Policies and Procedures

Introduction

Dublin City University strives to foster a culture amongst its staff and student community that is open, collegial, collaborative, student focused and ambitious. These values reflect a commitment to equality, educational opportunity, social justice, ethical behaviour and academic freedom. In applying open, transparent and merit based effective recruitment and selection procedures the University strives to attract and retain high quality staff that share and live our values.

The following procedures are designed to ensure our process is planned, organised and conducted in a way that supports an objective, transparent merit based assessment of every candidate and ensure that the best candidate has been selected on their merits and abilities.

The University asserts that its staff are its greatest asset and that it holds all the various categories in equal esteem. The University is dependent on its staff to fulfill its mission and its success depends on the recruitment and retention of staff of the highest calibre. It has adopted a Policy for Recruitment and Selection which aims to ensure that, by using its procedures and accompanying guidelines:

a) the most suitable person is appointed to every vacancy within the University;

b) the role, responsibilities and procedures of Selection Boards reflect best human resources practice, including the appropriate and careful application of the principles of equity, fairness and flexibility, in the context of a full understanding of the University’s needs and policies and a proper appreciation of employment law and practice;

c) equal employment opportunity and equal status principles are constructively and proactively applied, and that decisions are taken regardless of the gender, disability, sexual orientation, race, membership of the traveller community, religious beliefs, age, marital status or family status of applicants;

d) the role, responsibilities and procedures of Selection Boards reflect equity, fairness and equal employment opportunity principles regardless of the gender, disability, sexual orientation, race, membership of the traveller community, religious beliefs, age, marital status or family status of applicants;

e) the University’s selection decisions are taken and recorded appropriately, in line with internal policies and external (including legal) requirements.

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