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**PROCEDURES FOR THE**

**APPOINTMENT OF SCHOLARS AT RISK**

***Approved by*** Executive Committee, March 2023

# Purpose of Procedure

* 1. The aim of this procedure is to set out transparent and effective guidelines for the recruitment and appointment of Scholars at Risk to fixed-term posts in limited exceptional circumstances at the University of Limerick. In this context the term ‘Scholars at Risk’ refers to academics and researchers who are suffering grave threats to their lives, liberty and well-being and are seeking temporary research and teaching positions at academic institutions, and who have been identified by Scholars At Risk-Ireland (SAR-Ireland) to the University.

# Scope

2.1. Scholars at Risk appointments can be made for a term of up to 1 year with the option to extend for an additional 1 year term. This guideline and procedure do not replace the procedures for recruiting and appointing academic/research staff but rather to supplement them in limited exceptional situations.

2.2 This procedure aims to support the Scholars at Risk fellowship programme developed by UL which seeks to provide support for:

a) academics/researchers identified via the Scholars at Risk Network and/or

b) academics/researchers who are Ukrainian nationals who have been displaced since Feb 2022.

# General Principles / Procedures

3.1 Scholars at Risk candidates may be identified by members of the University of Limerick community. Any relevant conflicts of interest must be declared in line with University policy.

* 1. Candidates proposed must be vetted via Scholars at Risk[[1]](#footnote-1) or equivalent Government body which oversees refugees.
  2. A member of the University community must propose the candidate to the relevant Head of Department/School, Institute/Centre Director (where applicable), Executive Dean, VP Global & Community Engagement, and Vice President Research.
  3. The proposal must include the following

a) candidate’s CV

b) copy of PhD certificate

c) description of research field

d) evidence of English language ability

e) confirmation of the mechanism by which the candidate has been identified by the proposer.

* 1. A review group of the host Head of Department/School, relevant Executive Dean, VP Global & Community Engagement, and a representative of HR will meet to review the proposal. The review group will be chaired by the VP Global & Community Engagement. They may request additional information to be supplied if relevant. If the review group approve the proposal a detailed submission will be made to the University President

The recommendation to the President will include the final versions of the paperwork listed in 3.4 above together with confirmation of the budget from the Scholars at Risk fund.

3.6 The President will consider the recommendation of review group and may consult others as they deem relevant and may request additional information. The President can decide to endorse/not to endorse the recommendation. Endorsement of the recommendation is brought to Governing Authority.

# Implementation

The HR Division VP for Global and Community Engagement will be responsible for ensuring that these procedures are fully complied with and will provide advice on the process as required.

For each recommended potential candidate(s), HR will ensure that documentary evidence of qualifications is verified and that other necessary criteria are met and, where appropriate, will arrange for a pre-employment medicals.

1. https://www.scholarsatrisk.org/ [↑](#footnote-ref-1)