



ICHAS

Section 6– Staff Recruitment, Management and Development

Subject:	Procedures associated with Staff Recruitment, Management & Development
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Date Approved by Board of Directors:	February 2021
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Policy Version	1/2021	Date due for Revision	February 2024
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Parent Policy	Policy on Staff Recruitment. Management & Development
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INTRODUCTION

The College recognises that the effective recruitment and selection of the appropriate staff is important so that strategic aims can be achieved, and a range of selection activities can be used to establish a candidate's suitability for a post.

It is the policy of the College that all applicants for employment are afforded equality of opportunity. In this respect, equal opportunity refers to the recruitment, selection and appointment of staff based on merit, in line with the requirements of the person and job specification. It is important that candidates are made aware of the qualifications and experience that deem them suitably qualified for the role being recruited for and outlined in the job specification. Where a potential candidate highlights disability, the College will make all reasonable arrangements to facilitate their inclusion in the recruitment process.

For non-academic staff, a detailed job specification is agreed by the Board of Management which approves the new staff appointment. This detailed job specification is used during the interview process to assess the capabilities of the candidates and new appointments are made based on specific selection criteria.

With regard to lecturing staff specifically, the purpose of the ICHAS recruitment and selection procedures is to ensure that ICHAS identifies and appoints academic staff who:

- Have the necessary level of academic and professional competence, as described in the job specification;
- Can effectively teach on or provide support to its programmes of study and
- Can enhance the overall teaching and learning experience within the college.

- Can contribute to the research and discovery agenda of the college in appropriate ways.

Minimum requirements for academic appointments are normally identified within the validation documentation and these minimum requirements are dictated by the programme needs, the modules associated with the associated programme and the framework level (NFQ) of the awards for which the new appointment will be required.

If the position is a new role or an existing role is modified, then an appropriate job description along with person specifications shall be designed and agreed by the Vice President (Academic Affairs).

Academic Council has laid out certain minimum requirements for academic appointments in relation to the following:

- Evidence of suitable subject matter knowledge is critical, evidenced through academic and/or professional qualifications, and advanced professional, technical or research activity in a relevant field.
- Normally, candidates should have a qualification at the NFQ level above the programme on which they will be teaching.
- In the case of Level 9 programmes, a master's or equivalent professional qualification is a minimum requirement for academic appointment to teach at Level 9 and Doctoral level qualifications as appropriate.
- Subject matter expertise should be evidenced through such areas as demonstrating a relevant level of teaching experience as well as research, publication and dissemination activities and engagement in ongoing professional development activity including training and practice.
- Training in pedagogy or experience in teaching and assessing is also desirable but not essential. Successful candidates will be encouraged to commit to engaging in appropriate activities to develop their pedagogic knowledge.
- There may be specific requirements for certain modules, and this has to be considered during the recruitment process. These requirements would normally be laid out in programme validation documentation.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Academic Council	Setting Person and Job specifications for Academic Posts and nominating appropriate personnel to engage in the recruitment process.

	Recommending academic appointments to Governing Authority through the President.
President	Offering appointments on behalf of GA
Vice President (Academic Affairs)	Engaging in Academic Recruitment processes or nominating persons with appropriate expertise to do so on behalf of the College Supporting ongoing Staff Support and Appraisal processes for academic staff
Vice President (Corporate Affairs)	Engaging in Non-Academic Recruitment processes or nominating persons with appropriate expertise to do so on behalf of the College Facilitating Recruitment processes for Academic Appointments Facilitating Induction processes Supporting ongoing Staff Support and Appraisal processes for non-academic staff

PROCEDURES

The following procedures relate to the recruitment and selection of staff.

- All vacancies may be advertised both internally and externally using the ICHAS Learning Management System, the ICHAS website and regional or national newspapers or online recruitment websites as appropriate.
- A screening process is in place which allows for applicants to be considered based on their application data and candidates are shortlisted for the interview stage.
- All applicants are assessed at interview against criteria for the position as outlined in the job and person specification.
- The interview is carried out by a selection panel normally comprising appropriately qualified personnel. In the case of Academic Appointments, that will normally include the Vice President (Academic Affairs) or a senior staff member of the Academic team nominated by the Vice President (Academic Affairs), an external topic related expert (or more where appropriate) and the HR manager or nominee.
- Candidates may (and for academic positions will normally) be required to deliver a presentation relating to their area of

expertise and or how their expertise may align with the specific needs of the post and the Mission/Vision of the College.

- The recruitment process may include requirements for the presentation of a sample lesson plan as part of the selection process.
- Each interviewer will independently rate the applicants on the selection criteria and an agreement will be reached following the interview to ascertain the overall collective view of the panel for each candidate.
- The interview process shall be strictly confidential and will not be shared with anybody outside the interview panel.
- All interview candidates are requested to provide evidence of qualification certificates, copies of which are kept on file together with the candidate's curriculum vitae.
- ICHAS recognises that references and qualification verification are a necessary part of the selection process and in this respect, checks shall be completed in advance of an offer being issued.
- Offers of positions must include a draft contract which will state the commencement date, starting salary, length of contract (where appropriate), probationary period (which would normally be 3 or 6 months) and other necessary contractual issues.
- Appointments shall only take place subject to satisfactory completion of Garda vetting.
- On acceptance of their offer, the successful candidates are issued with a relevant contract and a formal letter of appointment.
- Relevant training and induction procedures are then put in place in advance of the commencement of employment of the successful candidate.
- Following on from the acceptance of their position as an academic member of Faculty at the College, new academic staff as well as those in Administrative or support roles have to participate in an induction process relevant to their role. All procedures in relation to the recruitment and selection process will be processed in accordance with the ICHAS policy for data protection.

GRAPHICAL PRESENTATION OF PROCEDURE

The following Chart outlines recruitment processes

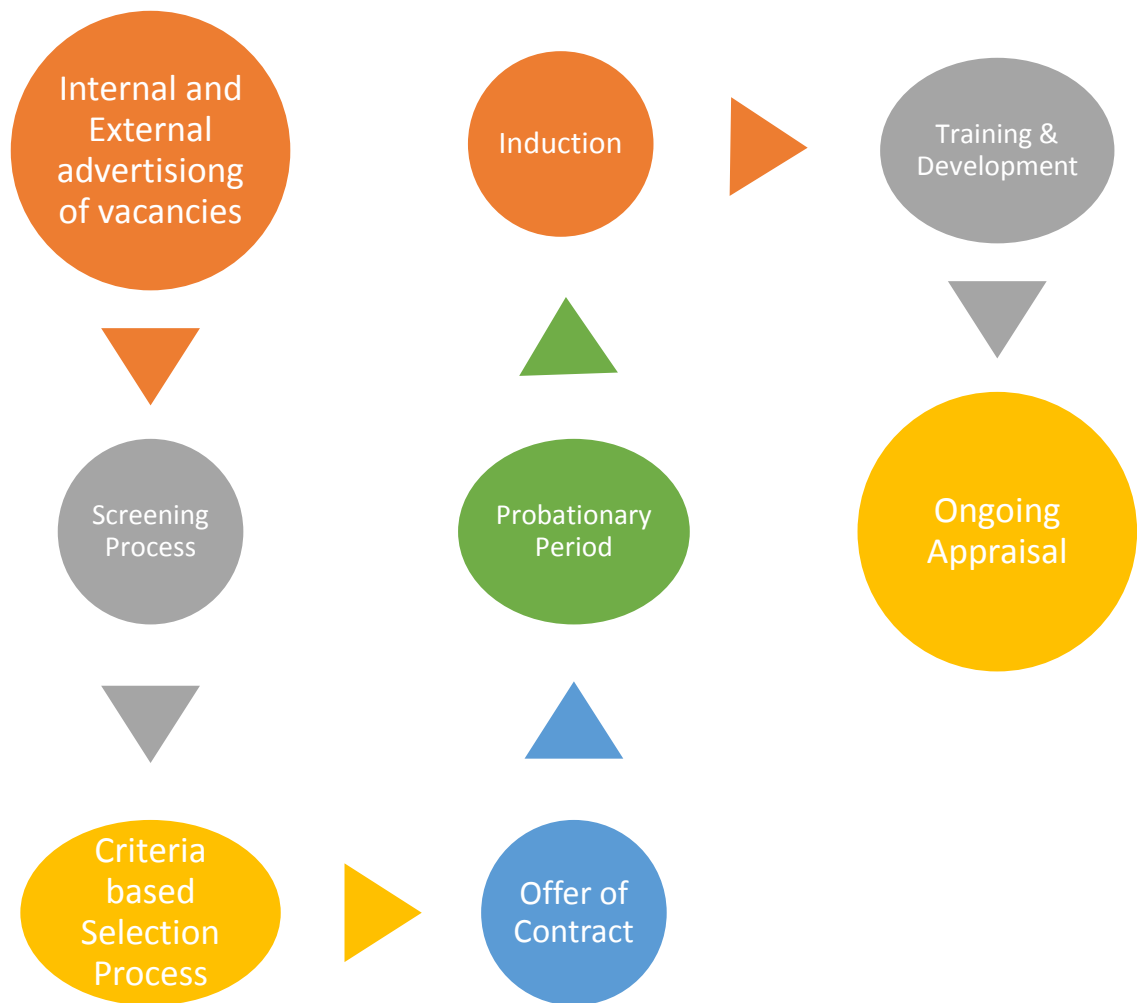


Figure 1 - Recruitment Processes

Linked Policies and Procedures

Linked Policies	Policy on Staff Recruitment, Management & Development Policy on Staff Induction Policy on Staff Communication Policy on Staff Development Policy on Staff Performance & Appraisal Policy on supporting staff engagement with Blended Learning
Linked Procedures	Procedures associated with Staff Induction Procedures associated with Staff Communication Procedures associated with Staff Development Procedures associated with Staff Performance & Appraisal Procedures associated with supporting staff engagement with Blended Learning