University of Limerick

SELECTION PROCEDURES FOR VICE-PRESIDENTS, DEANS AND ASSOCIATE VICE-PRESIDENTS

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1 PROCEDURES

1.1 The selection process for Vice-Presidents, Deans and Associate Vice-Presidents shall be initiated by advertisement within the University. The President may also choose to advertise these roles externally, given their strategic and operational importance.

1.2 The appointment will be made as per the Policy for the Recruitment of Staff.

1.3 Adequate notice shall be provided.

1.4 A Selection Board shall be composed of :

1. President (or nominee);
2. Provost/Deputy President (or nominee);
3. Vice President Research and Innovation (or nominee);
4. Director, Human Resources (or nominee);
5. For academic posts, at least one member of the relevant Faculty, where it is confirmed that no Conflict of Interest exists.
6. At least two External Subject Specialists (where members of the academic community, they must be at Professorial/Head of Department level).

Any recruitment process under this policy will exclude any current incumbent from the selection board. Per the Policy for the Recruitment of staff, where a single candidate competition is to progress, approval is required from HR to proceed to interview stage. Members of interview panels must be at equivalent or higher grade to the post being recruited.

1.5 The Selection Board in undertaking its work shall order its affairs in accordance with best practice and in particular shall comply with all relevant Governmental and statutory requirements including equal opportunity matters.

1.6 When a suitable candidate has been chosen, the report of the Selection Board will be brought before the next meeting of Governing Authority by Human Resources for approval.

1.7 The position of Vice-President is appointed on the Vice-President's single point pay scale.

1.8 The position of Dean is appointed on the Full Professor pay scale.

1.9 The position of Associate Vice-President is appointed on the Professor pay scale, per the published UL pay scales.

1.10 *Full Professors and Professors (internal candidates i.e. existing employees or any person appointed into such a role who holds a substantive position at a higher grade) will continue to remain at the higher grade.*

1.11 The starting salary of an external candidate is governed by Circular 08/2019 - Revised arrangements applying to starting pay'.

2 ASSIGNMENT OF DUTIES

2.1 After the selected candidate is approved by Governing Authority the President shall assign duties in accordance with legislation.

3 DURATION OF TERM

3.1 The Vice-President, Dean or Associate Vice-Presidents shall serve for a term of five years.

3.2 At the end of the five-year term, or following resignation or retirement of the incumbent, the post will be re-advertised as outlined in the procedure above. *There will be no limit on the number of times a person can hold the position and therefore*, the incumbent can re-apply at the end of the fixed- term if they so wish.

3.3 In exceptional circumstances, it may be considered necessary to make an appointment on an interim basis - reference should be made to the relevant Procedure for the Recruitment of Staff on Short-term contracts, noted below.

3.4 In extenuating circumstances, the President may invite a Vice- President, Dean or Associate Vice-President to serve for an additional duration of up to two years, subject to Governing Authority approval.

3.5 When the term of Vice-President, Dean or Associate Vice-President has been completed and the individual returns to their substantive academic role, the individual will receive a research grant of €6,000 and will be approved for one semester special research leave (in accordance with the Sabbatical and Special Research Leave Policy).

4 Related Documents

Policy for the Recruitment of Staff
Sabbatical and Special Research Leave Policy
Statute 4- Statute on Disciplinary Matters, Suspension, Termination and Capacity
Recruitment of Staff for Short Term Contracts (Contracts of less than 11 months duration) - Procedures