

UNIVERSITIES ACT 1997

**UNIVERSITY COLLEGE CORK –
NATIONAL UNIVERSITY OF IRELAND, CORK**

REGULATION

on

APPOINTMENT AS DEPUTY PRESIDENT and REGISTRAR

adopted by the Governing Body at its meeting on 19 September, 2017

*by virtue of the Universities Act, 1997, ss 18(2) and 25(1)
and Principal Statute B.5.b and F.1.a*

Search and Selection Committee ("the Committee"). A single Search and Selection Committee shall be put in place on receipt of the notice of the Deputy President and Registrar's¹ intention to resign from office, in the event of the death or removal from office of the Deputy President and Registrar or at any time not less than six months before the expiry of the term of office of the Deputy President and Registrar.

The Committee shall oversee the appointment throughout the entire process of search, advertising, short-listing to final interview and assessment. The Committee shall put in place arrangements which shall be designed to ensure the participation in the selection process of candidates of the highest quality, including candidates from outside the University.

Composition of the Committee. The Committee shall be comprised as follows:

Chairperson of Governing Body (Chair)

President

4 Senior Academics (2 of whom must be members of University Management Team (Operations) and the 4 collectively must be representative of the 4 constituent Colleges)

Students' Union President

Bursar/Chief Financial Officer

Director of Human Resources

1 External Academic Assessor

HR Representative (*in attendance*)

The Committee shall at all times be subject to the requirements of members of Selection Committees as set out in the Regulation on Appointment to Professorial Posts.

Role of the Committee. The Committee, having considered the provisions of Section D.2 of the Principal Statute and sought the opinions of such members of the University and such persons external to the University as the Committee considers to be relevant or necessary, shall determine the qualities and qualifications required of candidates for the office of Deputy President and Registrar and the criteria to be employed in assessing the suitability of candidates for the office.

The Committee shall then arrange for the international advertisement of the forthcoming vacancy and invite applications from suitably qualified candidates for appointment by the Governing Body.

Procedures to be Adopted by the Committee. The Committee shall generally use the Regulation on Appointment to Professorial posts and shall consider all applications received for appointment to the office of Deputy President and Registrar and, having regard to the criteria set down for the filling of the post, the Committee shall determine which, if any, of the candidates is suitable for appointment to the office of Deputy President and Registrar.

In the event that the Committee determines that one or more candidates is suitable, it shall recommend to the Governing Body the candidate which it deems to be most suitable for appointment to the office of Deputy President and Registrar.

¹ For the purposes of the first appointment of Deputy President and Registrar following the adoption of this regulation, the vacated post referred is the Senior Vice President Academic and Registrar.

Appointment by Governing Body. The Governing Body may appoint the candidate recommended by the Committee to the office of Deputy President Registrar. If the recommended candidate declines the offer of appointment to the office of Deputy President and Registrar, the Governing Body may appoint to the office of Deputy President and Registrar an alternative candidate as recommended by the Committee. The Governing Body shall not appoint to the office of Deputy President and Registrar a candidate who has not been recommended by the Committee set up in accordance with the provisions of this Regulation, save for the appointment of Interim Registrar as set out below.

In the event that the Committee decides that no candidate is suitable for appointment to the Office of Deputy President and Registrar, or the Governing Body decides that no candidate recommended by the Committee is suitable for appointment, the Governing Body shall direct the recommencement of the procedures set out above from any stage which, having regard to all the circumstances, the Governing Body determines to be appropriate.

Review Process. The Committee shall prescribe as part of its responsibilities the criteria against which the holder of the office of Deputy President and Registrar is assessed at the end of the five-year term of office which shall include the performance of duties but may also include other criteria at the discretion of the Committee. The criteria for review shall be approved by Governing Body at the meeting which approves the Deputy President and Registrar’s appointment.

Appointment of Interim Registrar. There shall be an Interim Registrar in the event that the Office of Deputy President and Registrar is temporarily vacant or the current Deputy President and Registrar is temporarily unable to discharge the duties of the office of Deputy President and Registrar.

The Governing Body shall, on the nomination of the President, appoint a suitable person to the office of Interim Registrar. An Interim Registrar shall hold office for such period as the Governing Body shall decide.

For the duration of his or her term of office, the Interim Registrar shall, subject to the Act and the statutes of the University, fulfil the duties and responsibilities associated with the post of Deputy President and Registrar.

Version	2
Approved by:	Date
Governing Body	19 September, 2017