



POLICIES

Recruitment and Promotion Policy

Table of Contents

| | |
|--|---|
| Introduction | 3 |
| Policy Aims | 3 |
| Policy Principles | 3 |
| Recruitment and Selection Procedure..... | 4 |
| Promotions..... | 6 |

Introduction

The purpose of the Recruitment and Promotion Policy is to promote and maintain fair and equitable recruitment and selection procedures across the College and to ensure consistency in their application. The policy accounts for the governance arrangements of the College and the need to ensure that the process coincides with the strategic objectives set.

The aim is to recruit the most talented individuals and select individuals who will contribute to the perseverance and enhancement of an inclusive academic community. This is achieved through transparent, equitable and non-discriminatory procedures, which enable the fair treatment of all applicants. For this, the policy of the College is to recruit by open selection.

Policy Aims

- The common aim of all academic, research and teaching recruitment processes is the successful appointment of the highest quality staff, through an inclusive and fair process.
- Recruitment will be fair, transparent, and subject to open competition, whether internal or external, with the consistent aim of identifying and appointing the best candidate for a role on the grounds of merit.
- The College is committed to delivering the recruitment and selection of staff in a professional, timely and responsive manner.
- Applicants should be considered fairly and consistently, and decisions on an applicant's suitability should be based on how they meet the criteria that have been published. Selection decisions should be explicitly based upon evidence (i.e., CVs, covering letters, writing samples, presentations, interviews, references).
- Where applicants with disabilities require adjustments to the recruitment and selection process, the College will attempt to proactively remove any barriers that it reasonably can, to enable full participation in the process.

Policy Principles

- All appointments made by the college should comply with respective laws and regulations, as well as ethical principles that ensure fair and transparent procedures.
- All documentation relating to applicants will be treated confidentially, in accordance with the latest updates of the General Data Protection Regulations.
- In case any participant in the process believes that any of the principles may have been breached or that a particular search conflicts with the common aim of recruitment processes, they are entitled to raise this matter directly to the Academic Committee, to determine how this alleged breach, if existent, can be remedied.

Recruitment and Selection Procedure

This procedure provides an overview of the College's procedure for the selection of academic, research and teaching appointments.

- Preparation Stage
- The Administration of the College, based on the evaluation of the Academic Committee, reviews emergent needs in staffing, based on the strategic plans that have been set. Once a decision has been made, the Administration Department is responsible for drafting the advertisement, the job description and the person specification for respective vacancies and ensuring that these documents are in the correct templates.
- The advertisement should contain the main criteria by which the selection for the post will be undertaken.
- The advertisement should contain a contact email address which will serve as a contact point for applicants.
- All recruitment documentation must be approved by the Director of Administration and Finance before the vacancy is published.
- No advertisements should be placed in the press or on the College's website until they have been approved by the Director of Administration and Finance.

Composition of the Recruitment and Selection Committee

- Academic Director
- Program Coordinator
- One or two members of the faculty (as required)

Confidentiality, Conflicts of Interest and Compliance

- All applications received in connection with a vacancy should be treated with confidentiality and in accordance with the General Data Protection Regulations, as these have been updated. All staff involved in recruitment and selection should ensure that confidentiality is paramount.
- The Administration staff should check the list of applicants to ensure that there is no conflict of interest before the formal selection process begins.
- All recruitment and selection should be conducted in compliance with current employment laws and regulations.

Longlisting and Shortlisting

A long list of candidates is first drawn that comprises all candidates that appear to fulfil all the essential requirements. The long list should be established based on the candidates' application letters and CVs only.

The shortlist is also drawn up based on the candidates' application letters and CVs but will also involve reading the candidates submitted supporting documents. It is possible that candidates who were deemed to fulfil all the essential requirements for the post at the longlisting stage may be deemed to no longer fulfil all the essential requirements with the updated information set at the shortlisting stage.

- Only candidates who meet all the essential criteria should be shortlisted for interviews.

- All applicants, whether internal or external, should be treated on equal terms.
- Selection Committee members should provide clear, justifiable reasons for both shortlisting and not shortlisting the applicants.
- It is the responsibility of the Selection Committee members to do the shortlisting to ensure that shortlisted candidates meet the published criteria on the person specification.
- The Chair of the Selection Committee has the final decision on the shortlist and will look to ensure that the correct procedures have been followed. Interview invitations must not be sent to candidates prior to the Chair approving the shortlist.

Interview Selection Committee

- The Selection Committee will agree to the broad pattern of questioning at the pre-meeting. The main purpose of any job interview is to have a serious intellectual exchange with the candidate.
- Interviewers can help candidates to perform well by making their questions brief and clear, and the Chair should ensure that discussions remain relevant.
- The allocation of time in interviews is the responsibility of the Chair who is also responsible for seeing that adequate time is left for the candidate's answers and questions to the Selection Committee.

Decisions and Making Offers

- After all shortlisted applicants have been interviewed, the Selection Committee will discuss the candidates' suitability for the vacancy. Decisions should take full account of the reading and grading of candidates' work, their presentations and discussions.
- Once the Selection Committee has decided who it would like to appoint, the Chair of the Committee should agree the salary and other aspects of the offer, based on the individual's current salary, skills, experience, salary opportunities outside the College and the range in which the salary was advertised. The Academic Director contacts the successful candidate(s) to make the offer, as agreed by the Chair of the Selection Committee or, as appropriate.
- The Chair of the Selection Committee may wish to inform non-successful shortlisted candidates of the outcome of the selection process.

Appointments

Once the successful candidate has accepted the offer of employment and a start date has been agreed it is the responsibility of the Chair of the Selection Committee to ensure that a comprehensive induction program is put in place.

Promotions

Promotion Criteria

All candidates must be qualified to doctoral level. Also, successful candidates need to demonstrate:

- Significant and sustained track record of high-quality research outputs which meet international standards of excellence, including recent publication in peer-reviewed journals, or the equivalent for other forms of research output, and have a credible plan for future research activity.
- Lead supervision of a significant number of successful, completed research awards.
- Evidence of securing significant external research grant income.
- Regular presentation at national/international conferences or exhibiting work at other appropriate events.

The Promotions Committee will expect to see a range of evidence to demonstrate achievement of the stated criteria including some examples from the list below:

- Outstanding original contribution to the field of work.
- Sustained record of high-quality publications and conference papers, where appropriate, validated by number of citations or by other indices.
- Contribution to their academic community, public policy, industry, professions, commerce, the public sector or voluntary organizations, including national and international networks and collaborations.
- Sustained success in securing research income from, e.g. Research grants, commercial exploitation of research.
- Research degree supervision leading to successful completion.
- Ways in which research has informed and enhanced teaching.
- Research leadership within and beyond the Department, including an active contribution to the development of a diverse research community.
- Commitment to the future development of personal research aligned with research themes at School and/or institutional level.

Procedure

- Conferment of Title on Appointment: A title may be awarded on appointment provided the Promotions Committee is satisfied that the successful candidate fully meets the relevant criteria.
- A promotion round will normally be held each year. Colleagues will be invited to apply providing evidence of their experience and achievements, which demonstrate the individual's ability to meet the appointment criteria.
- References play an important part in verifying the academic standing of applicants in relation to the criteria for promotion. Applicants will be required to propose two external referees.
- The Promotions Committee will comprise the Academic Director, Director of Administration and Finance and the Head of HR.
- The Committee will meet twice. At its first meeting it will determine if the applications it receives are of sufficient merit. At its second meeting, it will make a judgement about the

case for promotion.

- All applicants will be notified of the outcome by the Chair of the Committee.

Academic Ranks

- Professor (P)
- Associate Professor (Assoc. P)
- Assistant Professor (Assis. P)
- Lecturer (L)
- Special Teaching Staff (STS)
- Special Scientist (SS)