

RECRUITMENT - SELECTION COMMITTEES GUIDELINES

This information is a summary to the full and detailed information available from Central HR, it is advisable to check with the hyperlinked sources for more complete information.

Pro Deans for most posts, with the exception of Professorships, are to be recommended to the Dean by the Hiring Lead.

The name of the person and the post for which they are to be Pro Dean can be emailed the Faculty HR Partner who will confirm the Dean's approval by return email.

It is worth noting that a Pro Dean cannot be drawn from the same school as the one where the post resides.

Full information on select committees and their composition can be found [here](#), however, below is a useful summary of the hyperlinked document and you are advised to contact the hyperlinked document if you are unsure or otherwise new to the process:

Generalised Selection Committee Composition and Rules

1. Appointments to the Assistant Professor (Lecturer) and above, and AO 3 and above are to be made by Selection Committees, approved by the Dean of Health Sciences
2. The Dean approves the composition of the committee and may Chair at their own discretion
3. The composition of a committee for admin/support in a Faculty may be decided by the Dean.
4. In the case of lectureships, where the Dean is unavailable or wishes to delegate authority, they may approve a Pro-Dean who must be an Associate Professor or Professor. A Senior Lecturer may chair where the appointment is not permanent. All contract Lecturer appointments of three years or less may be devolved in this manner.
5. In a case where the Dean is a member of hiring School, an alternate Chair must be appointed
6. The shortlisting should be led by the hiring lead who is a member of the Committee
7. All members of the Committee must attend presentations and interviews.
8. It is not permitted to continue as a member of a Committee in cases of close personal relationship that may give rise to a conflict of interest/create bias in selection decision making.

➤ Associate Professors and Professors

- Chair - Dean of the Faculty
- Head of the School and/or Discipline
- An Associate Professor / Professor from outside the School
- Two external assessors - one of which should be international.

➤ Permanent Assistant Professors & Contract Assistant Professors

- Chair - Dean of the Faculty (or a suitable Pro Dean)
- Head of the School and / or Discipline
- An academic member of staff from outside the School
- An external assessor (who is also required in the case of contract appointments of greater than 1 year)

➤ Joint Hospital appointments Professorial-Consultants Senior Lecturer/ Consultants

- Chair – Provost
 - Dean of the Faculty of Health Sciences
 - Head of the School of Medicine
 - Head of the Discipline
 - Two hospital members one from the Hospital Board and one from Medical Board
 - A Senior Lecturer, Associate Professor or Professor from outside the School
 - Two external assessors - one of which to be international.
- **Administrative Appointments within a School / Faculty**
- Chair - Dean of the Faculty (or a suitable Pro Dean)
 - Academic Secretary (or nominee)
 - Head of School (or nominee)
 - An external expert in the case of Administrative Officer 1 positions or above.
(An external assessor will only be required for Administrative 3 and 2 committees where:- (a) there is no member of College staff with sufficient expertise or qualification in the field of appointment and/or (b) it is a first time appointment to a newly created post.)
- **Chief Technical Officer**
- Chair – Head of School
 - Head of Discipline
 - Chief Technical Officer from another School
 - Academic member of staff and An external assessor in the case of appointments greater than 1 year
- **Technical/Senior Technical Officer**
- Chair – Head of Discipline
 - Chief Technical Officer in the School
 - Academic member of staff and external assessor where post is advertised Tech/Senior Technical.

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