

UNIVERSITIES ACT 1997

UNIVERSITY COLLEGE CORK – NATIONAL UNIVERSITY OF IRELAND, CORK

REGULATION

on

VARIOUS APPOINTMENTS PROCEDURES

*adopted by the Governing Body at its meeting on 14 December 2010
and as amended by Governing Body at its meeting on 14 February, 2012
and as amended by Governing Body at its meeting on 18 December 2012
and as amended by Governing Body at its meeting on 14 February 2013
and as amended by Governing Body at its meeting on 18 June 2013
and as amended by Governing Body at its meeting on 17 December 2013
and as amended by Governing Body at its meeting on 16 December, 2014
and as amended by Governing Body at its meeting on 9 February, 2016
and as amended by Governing Body at its meeting on 14 June, 2016
and as amended by Governing Body at its meeting on 7th April 2020*

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

Appointments procedures

- Part 1 Adjunct appointments***
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1. ADJUNCT APPOINTMENTS

1.1. Nature of appointments. Appointments may be made where individuals have either demonstrated or, in the short term, have the potential to bring a long-standing and significant ongoing contribution to the University.

1.2. Levels of appointment. There are three levels of adjunct

- appointments: Adjunct Professor
- Adjunct Senior Lecturer
- Adjunct Lecturer

each of which are subject to University policies.

1.3. Criteria for appointment. In determining the suitability of a person for an adjunct appointment, the following criteria shall apply:

- Distinction and achievement in the professional, business or cultural communities (taking criteria for appointment to the relevant full-time grades in the University as indicators of the requisite level).
- Significant and tangible advantages to the University in its contributions to teaching, research and community service.
- Direct participation in the teaching/research programme of the academic unit in which the appointment is to be made.
- The Adjunct appointment may be made under Professional or Academic criteria.

a. *Adjunct Professional Criteria*

Persons who are practitioners, eminent leaders in their field and distinguished by exceptional achievement in the world of industry, business, science, the professions, arts, public service, not for profit, community service or charity sectors. For Adjunct professorial appointments they should demonstrate exceptional leadership and have made a significant contribution to their sector equivalent to that which would be expected at professorial level. Exceptional nominees who demonstrate significant and developing capability but have yet to achieve that level of leadership and contribution expected at professorial level may be appointed at the level of Adjunct Senior Lecturer or Adjunct Lecturer where it is felt that their current level of activity is commensurate with what would be expected of staff at those levels.

b. *Adjunct Academic Criteria*

Nominees with academic qualifications and interests will be considered against criteria commensurate with that expected of staff in terms of professional and/or academic standing at the level of Professor, Senior Lecturer or Lecturer as appropriate.

1.4. Procedures. A proposal for an adjunct appointment by a Head of an Academic or Research Unit shall first be discussed informally with the relevant Head of School, who shall consult with the Head of College. If the case for the appointment is considered sustainable:

- (a) A detailed proposal shall be drawn up, stating the following:
 - Curriculum Vitae, or equivalent, of the proposed appointee, including publications or achievements as appropriate to the nature of the

appointment.

- Academic unit in which appointee will work (College, School, Institute or Centre).
- Justification of the appointment in terms of the relevant level associated with the related criteria.
- Duration of the appointment (normally three years, but subject to renewal following review by the relevant College Adjunct Appointment Committee).
- Terms and conditions relating to the appointment, including proposed activities, reporting relationship and any proposed financial benefits.
- Arrangements for accommodation for the appointee.

If the proposal is a renewal of an earlier appointment, it shall consist of:

- Demonstration of the level of engagement and activities during the preceding appointment.
- Details of proposed engagement and activities during the proposed renewal period.

(b) The detailed proposal shall be considered by the relevant College Adjunct Appointments Committee, the membership of which shall be:

- Head of College (Chair)
- Two Senior Academics as approved by College Council
- Registrar or nominee
- One Professor from another College nominated by Academic Council

Term of office: Three years

(c) The committee's recommendation shall be communicated to the President, who has final approval of the appointment. An offer of appointment, including terms and conditions, shall be communicated to the prospective appointee by the Director of Human Resources. If the offer is accepted, the appointment will be made by the President.

1.5. Entitlements. The successful appointment of an individual as an Adjunct Professor/Senior Lecturer/Lecturer is an honorary appointment with an honorary title.

The appointment does not entitle the individual to any remuneration in respect of the appointment. The University may reimburse out of pocket expenses incurred by that individual for working visits to the University, provided these expenses have been properly vouched in line with UCC policy.

These expenses will be paid tax free provided, the expense of travelling and subsistence –

- merely put the unpaid individual in a position to carry out his/her work; and

- no more than reimburse the individual the expenses actually incurred by him/her and do not exceed what are known as the Civil Service rates for reimbursement of expenses of travelling and subsistence.

Please note that if the individual is already paid through the UCC payroll for other services, i.e. teaching/lecturing services then the expenses outlined above may be taxable as a result.

2. ADJUNCT CLINICAL APPOINTMENTS

2.1. *Levels of appointment.* There are three levels of adjunct clinical appointments:

- Adjunct Clinical Professor.
- Adjunct Clinical Senior Lecturer.
- Adjunct Clinical Lecturer.

2.2. *Eligibility.* Adjunct clinical appointments are open to any clinician who, in the opinion of the Adjunct Clinical Appointments Committee, would make a significant contribution to the teaching and research of the unit in which the appointment will be made.

2.3. *Criteria for appointment.*

- Distinction and achievement in professional or clinical communities (taking criteria for appointment to the relevant full-time grades in the University as indicators of the requisite level);
- significant and tangible advantages to the University in its contributions to teaching, research and community service;
- direct participation in the teaching/research programme of the academic unit in which the appointment is to be made;
- the Adjunct appointment may be made under Professional or Academic criteria.

a. Adjunct Professional Criteria

Persons who are practitioners, eminent leaders in their field and distinguished by exceptional achievement in the professions, public service, not for profit, community service or charity sectors relevant to health services and health services policy and research. For Adjunct clinical professorial- appointments they should demonstrate exceptional leadership and have made a significant contribution to their sector equivalent to that which would be expected at professorial level. Exceptional nominees who demonstrate significant and developing capability but have yet to achieve that level of leadership and contribution expected at professorial level may be appointed at the level of Adjunct Senior Lecturer or Adjunct Lecturer where it is felt that their current level of activity is commensurate with what would be expected of staff at those levels.

b. Adjunct Academic Criteria

Nominees with academic qualifications and interests will be considered against criteria commensurate with that expected of staff in terms of professional and/or academic standing at the level of Professor, Senior Lecturer or Lecturer as appropriate.

2.4. Procedures. A proposal for an adjunct appointment by a Head of an Academic or Research Unit shall first be discussed informally with the relevant Head of School, who shall consult with the Head of College. If the case for the appointment is considered sustainable:

- a. a detailed proposal shall be drawn up stating the following:
 - Curriculum Vitae, or equivalent, of the proposed appointee, including publications and achievements as appropriate to the appointment;
 - academic unit in which appointee will work (College / School / Department, Institute or Centre);
 - justification of the appointment in terms of the relevant level associated with the relevant criteria;
 - duration of the appointment (normally three years, but subject to renewal following review by the relevant College Adjunct Appointment Committee);
 - terms and conditions relating to the appointment, including proposed activities, reporting relationship and any proposed financial benefits;
 - arrangements for accommodation for the appointee.

If the proposal is a renewal of an earlier appointment, it shall consist of:

- demonstration of the level of engagement and activities during the preceding appointment;
 - details of proposed engagement and activities during the proposed renewal period.
- b. The detailed proposal shall be considered by the relevant College Adjunct Clinical Appointments Committee, the membership of which shall be:
 - Head of College (Chair)
 - Two Senior Academics of the College
 - Senior Vice-President Academic and Registrar or nominee
 - One Professor from another College
 - An extern nominated by the College of Medicine & Health
 - Term of office: Three years
 - c. The committee's recommendation shall be communicated to the President, who has final approval of the appointment. An offer of appointment, including terms and conditions, shall be communicated to the prospective appointee by the Director of Human Resources. If the offer is accepted, the appointment will be made by the President.

3. VISITING APPOINTMENTS

3.1. Nature of appointments. A visiting appointment is an honorary appointment, the purpose of which is to recognise and encourage significant contributions to the University by persons in the external community in Ireland or abroad, be it academic, professional, business or cultural. They are appointments of a relatively finite nature, arising from a visit for a particular purpose or project, and normally associated with an academic who continues to hold an appointment at

another university.

3.2. Levels of appointment. There are three levels of visiting appointments, in each case for individuals visiting this University for a finite period to collaborate in teaching/research:

- (a) Visiting Professors, who should already hold a full professorship or an associate professorship (or a post at this level) at another university or research institution.
- (b) Visiting Fellows, who should normally already hold an academic position at another university (other than a full professorship or an associate professorship), or be a professional practitioner of comparable rank.
- (c) Visiting Scholars, who would correspond to a PhD student registered at another university.

3.3. Procedures.

- (a) The relevant Head of School/Department shall prepare a detailed proposal, stating the following:
 - Curriculum Vitae of the proposed appointee.
 - Academic Unit in which appointee will work (College, School, Department, Institute or Centre).
 - Duration of the appointment (normally one year or less).
 - Terms and conditions relating to the appointment, including reporting relationship and any proposed financial benefits.
 - Arrangements for accommodation.
- (b) This detailed proposal shall be made to the relevant Head of College, who shall then seek to resolve any resource issues.
- (c) A summary proposal shall be sent by the Head of College to the College Council for approval.
- (d) The proposal shall then be forwarded to the Director of Human Resources, who shall communicate formally with the appointee on the terms and conditions of the appointment.

4. APPOINTMENTS UNDER THE RETENTION PROCESS

Purpose of the Retention Process

This retention process is designed to provide the University with a mechanism to retain a truly exceptional individual in a strategically critical role and discipline for the University, by considering them for appointment within the University at a level commensurate with their academic standing and achievements, in the context of the importance of their contribution to the University.

Eligibility to Apply

The retention process is open to all academic or research staff who have been offered a high level appointment, such as a professorship, at an institution of at least equivalent standing to UCC, through competitive process or following a direct approach from another academic institution, or who have been awarded a European Research Council (“ERC”) grant, which for the purposes of this policy shall be treated in the same way as an offer of external appointment.

Pre-Requisite Criteria

This retention process shall only be applied where the applicant is in a strategically critical role and discipline for the University and is of strategic importance to achievement of the University's institutional objectives.

It is a requirement that in advance of the University Retention Committee (in this Part 4, referred to as the "Committee") considering any application, the Deputy President & Registrar and relevant Head of College from the College in which the applicant is based, both agree that the strategic importance of the individual and his/her role and the excellence of their contribution to the wider University is such that consideration of a retention application is warranted.

The University Retention Committee

The Committee shall consist of the following:

- Deputy President & Registrar (Chair)
- All Heads of College
- Vice President for Research and Innovation (Deputy Chair)
- Director of Human Resources

The Secretary of the Committee shall be as nominated by the Director of Human Resources and such Secretary shall be in attendance at meetings of the Committee. The nomination of deputies is not permissible however, where a position referred to above is at a given time vacant, the individual acting in such position for the time being shall be eligible to sit on the Committee and shall be counted in the determination of a quorum for meetings of the Committee at which he/she is in attendance.

Members will participate in the meeting either by attendance in person, or in exceptional circumstances via teleconference. A Committee meeting will ordinarily be scheduled directly after a UMTO meeting and the Committee shall meet on a quarterly basis or as required from time to time.

Conflicts of interest which may arise for members of the Committee in respect of a given applicant shall be managed in accordance with the [Code of Conflict of Interest in Relation to Recruitment & Promotions](#). Where the Chair determines that a conflict is such that it cannot be managed in accordance with the aforementioned Code or where the Committee member is related to the applicant, has or has had a personal relationship with an applicant or otherwise has a family or social connection with the applicant, that Committee member shall withdraw from any deliberations or decisions in relation to such applicant and the quorum requirement for the Committee shall be reduced accordingly by such withdrawal. If the Chair considers that he/she may be in a position giving rise to an actual or potential conflict of interest he/she should make contact at the earliest opportunity with the Director of Human Resources who will decide in light of the nature of the interest if the Chair is to be asked to withdraw from any decision about the applicant.

Level of Potential Appointment

Appointment under this process may be to the grade of Lecturer Above the Bar, Senior Lecturer,

Professor (Scale 2) or Professor, the appropriate grade to be determined by the Committee. Such appointments will be established outside the normal promotional or appointment processes, but shall be based on equivalent high standards and rigour of assessment, having due regard to the strategic importance of the applicant and their discipline to the realisation of the university's institutional objectives.

For an existing academic staff member successful in achieving an ERC award, retention at the next academic grade will be an automatic entitlement (e.g. a Lecturer Above the Bar in receipt of an ERC award shall automatically be entitled to be retained at the level of Senior Lecturer) subject to completion of Stage 4 of the process below, such Stage 4 to be initiated on the date of receipt by Human Resources of definitive confirmation of the award of the ERC grant. For an existing research staff member successful in achieving an ERC award, retention at the level of Lecturer Below the Bar will be an automatic entitlement subject to completion of Stage 4 of the process below, such Stage 4 to be initiated on the date of receipt by Human Resources of definitive confirmation of the award of the ERC grant. Where retention at any higher grade than the next academic grade is proposed, then in the case of either an existing academic staff member in receipt of an ERC award or an existing research staff member in receipt of an ERC award, retention at any higher grade will be considered by the Committee pursuant to the process in this Part 4.

Appointments Under the Retention Process

Any decision to activate the process under this Regulation shall be completely at the discretion of University College Cork and the acceptance of an application from a staff member or its consideration shall not imply a commitment on behalf of the University to make an offer of appointment.

STAGE 1

Initiation of the Process

The applicant shall make contact initially with their Head of School, (or where there is no School, Head of Department), providing a summary CV and evidence of the post offered or ERC grant awarded. The Head of School shall discuss the possible application with the relevant Head of College (hereinafter Head of College). As part of this discussion, the Head of School (or where there is no School, Head of Department) shall outline a justification of the strategic importance of the applicant and their discipline to the University's institutional objectives. The Head of College shall discuss the potential application with the Chair of the Committee to establish if consideration of a retention application is warranted, as outlined in the pre-requisite criteria above. The agreement of the Head of College and the Chair of the Committee in this regard is required before an application will be progressed to the formal process.

Decision Stage 1:

The Chair of the Committee and the Head of College will decide whether the retention of the applicant should progress to Stage 2.

The Chair of the Committee and the Head of College shall take account of the University and College

strategic plans and staffing structure(s) in reaching their decision as well as the nature of the offer made to the applicant or the ERC grant awarded. The Chair of the Committee and the Head of College may also seek additional and confidential statements from other senior staff internally or externally as appropriate in relation to the proposed retention.

STAGE 2

If a decision to proceed to Stage 2 is made, the applicant shall send to the Secretary of the Committee documentation consisting of the following:

- A statement of application, in which the applicant outlines his/her principal achievements, clearly demonstrating why s/he considers that retention at a higher level is merited.
- A full curriculum vitae, including a list of publications, research grants awarded, distinctions, achievements and professional activities, teaching contributions and contributions to the University and the wider community.
- A personal career plan, describing the applicant's academic strategy and goals for the next five years. This should relate to the University and College strategic plans.
- (a) Details of the appointment process for the post at the comparable institution (to include a copy of the advertisement for the post or letter of invitation to apply), and written evidence of having received an offer of a position and the conditions of appointment at the institution; or (b) in the case of an ERC grant, written confirmation of the award of the grant and a summary of the application shall be provided.

The Head of School (or where there is no School, Head of Department) shall be requested to provide a written justification of the strategic importance of the applicant and their role in the discipline to realisation of the university's institutional objectives and to outline why a case for retention is warranted.

STAGE 3

The Chair shall convene the Committee to review the application documentation and Head of School (or where there is no School, the Head of Department) report.

Quorum

The quorum for a meeting of the Committee shall be six of the seven Committee members (including the Chair (or Deputy Chair) and the Head of College of the College in which the applicant is based) in attendance either in person or via teleconference, save where a Committee member withdraws pursuant to the conflict of interest provisions referred to above whereupon the quorum number shall be reduced by the withdrawal of such conflicted Committee member aforesaid.

Decisions shall be reached by consensus but where consensus is not possible, decisions shall be determined by the votes of the majority of those forming the quorum for the meeting. In the case of equal division of votes, the Chair of the Committee meeting shall have a second or casting vote.

Criteria for appointment

Appointment through this process shall be based on international standards, shall be evidence-based and shall be primarily founded on merit and achievement, having due regard to the strategic importance of the applicant and their discipline to realisation of the University's institutional objectives. The assessment of applications shall be based on principles of equality of opportunity and the application of the criteria in the decision-making process which are outlined in this Part 4.

In reviewing the case for retention, Committee members shall also consider as part of their overall deliberations the following:

- A1. If the institution which has made the offer to the applicant is of at least equivalent standing to University College Cork and,
- A2. If the quality of the post or contract (including duration) on offer is equivalent to the counter offer which would be required of UCC to retain the applicant.

OR

- B. In the case of award of an ERC grant, that it has received definitive confirmation of the award of the ERC grant.

AND

- C. In the case of either A. or B., any other matters a Committee member or members consider relevant.

Decision Stage 3:

When the Committee has completed its deliberations, the recommendation of the Committee shall be relayed by the Secretary of the Committee to the President for approval. The final decision in respect of an application will rest with the President.

Once the recommendation of the Committee is approved by the President, the applicant shall be informed in writing of the decision pursuant to Stage 4 below.

In the event that an application is unsuccessful, the applicant shall be informed in writing by the Department of Human Resources.

There is no right of appeal in respect of a retention application decision.

STAGE 4

If the application has been accepted, the communication of the outcome will take the form of a letter of offer which will be issued to the applicant by the Department of Human Resources.

In conjunction with the Department of Human Resources and the Head of School (or where there is no School, Head of Department), the Head of College will draft a job description and title for the successful applicant following which a contract of employment will issue. The appointment will not come into effect until this contract is signed by the Director of Human Resources and the applicant.

Annual Report

The outcome shall be forwarded to the Governing Body and the Academic Council for noting in an annual report on retention.

5. CLINICAL PROFESSORSHIP APPOINTMENTS

5.1. Nature of appointment. The purpose of appointment to Clinical Professorship is to:

- (a) recognise and encourage significant contribution to the University by medical clinicians;
- (b) support medical clinicians who have developed and continue to sustain an academic career in parallel with their clinical responsibilities;
- (c) support the ongoing development of the School of Medicine educational programmes;
- (d) maintain and develop relationships between the School of Medicine and its affiliated teaching hospitals.

5.2. Eligibility. Clinical Professorship appointments are open to any medical clinician with a permanent appointment within the University's affiliated teaching hospitals, who has held a post as Clinical Senior lecturer for five years or more at the University. In exceptional circumstances, a medical clinician who has been appointed to a UCC affiliated teaching hospital for fewer than five years will be considered for appointment. Medical clinicians who hold a (national) academic contract will not be eligible for appointment as a clinical professor.

5.3. Criteria for appointment. Candidates for a clinical professor appointment shall be assessed on the basis of performance in the following areas, with priority given to performance in clinical teaching/medical education and research activity:

- Contributions and Achievements in Clinical Teaching/Medical Education;
- Contributions and Achievements in Research Activity;

- Leadership in the promotion of scholarship within the health service, the University and the wider community.

5.4. *Procedures.* Notice of this process shall be submitted to the head of each clinical department, as well as to the chair of the medical staff committees of each UCC-affiliated teaching hospital.

- (a) The School of Medicine will invite applications for appointment to Clinical Professor;
- (b) Completed applications shall be submitted to the Director of Human Resources;
- (c) Applications shall be considered by the Clinical Professor Board, consisting of the following:
 - President (or nominee);
 - Head of the College of Medicine and Health;
 - Dean of the School of Medicine;
 - Two Professors from the College of Medicine, nominated by the College of Medicine and Health;
 - Two Professors/Professors (Scale 2) from other Colleges, nominated by the College of Medicine and Health;
 - An Extern nominated by the College of Medicine and Health;
- (d) The Clinical Professor Board will make its recommendation to the College of Medicine and Health and the President.
- (e) The President has final approval in relation to appointment.
- (f) Proposals for appointment shall be forwarded to the Director of Human Resources who shall communicate formally with the appointee on the terms and conditions of appointment, which shall not alter the appointee's existing remuneration or reimbursement.

5.5 *Academic Council.* The title of Clinical Professor does not carry with it an entitlement to membership of Academic Council.

5.6 *Entitlements.* The appointment as Clinical Professor does not entitle the individual to any remuneration in respect of the appointment.

5.7 *Duties of Appointee.* Clinical Professors will be expected to continue to contribute to the School of Medicine, in particular its undergraduate programmes and research.

6. DATE IN FORCE

6.1. *Date in force.* 7th April 2020

6.2 *Repeal of former procedures.* Where this regulation applies, it is in substitution for the University policies entitled 'Policy for Appointment to Adjunct, Adjunct Clinical, Visiting and Research Appointments' and 'Staff Retention Promotion Process'.