**Email to full Selection Committee at commencement of process:**

Dear Selection Committee,

Many thanks for agreeing to act as a member of the Selection Committee for the position of **JOB TITLE**. The position is being recruited under the [Regulation on Short Term Appointments](http://www.ucc.ie/en/media/support/ocla/statutesregulations/documents/RegulationonShortTermApptsApril2014.pdf) which allows for the recruitment of positions in a shorter than normal timeframe. It is hoped therefore that this process will conclude by DATE (please see below regarding potential dates for shortlist and interview).

The confirmed selection committee membership for this post is as follows:

CHAIRPERSON

COMMITTEE MEMBER

COMMITTEE MEMBER

COMMITTEE MEMBER

COMMITTEE MEMBER

EXTERNAL ASSESSOR (where relevant)

Please find attached final advert and post particulars, which will be **advertised on DATE** with a **closing date of DATE.**

Should you wish to provide final comment please do so by **5pm on DATE**.  In the event that you do wish to raise final comments then it would be appreciated if you could circulate these to all members of the board for their final consideration in advance of sign off.

In line with the appointment regulations the post will be advertised on the UCC website along with [www.universityvacancies.com](http://www.universityvacancies.com).

Once the closing date for the post has passed and you are in receipt of the full list of applicants I would ask that you consider the list and advise if you have an association with any of them.  I would also ask that you review the Code of Conflict of Interest policy by following this link:

<http://ocla.ucc.ie/statutes/Regulations/Appointment/ConflictofInterestPolicyDec2012.pdf>

As the post is being recruited under the Regulation on Short Term Appointments,  I will be coordinating the scheduling of short listing and interview dates. To this end I would be grateful if you could advise of your availability for shortlisting on DATE. I expect that shortlisting will take no longer than one hour. Can you also advise of your availability for interviews on DATE (please allow the whole day for interviews pending confirmation of the shortlist).

In the meantime, should you have any queries please do not hesitate to contact me.

Kind regards,

NAME