

## **Selection Procedures for the Senior Leadership Team at ATU**

### **Scope**

These procedures shall apply to the selection of Faculty Deans and Chief Officer positions.

### **Office of the President**

The Office of the President shall be responsible for implementing these procedures.

### **Selection Board for Chief Officer posts**

The selection board shall comprise:

1. The President or her nominee.
2. Two external members of at least Chief Officer level with experience of the role in question.
3. Two external subject specialists from business/industry and/or the public sector or its agencies.

Where possible, gender balance of at least 40% female and 40% male will be required.

### **Selection Board for Faculty Dean posts**

The selection board shall comprise:

1. The President or her nominee.
2. Two members of at least Faculty Dean level, at least one of whom is external, and one of whom may be the appointed Registrar & Chief Academic Officer.
3. Two external subject specialists from business/industry and/or the public sector or its agencies.

Where possible, gender balance of at least 40% female and 40% male will be required.

### **Shortlisting**

Shortlisting will be carried out by the full Selection Board. An appropriate means of shortlisting will be applied consistently, using job-related criteria, across all candidates. Based on their application, candidates will be assessed and benchmarked against essential and desirable criteria as well as against other candidates under consideration. As part of the shortlisting process a screening process by the executive search firm will take place. Candidates who are not shortlisted will be notified accordingly.

## **Final Interview**

Shortlisted candidates will be called to final interview before the Selection Board. The Selection Board will be chaired by the President. Additional assessments may form part of the interview process. In the event of not more than one Selection Board member becoming unavailable, the interview can still progress.

After the final interview, the Selection Board will put forward one candidate for approval to the Governing Body. Provision may be made for the creation of a suitable panel from which the next most suitable candidates may be put forward should the recommended candidate withdraw.

## **Appeals Process**

### Shortlisting decision appeals process

A request for a review of the shortlisting decision must be made to the Chair of the Selection Board ([Orla.Flynn@atu.ie](mailto:Orla.Flynn@atu.ie)) in writing within five (5) working days of notification of the decision. When making a request for review, the applicant must support their request by outlining the facts that they believe led to an incorrect action taken or decision reached. A request for review may be refused if the applicant cannot support their request with evidence. An experienced external review panel, comprising one male and one female, will be established to assess whether, on their merits, the applicant should have been shortlisted for interview. This panel may recommend a reversal of the original decision and determine that the applicant should be included in the shortlist, or the shortlisting decision may be upheld. If a reversal of the decision is recommended, this must be done within ten (10) working days of the date upon which the appeal is received, the applicant will be notified and invited to interview, and the recruitment process will continue.

### Selection appeal process following interview

The applicant must address their concerns in relation to the selection process in writing to the Chair of the Selection Board ([Orla.Flynn@atu.ie](mailto:Orla.Flynn@atu.ie)). The applicant must support their request by outlining the facts that they believe show that the action taken, or decision reached was incorrect. A request for review may be refused if the applicant cannot detail their request outlining the facts that they believe show the decision reached was incorrect. A request for a formal review must be made within five (5) working days of the applicant receiving notification of the Selection Board's decision. An experienced external review panel, comprising one male and one female, will be established to conduct the appeal. The outcome of the review must be notified in writing to the applicant within ten (10) working days of the review panel receiving the request. This decision is final. An appeal will be upheld only if there is evident irregularity in the interview/selection process.