



## 1. Purpose

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

The main purpose of the Search Committee is to manage the candidate search phase of the recruitment process. This involves working with the appointed Executive Search agency to develop a Role Specification for the position; to develop a comprehensive national and international advertising campaign to generate awareness of the competition; and to conduct an extensive national and international search, in partnership with the Executive Search agency, resulting in a suitably qualified pool of applicants.

## 2. Membership

The membership of the Search Committee is comprised of:

- Chairperson, who will be an external member of Údarás na hOllscoile
- 2 members of Academic Council
- 2 members of Governing Authority
- 2 independent External Representatives
- 1 Student Union Member of Údarás na hOllscoile

Appointment to the Search Committee will be 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 Search Committee will adhere to the University requirement for 40% gender balance on all key decision-making Committees.

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 Search 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 Committee.

### **3. Secretariat**

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

### **4. Confidentiality of Proceedings**

It is a condition of membership of the Search 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 Search Committee will be required to sign a non-disclosure agreement.

### **5. Conflicts of Interest**

- 5.1 Members of the Search 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 Search 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 Search 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 Search Committee member, once a potential conflict of interest has been declared. Declarations of conflicts of interest shall be noted in the minutes of the Search 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 general stated purpose of the Search Committee is to:

- Consider the findings of an intelligence gathering exercise with staff, students, external stakeholders and the Governing Authority in order to inform the development of a role specification.
- Prepare a comprehensive role specification for the Presidency, including the attributes and experience required of candidates for the office of President, for submission to Údarás na hOllscoile for approval.
- Manage the relationship with the Executive Search agency throughout the recruitment process. Supervise the work of the Executive Search agency to achieve the best possible outcome in the appointment process including ensuring the participation of candidates of the highest quality, including candidates from within and outside of the University and ensuring effective international participation.
- Contribute to or develop materials (candidate brochure/ micro website/ video material) to advertise the Presidency vacancy widely.
- The Search Committee should ensure that the work of the Executive Search agency, and all marketing and promotional material and messaging related to the Search process reflect the University's international, national and regional standing and ambitions.
- Working closely with the Executive Search Agency, oversee an international search for candidates, with the aim of generating a substantial pool of suitably qualified applicants.
- At the completion of the Search phase, meet with the Executive Search Agency to review all applications in order to confirm that the process has generated a substantial pool of qualified candidates, before transferring all applications to the Selection Committee for longlisting.
- 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."
- Having regard to the obligations of data protection, the Search Committee will report regularly to the Governing Authority as to the progress of the Committee's work.

## **7. Conduct of Business**

- 7.1 Meetings of the Search Committee shall be held in hybrid mode to facilitate maximum participation by all members.
- 7.2 The quorum for a meeting of the Search 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 Search 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 Search Committee, including those set out for handling Motions and Resolutions.

## **8. Minutes**

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

## **9. Reporting**

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

## **10. Term of Office**

The Search 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 terms set out in the Non-Disclosure Agreement signed by all members.