accommodation arrangements themselves, however they may be able to request reimbursement if this is necessary, within the restrictions of the Imperial College London Expenses & Purchasing policies.

Candidates are welcome to discuss other reasonable adjustments this with us once they have received an invitation for interview.

Childcare facilities

Imperial offers an outstanding Early Learning Centre for the young children of staff and students. If interview candidates would like a tour of these facilities during whilst attending the interview, this is something we would be happy to arrange.



Appointment process

The successful candidate from the selection process will be first contacted via phone by the Head of Department or leading Academic in the hiring process. This phone call may not contain specifics around salary and/or start date but is to gauge interest in accepting the position.

The informal conversation will be followed up by an informal email from the Departments Recruitment team (ME-HR.Requests@imperial.ac.uk) confirming the details of the offer (i.e., salary, start date etc) and confirming our intention to recommend that Imperial appoint the candidate. At this point we will ask for written confirmation of the offer acceptance along with several essential documents, as well as permission to contact any remaining referees.

Relocating to London

We appreciate that for individuals who are not familiar with London or the surrounding areas, there may be wider factors to consider when deciding to accept the offer of employment. Offer holders are encouraged to contact us at the point of offer should they have reservations around a relocation. The Department may consider offering reasonable support for the offer holder and any immediate family members who would reside with the individual, to visit possible relocation areas.

Offer holders who would be required to relocate to London (i.e. move house) may be eligible to apply for relocation costs in line with University policy.

Appointment package

As part of the Departmental package for our new Academic staff, in addition to the benefits offered by wider Imperial, the below will be available to Academic appointees:

Research

The Department supports its Academic staff through the provision of £15,000 in research support allowance and offering one fully funded PhD Studentship to new Academic staff.

Teaching

The normal teaching load of recently started Academics will be restricted to the occasional involvement in established modules/courses, and focussing on the development of any new programmes. This will enable the appointee to focus on building their research portfolio.

After 12 months in post, the appointee will begin to take a leading role in module development and delivery, to the same level of expectation as our existing Academic staff.

Support Services

The Department of Mechanical Engineering has a robust support services team in place for professional and technical services. Our community is built upon the aforementioned Imperial Values, and we strive to provide support our research and teaching activities to the same level as the world class activities we are renowned for.

Each research section is supported on a day-to-day basis by their own Research Support Officer (RSO) who will be able to help the new starter with purchasing, access and networking. We also have a centralised Operational team who support all Academic staff with their project and support account activities.

On the teaching and supervision side of administration, our Undergraduate office and Postgraduate Administrator will be able to support the new starter's supervision and pastoral needs.

Mentoring & other support

New Academic staff are usually required to complete a 36month probationary period. During this period, the new starter will be allocated a Professorial member of staff from outside of their normal Division who will act as



an Academic Advisor who will support new starter on non-subject specific matters, complimenting the research-specific support offered by the Head of Section.

Once teaching has begun, the Director of Undergraduate Studies and Principal Teaching Fellows will also be able to offer activity-specific support.

Benefits and support listed above are specific to the Department. Imperial also offers a range of staff benefits, which can be viewed here: [Staff Benefits](#)