



Confirmation of Appointment for Research Fellowships Protocol

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.

Purpose

The HR Department is dedicated to providing professional support for research across all fields in a proactive, researcher-centric way, in order to facilitate the development and funding of research at DCU and assist in the implementation of DCU's research strategy.

Requirement for Assessment

The University asserts the right to assess all potential candidates before appointment, this is normally conducted through an interview process. Apart from the assessment of academic research integrity, the University requires an assessment of a candidate's suitability for appointment based on the following:

- Knowledge of the university and research environment
- Alignment to the university values of: Open; Collegial; Collaborative, Student Focused and Ambitious
- Potential for contribution to the broader university community
- Team player who will contribute to creating a culture of collaboration

As outlined above the University asserts that a transparent merit based assessment is conducted for all candidates. As a result, we normally stipulate that vacancies of over 12 months in duration are filled through open competition. However, in certain situations, where deemed appropriate, the University provides flexibility in the form of assessment applied and may conduct a single non-competitive interview to confirm the appointment of an individual.

Research Fellowships

The University has determined that a single interview is the appropriate method to facilitate confirmation of appointment in the case of a Research Fellowship. This is due

to the fact that the candidate under consideration is inextricably linked to the funding of a research award.

A research fellowship grant refers to an amount paid or allowed to, or for the benefit of, a specific individual to aid him/her in the pursuit of study or research. In this instance, the award is linked to the named individual alone and not to the institution.

Application Process

Irrespective of the fact that a potential appointee has been awarded a Research Fellowship there must be a process to confirm their appointment as an employee of the University.

In order for the University to consider the appointment of a candidate awarded a research fellowship, the following details must be provided by the Hiring Manager to the HR Business Partner for consideration:

- Details of the terms of the Fellowship
- Candidate CV
- Email/Letter of Support from the Head of Unit

Assessment Process

As the candidate's academic and research integrity has already been assessed by an external panel of experts, the confirmation of appointment process applied requires expertise internal to the University only. Therefore, the interview board will consist of:

- Principal Investigator/Hiring Manager (Chair)
- Internal Expert
- HR Representative

The interview and appointment process will be in line with the University Recruitment and Selection policy.