



**UNIVERSITY *of* LIMERICK**

**OLLSCOIL LUIMNIGH**

**Operating Procedures for the Recruitment of Research  
Staff**

***Approved by Governing Authority February 15 2013***

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## **Preamble**

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The attached document outlines the procedures for the recruitment/appointment of research staff at the University of Limerick. In compliance with public sector recruitment and appointment procedures and norms, all substantive vacancies, except agreed promotional posts within the University, will be advertised and subject to the procedures set out in this document. For all vacancies, a specific purpose or fixed term contract must be issued prior to commencement of employment. Governing Authority will be provided with a list of all contractual appointments.

The objective of these procedures is to attract and select excellent staff through a fair, transparent and effective procedure.

## **1. Filling a Post**

- 1.1 The Project Leader or his/her nominee, as appropriate, will arrange for the completion of a recruitment pack, which will include the following:
- A. Grade
  - B. Cost code
  - C. Contract type and duration
  - D. Draft advertisement
  - E. Proposed media
  - F. Job description
  - G. Pre-screen, shortlist and selection criteria
  - H. Proposed members of the Selection Board
- 1.2 An individual involved in the preparation of a recruitment pack may not be a candidate for that post. Conflict of professional or personal interest should be declared to the Dean or his/her nominee prior to the preparation of the recruitment pack.
- 1.3 The recruitment pack requires authorisation by the following people and in the following sequence:
- Project Leader or his/her nominee
  - Head of Department /Institute Director
  - Dean
  - Finance Division
  - HR Director or his/her nominee

## **2. Advertisement**

- 2.1 All vacancies for research staff posts will be advertised both internally and externally. Advertising may be posted in the local, national and international press, specialist journals and electronic media as appropriate. In addition, the vacancies may be circulated to selected universities, research institutes or other appropriate bodies nationally and internationally. All advertisements will be placed on the University of Limerick's website.
- 2.2 All advertisements will make it clear by their wording and presentation that the position is open to suitably qualified female and male candidates by stating so specifically. All advertisements will carry the statement of the University's commitment to equal opportunity.

## **3. Role of Human Resources (HR) Division**

- 3.1 The HR Division will have responsibility for administering the recruitment process, be responsible for ensuring full compliance with these procedures and provide advice on the process as required.
- 3.2 HR will ensure that the documentary evidence of qualifications, references and other necessary criteria of the recommended candidate are verified and will arrange for a pre-employment medical if deemed necessary.

#### **4. Screening and Shortlisting**

- 4.1 After the date for the submission of applications has passed, the Project Leader or his/her nominee, assisted by the HR Division, will be responsible for screening all applications to ensure that only candidates who meet the minimum stated qualifications/criteria are considered for shortlisting by the Selection Board. The Project Leader or his/her nominee may make a recommendation regarding the number of candidates to be shortlisted at this stage or may determine that all candidates who meet the minimum stated qualifications will be interviewed.
- 4.2 Subject to 4.1 above, the members of the Selection Board will recommend a shortlist for interview from the list of candidates against the criteria as stated in the advertisement and information for applicants. The final list of candidates to be called for interview will be determined according to the recommendations received from the Selection Board.
- 4.2.1 Screening and shortlisting may take place at the same meeting provided all Selection Board members (as outlined in section 6.3.1, 6.3.2 and 6.3.3) and HR are present at the meeting to allow for shortlisting to take place.

#### **5. References**

- 5.1 All candidates called for interview will provide a minimum of two professional references to HR. Where the Project Leader or his/her nominee deems it necessary and having advised the candidate, additional references may be sought from individuals not named by the candidate. An offer of appointment will only be made once satisfactory references are received. One of the references must be from the current employer.

#### **6. Composition of the Selection Board**

- 6.1 The President has the right to be a member of any Selection Board or to nominate an individual to a Selection Board.
- 6.2 Both genders will be represented on every Selection Board. Where a Selection Board consists of eight or more members, there should be at least two members of each gender.
- 6.3 The Selection Board for the appointment of Senior Research Fellow/Research Fellow, Postdoctoral Researcher and Research Assistant will be constituted as specified in sections 6.3.1, 6.3.2 and 6.3.3 below, respectively. In certain circumstances, larger Selection Boards may be used following consultation with HR.
- 6.3.1 Selection Board for appointment of Senior Research Fellow/Research Fellow:
1. Project Leader or his/her nominee
  2. Head of Department/Institute Director (or his/her nominee)
- 6.3.2 Selection Board for appointment of Postdoctoral Researcher (subject to a minimum of two):
1. Project Leader or his/her nominee
  2. At least one internal academic at Lecturer level or above. Where practicable, this board member should be an internal subject specialist.

- 6.3.3 Selection Board for appointment of Research Assistant (subject to a minimum of two):
1. Project Leader or his/her nominee
  2. At least one internal academic at Lecturer level or above. Where practicable, this board member should be an internal subject specialist.

## **7. Unavailability of Selection Board Member**

- 7.1 In the event of a Selection Board member becoming unavailable, the Dean or his/her nominee will nominate a replacement or will determine whether or not the interviews proceed.

## **8. Chairperson of the Selection Board**

- 8.1 The Project Leader or his/her nominee will either chair the Selection Board or nominate a member of the Selection Board to act as Chairperson of the Board.
- 8.2 In addition to being a full member of the Selection Board, the Chairperson will ensure that all candidates are treated consistently and fairly in the conduct of an interview.
- 8.3 The Chairperson will specifically ask all members of the Selection Board to declare any potential conflict of interest they may have with regard to any candidates coming before the Board.
- 8.4 The Chairperson is responsible for the completion of the Selection Board report(s) at the conclusion of the proceedings of the Selection Board.

## **9. The Role of the HR Representative**

- 9.1 A representative of the HR Division will attend at the start of all Selection Board meetings, to advise the Selection Board on matters relating to the operation of these procedures; relevant employment legislation and to distribute the relevant interview documentation. The HR Representative will also attend at the end of the Selection Board Meeting to ensure the appropriate documentation has been completed and will retain all documentation pertaining to the decision of the Board.
- 9.2 A representative of the HR Division may be a member of the Selection Board if nominated by the relevant manager. In these cases, this board member must be additional to the minimum composition of the Selection Board as outlined in Section 6.

## **10. The Interview**

- 10.1 In advance of the interview, the Selection Board will agree a format for interview. This will include the core areas of questioning and approval of an agreed scoring system. The criteria against which candidates will be evaluated will be as stated in the advertisement and information for candidates.
- 10.2 Interviews may be conducted via video conferencing and web camera facilities as appropriate. Interviews will not be conducted by telephone.

- 10.3 Each member of the Selection Board will give an assessment of the candidates against the agreed criteria. An attempt to reach a consensus on the ranking order of appointable candidates will be made by the Selection Board. In the event of the Selection Board failing to reach a unanimous decision, both a majority and minority report must be prepared.

**11. The Appointment**

- 11.1 The recommendation of the Selection Board will be forwarded to the Dean or his/her nominee. The Dean will deal with the appointment in the normal way having regard to department resources.