



1. Purpose

In accordance with Statute CCCI, a Selection Committee will be appointed to lead the appointment process for the next President of University of Galway. The Selection Committee is one of three committees which will oversee and manage the recruitment and appointment process. The Meitheal Uachtaránachta and the Search Committee are the other constituent committees in the process.

The main purpose of the Selection Committee is to lead the selection and appointment phase of the recruitment process. This involves assessing the suitability of candidates based on the criteria set out in the Role Specification for the position in order to generate a shortlist of candidates; to conduct interviews and other evaluation procedures deemed appropriate; to recommend one candidate for appointment by Údarás na hOllscoile supported by all relevant information to inform the recommendation; to provide Údarás na hOllscoile with a comprehensive report on the recruitment and selection process.

2. Membership

The membership of the Selection Committee is comprised of:

- Chair (Chairperson of Údarás na hOllscoile)
- 2 External Members of Governing Authority
- 1 Internal Member of Governing Authority
- A minimum of 1 and up to 2 members of Academic Council (subject to meeting the required competencies)
- 1 Student Union Representative
- 2 independent External Members

Appointment to the Selection Committee will be strictly competency-based with required competencies set out by the Meitheal Uachtaránachta and approved by Údarás na hOllscoile. Appointment of members will be based on an expression of interest process, managed by the Meitheal Uachtaránachta who will make recommendations on Committee membership to Údarás na hOllscoile.

The composition of the Selection Committee will adhere to the University requirement for 40% gender balance on all key decision-making Committees.
Members of the Selection Committee must be available to attend all aspects of the selection process in person.

If a member resigns or is unable to attend the scheduled meetings, or if a vacancy arises on the Committee for any other reason, the Governing Authority may appoint a replacement candidate from the same constituency as the resigning member.

In line with the University's Equality, Diversity and Inclusion Strategy, all members of the Selection Committee will be required to undertake unconscious bias training.

The Secretary for Governance & Academic Affairs and Presidency Project Manager will be in attendance at meetings to support the Selection Committee.

3. Secretariat

The Office of the Secretary for Governance & Academic Affairs will provide secretarial support to the Selection Committee.

4. Confidentiality of Proceedings

It is a condition of membership of the Selection Committee that its deliberations and all matters pertaining to its proceedings will be strictly confidential. Acceptance of membership constitutes an undertaking to adhere strictly to this condition. Members of the Selection Committee will be required to sign a non-disclosure agreement.

5. Conflicts of Interest

- 5.1 Members of the Selection Committee should be vigilant to ensure that real or perceived conflicts of interest are acknowledged and addressed:

A member shall be considered to have a real conflict of interest when they hold a personal interest, whether direct or indirect, of which they are aware and which in the opinion of a reasonably informed and well-advised person is sufficient to put into question the independence, impartiality, and objectiveness that the said member is obliged to exercise in the performance of their duties.

A member shall be considered to have a perceived conflict of interest when they appear to have, in the opinion of a reasonably informed and well-advised person, a personal interest, whether direct or indirect, that is sufficient to put into question the independence, impartiality, and objectiveness that the said member is obliged to exercise in the performance of their duties.

- 5.2 Selection Committee members shall take personal responsibility for the declaration of any potential conflict of interest arising in relation to any items on the agenda of its meetings. To facilitate this, the declaration of any conflicts of interest will be the first agenda item for each meeting of the Selection Committee.

- 5.3 Where a conflict of interest arises, a member shall bring this to the attention of the Chair and where necessary absent themselves from the meeting for the duration of the discussion and shall not take part in any decisions in relation to the matter in question. Similar arrangements apply in relation to relevant meeting documentation where such documentation shall not be made available to the Selection Committee member, once a

potential conflict of interest has been declared. Declarations of conflicts of interest shall be noted in the minutes of the Selection Committee meeting.

- 5.4 A Conflict of Interest Register will be maintained by the Presidency Project Manager throughout the recruitment and appointment process.

6. Functions and responsibilities

The purpose of the Selection Committee is to:

- Consider all applications received for appointment to the office of President and, having regard to the criteria set down in the Role Specification, shall take appropriate measures to assess the suitability of candidates and to determine which, if any, of the candidates is suitable for appointment to the office of President.
- After due deliberation, create a longlist of potentially appointable candidates. All longlisted candidates will then be interviewed by the Executive Search Agency who will provide a full brief on each candidate to the Selection Committee.
- After due deliberation, the Selection Committee will create a shortlist of potentially appointable candidates to be invited to full interview and assessment.
- In line with the provisions of the 2016 *Report of the Expert Group: HEA National Review of Gender Equality in Irish Higher Education Institutions* and the subsequent *Gender Action Plan 2018-2020*, the Search and Selection Committees, on behalf of Governing Authority, shall address the following requirements:
 - “In the appointment process for a new president, a requirement of appointment will be demonstrable experience of leadership in advancing gender equality
 - At the final selection step, in the appointment process for new presidents (or equivalent), in so far as possible, the final pool of candidates will comprise an equal number of women and men.
 - If it has not been possible to achieve gender balance at the final selection step, the interview panel must account to the Governing Authority or equivalent for why this was not possible.”
 - “In planning for a new president, the governing authority will ensure that measures to promote gender equality within the search and selection process (as well as documenting the gender balance in the applicant pool, and at each stage of the selection process), are undertaken. The governing authority will provide a report to the HEA.
 - In the appointment process for all leadership positions (including Head of Department), a requirement of appointment will be demonstrable experience of leadership in advancing gender equality. This will be included as a specific criterion in role descriptions.”
- Ensure that appropriate background checks of the candidates have been conducted and considered.
- Conduct all stages of the Interview process, including ensuring any additional evaluation stages are conducted.
- Submit to the Governing Authority the candidate which it deems to be most suitable for appointment to the office of President, supported by a detailed rationale and the candidate's CV

- Having regard to the obligations of data protection, provide written reports to the Governing Authority throughout the process, including a final report summarising findings and recommendations.

7. Conduct of Business

- 7.1 Planning meetings of the Selection Committee shall be held in hybrid mode to facilitate maximum participation by all members. All stages of interview and evaluation will require the in-person attendance of all members. Noting that the time commitment is extensive, members of the Selection Committee are expected to make their best effort to attend all meetings to ensure that the Committee's deliberations have full engagement and thorough continuity.
- 7.2 The quorum for a meeting of the Selection Committee shall require the attendance of half the number of members, plus one (i.e. 5 members).
- 7.3 Every question at a meeting of the Selection Committee shall be determined by consensus, but where in the opinion of the chairperson, or other person presiding, consensus is not possible, the question shall be decided by a majority of the votes of members present and voting on the question and, in the case of an equal division of votes, the chairperson or other person presiding shall have a second or casting vote.
- 7.4 The provisions of any Standing Orders approved by Údarás na hOllscoile will apply to the conduct of business of the Selection Committee, including those set out for handling Motions and Resolutions.

8. Minutes

Copies of the reports of the Selection Committee will be circulated to members of Údarás na hOllscoile for its consideration.

9. Reporting

The Selection Committee reports directly to Údarás na hOllscoile. The Selection Committee will make recommendations to Údarás na hOllscoile which is the ultimate decision-making authority.

10. Recommendation

In the event that the Selection Committee determines that one or more candidates is suitable, it shall recommend to the Governing Authority the candidate which it deems to be most suitable for appointment to the office of President by the Governing Authority.

A separate procedure shall be developed in advance of the process commencing, which will be submitted to Governing Authority for approval.

11. Term of Office

The Selection Committee is established to fulfil a defined purpose as set out in Section 1 above. Once the committee has made its final report to Údarás na hOllscoile, it will cease to operate, subject to the obligations of confidentiality which will continue in accordance with the term set out in the Non-Disclosure Agreements.

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