

Appointment to Headship of School

INITIATION OF PROCEDURE

The procedure for appointment of the Head of School will normally be initiated not less than six months before the end of the academic year prior to the expiry of the term of office of a Head of School. A Search/Selection Committee will be established to recommend to the President a new Head of School and the new Head will be appointed by the President. The Department of Human Resources will support the appointment procedure.

TERM OF OFFICE

A Head of School's term of office shall be three years. Retiring Heads are eligible for re-appointment on the same terms subject to a maximum overall term of 6 years. Where an external appointment is made, the term of office will be 3 years with eligibility for re-appointment. Appointments will be subject to a one year probationary period.

ELIGIBILITY

Members of staff within the relevant School who hold the position of Professor, Professor Scale 2, Senior Lecturer and in certain circumstances Lecturer (or equivalent Clinical post) are eligible to hold the position of Head of School. The Headship of School may only be filled by a Lecturer in the event that there is no staff member within the school at Senior Lecturer or above. External advertising and search may be considered in some circumstances, within available resources and in accordance with the Principal Statute.

EXTERNAL APPOINTMENT TO HEAD OF SCHOOL

Should the Head of School be appointed through external competition then the University Regulation on [Appointment to Professorial Posts](#) will apply. In the event that a Professorial appointment is made within the School through external competition, the successful appointee may, as a result of that process, and where specified in the original advertisement, be appointed as Head of School on commencement of employment without recourse to any further process or competition.

INTERNAL APPOINTMENT TO HEAD OF SCHOOL

Search /Selection Committee

Apart from the foregoing instance [external appointment] and in anticipation of an impending vacancy, the President, on the advice of the Head of the relevant College will approve a Search / Selection Committee comprised of:

The President or in the President's nomination the Head of College(Chair)

The Registrar & Senior Vice President Academic Affairs or nominee

The Head of College [in the event that the Head of College is not Chair

School Representatives -ordinarily two representatives elected from full time academic staff of the School. These representatives are elected through a process approved by the College Council to ensure fair representation from constituent elements of the School.

College Representative [a Professor, Associate Professor or Senior Lecturer (or equivalent clinical post)] from another School within the College nominated by the Head of College and approved by the College Executive Management Committee

Representative of Human Resources (in attendance)

In the event that the President exercises the right to nominate the Head of College to act as Chair then a replacement will not be required for the Head of College. The Head of College may increase the number of and vary the nature of School representatives in relation to the size and structure of the school to ensure the range of expertise and representation necessary on the Committee.

General Provisions

Regardless of external or internal appointments, the composition of the Selection Committee shall reflect the University's commitment to principles of equality and diversity. Gender representation in particular must be achieved on the Selection Committee. In the event of both sexes not being represented, the Selection Committee, following consultation between the Chair and the Head of College, or by the Head of College where the Head is Chair, shall determine an appropriate addition to the Committee from within the relevant College. The University's [Code on Conflict of Interest in relation to Recruitment and Promotions](#) shall apply to all members of the Committee, both internal and external.

ROLE OF THE SEARCH/SELECTION COMMITTEE

The Search/Selection Committee will agree the selection criteria for filling the position of Head of School and plan the search process including planning consultation with the School in question. Seniority and experience will be taken into account by the Search/Selection Committee.

The Search/Selection Committee will make available details of the post and any other relevant documentation to eligible candidates when inviting expressions of interest in the position of Head.

APPLICATION PROCESS

The Head of College shall invite expressions of interest from all eligible candidates within the School. Applicants should submit a letter of application together with a full CV. Prospective candidates for the Headship may consult with the Head of College.

SELECTION

The Committee will review applications from candidates for the Headship and will interview such candidates as the Search/Selection Committee deems appropriate. An interview **shall be held** in circumstances where only one candidate has applied. The Selection Committee will make a recommendation on the appointment of Head of School for approval by the President.

NOTIFICATION

Governing Body will be advised of the appointment at its next ordinary meeting