



MTU

Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

Selection Procedures for Deans, Chief Corporate Officer and Vice Presidents





Selection Procedures

Scope

These procedures shall apply to the selection of Faculty Deans, the Chief Corporate Officer and Vice Presidents. These procedures shall apply to the exclusion of all other recruitment policies and procedures.

Office of the President

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

Job Description and Eligibility Criteria

The job description and eligibility criteria will be determined by the President and will be reflective of the full range of duties of the position to be filled and will cover all the competencies required.

Attracting Candidates

The roles will be advertised widely, and a specialist executive search firm will be engaged to ensure that recruitment is from the widest pool of relevant talent and expertise.

Review of All Applications

The executive search firm will present a formal status report to include the full field of candidates that apply for the role. This will support the shortlisting committee in determining which candidates satisfy the eligibility criteria. All candidates who do not satisfy the eligibility criteria will be disqualified from the process and notified accordingly.





Selection Procedures

Selection Board

A selection board shall be composed of:

1. The President or her nominee.
2. Two members of at least vice president or head of function level with experience of the role in question.
3. Two external subject specialists from business/ industry/professions or agencies such as Science Foundation Ireland or Enterprise Ireland.

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

In relation to category 2 above, the intention is that the members for the first tranche of appointments shall be external. Thereafter, the intention is that one member may be internal and drawn from the newly appointed positions.

The deliberations of the selection board shall be confidential. Selection board members shall not, save as provided for in these procedures or required by law, disclose to any person, or otherwise make available any information or document relating to any candidate for appointment or the deliberations of the selection board.

Shortlisting

Shortlisting will be carried out by a committee composed of the President and two other members of the selection board. An appropriate means of shortlisting will be employed with job related criteria used and applied consistently across all candidates. Candidates will be assessed and benchmarked against other candidates under consideration. As part of the shortlisting process candidates may be interviewed by the executive search firm who will present their assessments and recommendations to the shortlisting committee. Not all candidates who meet the criteria will necessarily be interviewed.

Candidates who are not shortlisted will be notified accordingly. The selection board will be briefed on the details of the shortlisting process.



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Final Interview

Shortlisted candidates will be called to final interview before the selection board.

The selection board will be chaired by the President.

The selection board will confine the selection criteria to identify the best candidate. Additional assessments may form part of the interview process.

Systems will be in place to ensure that:

- Selection boards carry out the selection process in a fair, open and transparent manner.
- Selection board members understand the role and have the necessary skills to carry out the role.
- Selection board members understand and fulfil their responsibilities with regard to freedom of information, data protection and equality legislation.
- Selection board members have regard to the principles of equality, diversity, and inclusion.
- Conflicts of interest are identified and addressed.

Following final interviews, the top three candidates who meet the required standard of the job will be placed in order of merit and recommended for appointment in that order. The selection board may operate on the basis of a majority decision. The ranking of the top three candidates shall be valid for a period of one year.

Responsibility of Candidates

Candidates should note that canvassing will disqualify them and result in their exclusion from the process. Candidates must not:

- Provide false information.
- Canvass any person.
- Interfere with or compromise the process in any way.





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Review Procedure

A candidate may not be satisfied with an action or decision taken under these procedures. In this case they may request a review of the decision. The candidate must address their concerns in relation to the process in writing to the chair of the committee/selection board, setting out those aspects of the action or decision in relation to their candidature that they wish to have reviewed. The candidate must support their request for review by outlining the facts they believe show the action / decision taken was wrong. A request for review will be considered by the selection board and may be refused if the candidate cannot support their request. A request for a formal review must be made within five working days of the candidate receiving notification of the original decision. Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the chair. The case will be reviewed by an external person not associated with the decision in question who has an understanding of recruitment and selection. The person conducting the review will consider any written submissions made by the candidate, and other relevant information, including any relevant emails, notes or memoranda held in respect of the selection process. Where necessary, the reviewer may meet with the personnel involved in the selection process and/or the candidate for the purpose of eliciting further information. The outcome will generally be notified to the candidate within 15 working days of receipt of the request for review.

The role of the reviewer is not to reassess or remark the candidate, but rather to establish, on foot of the available information, whether they consider:

- The original decision was made on the basis of correct and full information.
- The original decision was made in accordance with this procedure.

The decision of the reviewer is final. The selection process will be suspended pending the reviewer's decision.

Appointment

The President shall cause the documentary evidence of qualifications, references, and other necessary criteria of the recommended candidate to be verified. The recommended candidate shall be proposed by the President for appointment by the governing body.

Feedback

Feedback to candidates will be provided on request at the end of the process.

Executive Search Firm

The President's Office and the selection board may be assisted and advised by the retained executive search firm at any stage of the process.



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