



UNIVERSITY *of* LIMERICK

O L L S C O I L L U I M N I G H

**PROCEDURES FOR THE RECRUITMENT AND
APPOINTMENT OF EXTERNALLY FUNDED
ACADEMIC STAFF**

Approved by Governing Authority 27 February 2015

Preamble

This document outlines the procedures for the recruitment and appointment of externally funded academic staff at the University of Limerick. In compliance with public sector recruitment and appointment procedures and norms, all substantive vacancies for externally funded academic posts of 12 months or longer will be subject to the procedures set out in this document. The Governing Authority will consider and approve, if appropriate, all appointments subject to these procedures. The objective of these procedures is to attract and select excellent externally funded academic staff in a fair, transparent and effective manner.

PROCEDURES FOR THE RECRUITMENT AND APPOINTMENT OF EXTERNALLY FUNDED ACADEMIC STAFF

1. Funding Body Call

- 1.1 Members of the University of Limerick (UL) management team may identify a call by a funding body (i.e. a research funding body or other appropriate funding body) that is relevant to the strategic direction of the institution. The relevant Faculty Dean, the appropriate Head(s) of Department(s) and in conjunction (as appropriate) with the Vice President Academic & Registrar (VPA&R) and/or Vice President Research (VPR), will submit for approval to the President a proposal that sets out the strategic relevance of the identified call.
- 1.2 The proposal will include the following information:
 - i. Proposed discipline area
 - ii. Relevance to UL's strategic goals
 - iii. Sustainability plan for the proposal
 - iv. Criteria for assessment of CVs (once the proposal is approved, the criteria will not be changed)
 - v. Information for search consultants
 - vi. Information for candidates
 - vii. Details of proposed members of the search committee
- 1.3 An individual (or members of his/her family) who is involved in the preparation of a proposal may not be put forward as a candidate in response to a call from an external funding body. Conflict of professional or personal interest must be declared to the VPA&R or Director, Human Resources prior to the preparation of the proposal.
- 1.4 Once the proposal has been approved by the President, the Chair will convene the search committee. The search committee will comprise:
 - i. President or his/her nominee (The President will either chair the Selection Board or nominate a member of the Selection Board to act as Chairperson of the Board).
 - ii. Faculty Dean
 - iii. VPA&R or his/her nominee
 - iv. VPR or his/her nominee
 - v. Director, Human Resources or his/her nominee
 - vi. Relevant Head(s) of Department or his/her nominee
 - vii. Director, research institute (if applicable)
 - viii. At least one internal subject specialist at professorial level
 - ix. Search consultant (in attendance when required)
- 1.5 Due regard will be given to the requirement for appropriate gender balance on the search committee. To ensure appropriate gender balance on the search committee, the President may co-opt additional members (internal or external) to the committee.
- 1.6 UL is an equal opportunities employer and is committed to selection on merit. Consequently, the procedures for recruiting and appointing externally funded academic staff will be equitable and transparent and will seek to treat people in similar circumstances equally and fairly.

- 1.7 Individuals will not be discriminated against on the basis of disability, gender, civil status, family status, sexual orientation, religious belief or lack of religious belief, age, race or membership of the Traveller Community.

2. Human Resources (HR) Division

- 2.1 The HR Division will be responsible for ensuring that these procedures are fully complied with and will provide advice on the process as required.
- 2.2 The HR Division will maintain an approved supplier list of search consultants and, after consultation with the relevant Faculty Dean, VPA&R and/or VPR, will engage the services of an appropriate search consultant for each competition.
- 2.3 For each recommended potential candidate, HR will ensure that documentary evidence of qualifications is verified and that other necessary criteria are met and, where appropriate, will arrange for a pre-employment medical.

3. Search Consultant

- 3.1 A professional search consultant will be engaged by HR to conduct an international search to generate a pool of candidates with appropriate profiles for consideration by the search committee.
- 3.2 The search consultant will first take the time to become familiar with the specifics of the particular competition. With assistance from the members of the search committee, the search consultant will develop an understanding of the discipline and the preferred candidate profile. The search consultant will liaise on an ongoing basis with the search committee regarding the calibre of potential candidates. To guide the work of the search consultant, the search committee may ask external advisers for the names of potential candidates.
- 3.3 After conducting a thorough international search, the search consultant will determine the *bona fide* interests of potential candidates. The search consultant will then submit to the search committee his/her final list of potential candidates for consideration.

4. Search Committee

- 4.1 The function of the search committee is to assess the search consultant's final list of potential candidates with a view to identifying those individuals whose CVs will potentially form part of UL's submission to the funding body.
- 4.2 Informal or formal meetings may be arranged between potential candidate(s) and members of the search committee to give the candidate(s) an opportunity to talk on a 'no obligation basis' with members of the search committee about the position that might arise should UL make a successful submission using the potential candidate's CV. Informal or formal meetings may also be arranged between a potential candidate(s) and other members of the campus community to further inform all parties. The informal or formal process may include the delivery of a lecture or presentation by the potential candidate(s) on the UL campus.

- 4.3 A final shortlist meeting of the search committee will be convened to select the CV(s) that will form part of the UL submission to the funding body.
- 4.4 The search committee will inform potential candidates from the search consultant's final list of the outcome of its deliberations.
- 4.5 Where the search committee deems other individuals to be suitable candidates for externally funded competitions, the names of such candidates will be held on file for a period of 12 months after the date of the current submission to the funding body. Should similar competitions arise within the 12-month period, the CVs of such potential candidates may be included as part of future UL submissions to funding bodies.

5. Unavailability of Search Committee Member

- 5.1 If a search committee member is unavailable, the President may nominate a replacement. Alternatively, the President may decide, at his/her absolute discretion, not to appoint a replacement, in which case the committee may proceed with the process.

6. Funding Body

- 6.1 UL will make a submission to the funding body with the appropriate CV(s) attached.
- 6.2 The funding body will convene an international panel of experts to assess submissions from UL and other institutions and will make recommendations for awards.
- 6.3 The funding body may make awards to successful institutions.

7. Governing Authority Approval

- 7.1 In cases where UL is successful in winning funding from a funding body, the name of each candidate who was part of UL's submission to the funding body will be put forward to the Governing Authority by the HR Division for the Governing Authority to consider and approve, if appropriate, the appointment of the candidate.