

# CSIC Early Career Academics and Professionals Panel – Recruitment Plan

**Version: 1.3**

**Date: June 2023**

## **1. Context**

- 1.1 The Centre for Smart Infrastructure and Construction (CSIC) at the University of Cambridge has appointed a panel of early career academics and professionals (ECAPP). This document sets out the process for recruiting members of the panel.
- 1.2 ECAPP will have approximately 10 members drawn from across academia and industry, including both 'client' and 'supplier' industry organisations. ECAPP members shall typically be at a relatively early stage of their careers and working in areas of relevance to CSIC. See the *ECAPP Terms of Reference* for more details.

## **2. Nominations**

- 2.1 Initially, nominations for ECAPP members will be sought from CSIC's partner organisations and academic networks. For applications for the 2023 – 2024 period, organisations should send the following information to CSIC (csic-admin@eng.cam.ac.uk) by **5pm on Friday 14th July 2023**:
  - 2.1.1 Name, role, and contact email address of nominee(s).
  - 2.1.2 Nominee(s)' CV(s).
  - 2.1.2 Brief (approx. 500 words) expressions of interest written by the nominee(s), outlining their academic and/or professional experience to date, their reasons for wishing to join ECAPP, and a summary of what they hope to gain from participation in ECAPP.
  - 2.1.3 Nominee(s)' number of years of post-graduate (or equivalent) academic/professional experience to date, and details of any career change or break that should be considered while assessing individuals as 'early career' academics or professionals.
  - 2.1.4 If an organisation cannot fund the time their nominee(s) will spend on ECAPP activities (up to an estimated annual limit of ten days) using internal funds, then a brief explanation of why this is the case must also be provided.
- 2.2 Candidates can be nominated by their organisation as above, or they may nominate themselves, in which case they must provide the information listed above together with a written statement from their organisation addressing the points in section 2.1.4.

## **3. Shortlisting and appointment of ECAPP members**

- 3.1 CSIC will use the expressions of interest to produce a shortlist of candidates and invite new members to join ECAPP for 2023 – 2024. CSIC may wish to interview candidates prior to appointment, and will contact candidates directly to confirm their appointment to ECAPP.
- 3.2 Following this application window, the updated cohort of ECAPP will be in place for one year, from **1st September 2023 to 31st August 2024**.

## **4. Potential for future cohorts of ECAPP**

## CSIC Early Career Academics and Professionals Panel – Recruitment Plan

- 4.1 Because of the desire to ensure a balance between the various academic and industry members, it may not be possible for all shortlisted nominees to join ECAPP in its next cohort. Once this cohort is confirmed, CSIC may contact other shortlisted candidates and request permission to store their details and contact them at a later date regarding potential future cohorts of the panel.
- 4.2 It is proposed that, if it becomes possible to extend ECAPP to future cohorts beyond 2023 – 2024, half of the membership of ECAPP will change annually. This will ensure continuity in ECAPP's workplan and better handover of activities. In this scenario, ECAPP members would serve a term of two years in total, with the exception of any members of the current cohort unable to continue in post for a second year.
- 4.3 Because of business constraints, the next cohort's tenure is currently fixed at one year. If it becomes possible to extend ECAPP, this cohort will be contacted to confirm who, among the panel, would be able to continue in post for a further year.