



# Selection Board

The University asserts that its staff are its greatest asset and that it holds all the various categories in equal esteem.

## 2.6 Selection Boards

A formally constituted Selection Board must be convened for all advertised positions. The Head of School/Unit proposes the membership of the Selection Board to the University Executive for approval. Each Selection Board will, where possible, in addition to the Head of School/Unit, include other appropriate School/Unit membership, gender representation and external representation.

### Procedures for Nomination of Selection Boards and their Composition

Heads of School, should submit a list of potential Selection Board members together with the draft advertisement and job description to the Human Resources Office, which will then coordinate and submit the list of panel members to the Executive for approval. This will ensure that interviews can be set up shortly after the closing date and the existence of a panel means that further approval is not required if a panel member is not available or withdraws at short notice.

It is recommended that Selection Boards should at least be comprised of the following members for specified levels of vacancies:

- Professor/Associate Professor; President, Head of School, 1 other from the School (at Professor level, if possible), 2 external (at Professor level, one of whom may be a senior industrialist/professional), Director of Human Resources.
- Head of Unit; Secretary, Vice President, 2 external (at senior level), Director of Human Resources (except for Human Resources Office vacancy).
- Senior Lecturer; Head of School, 1 other from the School (at Professor level, if possible), 1 external to the University, Director of Human Resources or his/her nominee.
- Lecturer; Head of School, 1 other School member (at Senior Lecturer level or above), 1 external to the University, Human Resources Office Representative.



- Administrative/Technical; Head of Unit/School, 1 other from the University (from the Unit/School, where appropriate), 1 external to the University, Human Resources Office Representative.

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