

UNIVERSITIES ACT 1997

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

REGULATION

on

SHORT TERM APPOINTMENTS

*adopted by the Governing Body at its meeting on 15th April
2014 by virtue of the Universities Act, 1997, ss 18(2) and 25(1)
and Principal Statute B.5.b and F.1.a*

Short Term Appointments

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1. Introduction

1.1. Objective of procedures. The overarching objective of these appointment procedures is to enhance the manner in which appointments are made in order to attract, recruit and retain high-calibre candidates.

Ordinarily when appointing to a post, the University appointment procedures for the relevant post will apply. In certain instances however, it can be necessary to recruit in a time sensitive fashion to certain short-term posts and the purpose of these procedures is to enable such recruitment.

1.2 Application of Regulation. Ordinarily these procedures will apply to all short-term appointments of less than 12 months duration at the academic grade of Lecturer Below the Bar only and the Support Grades of Admin II, Admin III and Admin V only. Recruitment to all other positions must be in line with the relevant appointment regulations.

In the event of extenuating circumstances in the hiring department and the immediate and urgent need for the recruitment of a position, the Director of Human Resources may following consultation with the relevant Executive Head determine that the hiring department may appoint to a position outside of this regulation.

1.3. Principles of equality and diversity. The setting of selection criteria, short-listing, interviewing, and selection shall, in general, follow the recommendations set out in the document *Non-Discriminatory Interview Practice: Recommendations for Interviews*, and shall be conducted in a manner compliant with the Employment Equality Acts 1998-2004 and other relevant legislation. No candidate shall be discriminated against on any of the nine grounds mentioned in legislation, i.e. Gender, Marital Status, Family Status, Race, Religion, Sexual Orientation, Age, Disability, or Membership of the Traveller Community.

2. The Selection Committee (“the Committee”)

2.1. Introduction. A single committee will oversee the appointment throughout the entire process of search, advertising, and short-listing to final interview and assessment.

2.2. Composition. The composition of the Committee for Lecturer Below the Bar appointments shall be as set out in the *Regulation on Appointment to Academic other than Professorial Posts*, excluding the requirement for a HR Representative. The composition of the Committee for Support role appointments shall be as set out in the *Regulation on Appointment to Support Staff Posts*, excluding the requirement of the HR Representative.

For the purposes of this regulation the Chairperson will act as the HR Representative.

2.3. Equality, diversity and conflict of interest. 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 following the appointment of the external assessors, the Selection Committee, following consultation between the Chair and the Head of College, shall determine an appropriate alternate for one of the “two academics of equivalent standing 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.

2.4. Roles and Responsibilities. For the purposes of this regulation Committee members are subject to the normal requirements in respect of roles and responsibilities as set out in the relevant appointment regulations referenced in 2.2 above.

2.5 Conflict of Interest. Committee members shall at the time of invitation by the Executive Manager be given details of the University's *Code on Conflict of Interest in relation to Recruitment and Promotions*. In particular a Selection Committee member with a conflict of interest **must** declare so both at short-listing and (if relevant) interview. Thereafter the provisions in relation to conflict of interest will apply.

Committee members should also consult the University *Code on Conflict of Interest in relation to Recruitment and Promotions* in relation to being cited as a referee for any of the candidates.

2.6. Training. With effect from the date of approval of this regulation any individual nominated as Chair of a Selection Committee must have participated in training in Recruitment and Selection for Chairs of Selection Committees, as delivered by the Department of Human Resources. With effect from one year from the date of approval of this regulation at least 50% of the internal members of the Committee must have participated in training in Recruitment and Selection for Members of Selection Committees, as delivered by the Department of Human Resources. With effect from two years from the date of approval of this regulation 100% of the internal members of the Committee must have participated in the relevant training.

3. Responsibilities: pre-advertising stage

3.1. Documentation for advertising. The Committee shall prepare and agree the documentation for advertising including the advertisement, particulars of post (a full candidate information pack is not required) which detail the responsibilities of post and person specification/selection criteria. This shall be prepared in accordance with a core set of generic job descriptions and selection criteria established by the University according to the grade of the post to be staffed, and will be reflective of criteria in place for promotion to the appropriate level. Post-specific selection criteria may be added by the Committee as and where appropriate. It is the responsibility of the Committee to ensure that the details of the post, including the job description shall be clearly aligned with the University's strategy and reflective of the most up to date information in respect of both the University and the hiring School/Department. The particulars of post **must state both essential and desirable criteria** for appointment to the role.

3.2. Advertising. The post will be advertised for a minimum period of one week on www.ucc.ie and www.universityvacancies.com. The Committee may, at its discretion, advertise the position in any other relevant websites.

3.3. Settling dates. The Committee, supported by the hiring Department, shall agree closing dates and dates for short-listing and interview for inclusion in the advert. So as to ensure candidate availability for interview the advert should clearly state that the date for interview is fixed. In addition the advert should include an indicative start date for the position.

3.4 Canvassing. Candidates for a position may be advised, on request, as to the membership of the Selection Committee. However, canvassing, i.e., making an approach to secure an unfair advantage or any other form of interference in the process by a candidate, will lead to disqualification. It is

entirely reasonable for candidates to seek information about the University, school or department and it follows that candidates who wish to make inquiries about the University prior to interview should be facilitated. Where this facility is offered, it must be made available to all candidates both internal and external. However, this contact is not in any sense part of the selection procedure and care must be taken to ensure that individuals are neither advantaged nor disadvantaged by the contact. It must be remembered that the interaction has no formal standing and no impression formed as a result of the meeting should be made available to the rest of the Selection Committee. A decision to exclude a candidate under this provision shall be made by the Director of Human Resources following consultation with the Chair of the Selection Committee.

4. Responsibilities: short-listing stage

4.1. Short list. The Committee shall short-list candidates for interview (normally a maximum of six candidates per post). Advertisements for the post and the post details will notify candidates that late applications will not be accepted. Applications received after the advertised closing date and time for the position will not be considered by the Committee.

4.2. Seminar arrangements. Where desired, the Committee shall agree details of seminar including the title, nature and subject duration. For appointments to academic positions the Selection Committee will decide at short-listing whether to:

- (a) hold an academic seminar which would include an audience of the academic staff of the relevant School/Department;
- (b) hold an academic seminar which would be made to members of the Selection Committee only; or
- (c) decline to hold an academic seminar.

If (a) or (b) are chosen **all** Selection Committee members **must** attend the seminar presentation. If (a) is chosen the seminar audience may ask questions as part of the seminar process but **may not** provide feedback to members of the Selection Committee and members of the Selection Committee **must not** discuss the seminars with any of the audience other than other members of the Selection Committee.

For appointments to support posts, where it is decided to require a seminar, the seminar audience will be members of the Selection Committee **only** and all members of the Selection Committee **must** attend all seminars.

4.3. Notification to shortlisted candidates. The Committee, supported by the hiring department shall notify all shortlisted candidates of the date of interview, venue and where relevant seminar title. Where a seminar is required candidates should receive a minimum of one weeks' notice of the seminar title, so as to allow sufficient preparation time.

4.4. Notification to non-shortlisted candidates. The Committee, supported by the hiring Department shall notify each non shortlisted candidates that s/he was not shortlisted. In addition, the non shortlisted candidate should receive on request detailed feedback identifying the relevant criteria that was not met.

4.5. Report. The Committee shall prepare a short report (Shortlist Meeting Report) on the outcome of the short-listing process. As part of the Report all members of the Selection Committee shall sign specifically to confirm compliance with the University *Code of Conflict of Interest in Relation to Recruitment and Promotions*.

The Shortlist Meeting Report shall specify in respect of each candidate the areas in which the Selection Committee deemed the candidate did not meet the essential criteria for the post.

5. Responsibilities: Selection stage

5.1. Consistency of process. For consistency, all short-listed candidates should experience the same assessment process. While the selection process will always consist of an interview the Selection Committee may at its discretion require a seminar provided such assessment applies to all short-listed candidates.

5.2. Seminar: Format and attendance. If required, candidates shall be requested to give a presentation with an opportunity for questioning from the members of the Selection Committee and if in attendance (*see 4.2 above*) the academic members of the School/Department. . The format of the seminar can be amended subject to the requirements of the post. The notification of interview to the candidate will include details of any seminar requirements. Where a seminar is required it **must** be scored however the Committee shall have full discretion as to the weighting of the score.

5.3. References. References for candidates for interview will be requested by the Committee, supported by the hiring department prior to interview. Where possible such requests will include the current employer. It is the responsibility of the candidate to ensure that references are received in advance of interviews. Where members of the Selection Committee are nominated as a referee, a candidate will be advised that only one member of the Committee may provide a reference. In the event that a Selection Committee member (excluding the external assessor(s)) decides to provide a reference, such a reference may only be factual in content and cannot recommend the candidate for appointment. Under no circumstances may an external assessor provide a reference for a candidate. References shall be considered by the Committee as a distinct part of its deliberations but shall not be scored.

Following completion of the interview process and the identification of the most preferred candidate, any offer of appointment will be subject to receipt by the Department of Human Resources of a satisfactory verbal reference from the candidate's current employer.

5.4. Interview. The Committee shall conduct interviews and at the outset of the interview process and before any candidate presents for interview, the Committee shall decide on which criteria are to be scored and the relative weighting of each criterion. **The full Committee shall participate in each interview.**

Appointable candidates shall be scored relative to the criteria agreed by the Selection Committee. A scoring sheet shall be available to the Committee but only scoring on 'Overall Match with Job Description' shall be mandatory. Both the inclusion of a criterion and its relative weighting in the scoring process shall be at the discretion of the Committee. While educational qualifications may be scored, no weighting shall apply to the conferring institutions. Where the Committee determines that a candidate is not appointable, a score will not be recorded, but detailed feedback will be.

5.5. Report. The Committee shall prepare a report (Interview Report) on their proceedings. The report shall include a record of the rationale used to determine their final recommendation(s). Members of the Selection Committee shall sign the report indicating agreement with the recommendation of the Committee and confirming that they have no conflict of interest [as defined in

University Policy] to declare with regard to any of the candidates.

A recommendation (appointable or not appointable) must be made in respect of each candidate interviewed. Consensus scores will be recorded for appointable candidates only and meaningful feedback will be recorded in respect of all candidates. The report, CV and references for the successful candidate shall be forwarded to the Director of Human Resources.

5.6. Notifications. The Committee, supported by the hiring Department will notify all candidates of the outcome of the process and provide feedback in respect of non selection on request. The notification to the successful candidate should advise that the individual has been recommended for appointment.

5.7. Appointment. Subject to receipt of all required documentation a formal offer of employment may only issue from the Department of Human Resources. Salary placement will be determined by the University Salary Placement Committee in line with University policy and in some instances national policy in this regard.

Any appointment under this regulation shall be for less than 12 months duration. Should the requirement for the role continue beyond the duration of the contract, then any renewal in post will be contingent on the concurrent initiation of a recruitment competition under the relevant appointment regulation for contracts exceeding 12 months duration.

6. Sample timetable

Sample timetable for Short Term Appointments

Week 1

- Approved post proposal form in place.
- Approved Selection Committee in Place
- Draft advertisement and particulars of post emailed to Selection Committee for final approval.

Week 2

- Post advertised in appropriate publications/websites.

Week 3

- Closing date for applications is reached.
- Applications are acknowledged
- Shortlisting meeting is arranged.
- Applications are forwarded to each member of the Selection Committee with a complete listing of candidates.
- Shortlisting takes place and candidates are notified of the outcome, including confirmation of the date of interview.
- Following shortlisting references are requested.

Week 4-5

- Candidates attend for seminar (if required) & interview.
- Selection Committee report is signed and forwarded to the Director of Human Resources.
- All interviewed candidates are written to by the Committee, supported by the hiring Department, in relation to the outcome of the interview.
- Feedback requests from candidates are processed.
- An offer of appointment, which shall contain details of commencing salary, shall issue from HR to the most preferred candidate.

7. Date in force, repeals etc.

7.1. *Date in force.* This regulation shall come into effect immediately.

7.2. *Repeal of former Statutes.* Where this regulation applies, it is in substitution for the provisions of Statute C, which (to that extent) is hereby repealed in accordance with the Transitional Statute, s 9.

Version	1
Approved by:	Date
University Management Team Operations	28th January 2014
Governing Body	15th April 2014