



Date Approved: 25 March 2015

Procedure for the Nomination of Exceptional External Candidates to Professor (Chair) Positions, and other Academic Posts in receipt of European Research Council¹ award only

Background

The aim of this document is to clarify, and to adapt in accord with changed financial and organisational arrangements in Trinity, the procedures for appointing exceptional external candidates to Professor (Chair) Positions, and other Academic Posts in receipt of an European Research Council award only *² within the University

Procedures

1. The first stage in requesting such sponsorship should come in the form of a letter to the Dean of Research jointly signed by the Heads of School (and where relevant, head of a host Trinity Research Institute) wishing to host the incoming Professor.
2. This letter should, in less than two pages:
 - a) Outline the area of research of the incoming professor and how this fits with the school, University and (where appropriate) Research Institute's Strategic Plan(s), confirming that this has been discussed with the School Executive.
 - b) Outline how the School will encompass the new appointment within its strategic plan.

¹ and other Academic Posts in receipt of an European Research Council award only Academic Posts Board, 17th December 2014 (item A.10 (ii)) noted the memorandum from the Vice-Provost/Chief Academic Officer & the Interim Director of Human Resources, dated 9th December 2014. It was agreed that this procedure should be extended, as outlined in the memorandum, to those candidates in receipt of a **European Research Council award only**. Should there be a desire to broaden the scope of the procedure further, it was noted that such a request will be brought to the Board for approval.



- c) Assess the achievements of the candidate in research, teaching, and the other areas relevant to the grade of the academic post, appending a brief curriculum vitae
 - d) Append a short financial plan demonstrating how the long term funding of the salary of the candidate will be met by the participating academic units – this plan must have the input and consent of the relevant Faculty Dean.
 - e) Detail the route of application – the mechanism by which the candidate has applied to join the staff of Trinity College Dublin.
3. The Dean of Research will present this to Executive Officers, who will either accept, reject, or request further information. If the candidature is accepted, a selection panel for the relevant academic post as per the Composition of Selection Committees detailed in the Recruitment Procedures will be convened by the Provost and including the Vice Provost/Chief Academic Officer, the Dean of Research, Dean of the Faculty, representatives of the sponsoring schools/institutes and others at the discretion of the Provost will meet and will solicit, with the candidate's permission, suitable academic references. In such cases the references will be drawn from outside the candidate's collaborative network and will be internationally sourced.

In line with the Recruitment Procedure and Protocol for the approval and Recruitment of Professors (as approved by Council on 23rd October 2013), the Selection Committee will be an ad hoc Committee of Council formally delegated the responsibility to make the appointment decision.

4. The candidate will be invited by the host schools/institutes to visit Trinity for a two day period, during which he or she will:
 - a) Give a presentation as would be required of a candidate for an academic post.
 - b) Meet for interview with the panel mentioned in 3 above.
 - c) Meet with relevant members of the prospective host Schools and Institutes.



5. The Provost in consultation with the Selection Committee will make the final decision about nomination for an academic post based on the processes a-c in 4 above.
6. In line with the Recruitment Procedure and Protocol for the approval and Recruitment of Professors (as approved by Council on 23rd October 2013), and other Academic posts in receipt of an European Research Council award only, the Selection Committee will nominate the candidate to Council and Board having ensured that all the criteria have been properly applied, and that any special concerns relating to the particular post have been properly considered.

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