HRP001.22g Recruitment Application Process for a Personal Chair Process Owner: Recruitment Manager Date: 27th September 2019 [The following outlines the process to follow on receipt of an application for promotion to personal chair] **Applicant** HR Assessment Panel High Level Scheme for Promotion RF038 is received to Professor (Personal and reviewed by Chair) and RF038 on HR. **HR** website HR verify eligibility of Applicant. YES Applicant completes RF038 and submits to Recruitment Office forwards erecruitment@ul.ie with NO application to HRD by email required appendices as with attachments received. per policy The President or nominee HRD notifies President with advises Recruitment of all supporting Assessment Panel in line with documentation attached for the Scheme. review Recruitment contact the HR advises applicant nominated assessment panel to confirm a suitable date for convening. Once consenus is reached, the candidate is then contacted to confirm that the date is suitable. Upon confirmation of interview date, details are forwarded to the applicant and the assessment panel The assessment panel meet with applicant and recommendation is notified to recruitment office (RF031) Create pack and forward to assessment panel by email to include; 1. Schedule 2. Policy for scheme 2. Application 3. Appendices 4. Evaluation Form RF031 President advises Yes applicant if successful/ Yes unsuccessful Successful applicant (RF031) is forwarded to Governing Authority for ratification Νo Process complete Notify C&B (release of product)