



Selection Boards Composition

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.

2.6 General Statement

A formally constituted Selection Board must be convened for all advertised positions in excess of one year duration.

Positions of One Year or Less in Duration

It is recommended that an interview board is convened consisting of the Hiring Manager and if possible one other internal expert. A representative from HR is also optional. Gender balance should be strived for in any interview board composition.

Positions of More than One Year in Duration

The following is a summary of required interview board compositions for the various types of University roles. It is designed as a guideline and is not an exhaustive list. If in doubt you should consult with your HR representative if you have a query regarding the composition of a particular interview board. Please also note that the gender balance requirement very much still applies.

Full Professor (Open Competition)

- President or Deputy President, Executive Dean
- Head of School or one other from School (at Professor level if possible)
- 2 x Externals (at Professor level, one of whom may be a senior industrialist/professional)
- Director of HR or his/her nominee



Full Professor (Internal Promotion)

Procedure as [outlined in the Promotion Scheme](#) from (a) Associate Professor to Professor and (b) Professor to Full Professor.

Professor (Open Competition)

- President or Deputy President
- Executive Dean

- Head of School or one other from School (at Professor level if possible)
- 2 x Externals (at Professor level, one of whom may be a senior industrialist/professional)
- Director of HR or his/her nominee

Professor (Internal Promotion) Procedure as [outlined in the Promotion Scheme](#) from (a) Associate Professor to Professor and (b) Professor to Full Professor.

Associate Professor (Open Competition)

- Executive Dean
- Head of School
- One other from School (at Professor level if possible)
- 1 External (at Professor level or above)
- Director of HR or his/her nominee

Associate Professor (Internal Promotion) Procedure as [outlined in the Promotion to Associate Professor](#)

Associate Professor Targeted Promotion (Senior-Junior Ratio)

- Deputy President
- Executive Dean
- Head of School
- 1 External to the University
- Director of HR /Nominee

Associate Professor Targeted Promotion (Other scenarios as outlined in policy)

- Deputy President
 - Executive Dean or Senior University Officer
 - 2 External Experts
 - Director of HR /Nominee
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Assistant Professor - Above or Below Bar (Open Competition)

- Executive Dean (optional)
- Head of School
- 1 School member (at Associate Professor level or above)
- 1 External Expert
- HR Representative

Progression or Accelerated Progression to Assistant Professor (Above Bar)

- Executive Dean
 - Head of School (or another appropriate senior member of the School/Group)
 - 1 External Expert (Associate Professor or above)
 - Director of HR /Nominee
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Head of School

- President or Deputy President
- Executive Dean
- One elected representative of the School nominated by the Faculty of the School
- Head of School (or another appropriate senior member of the School/Group)
- Director of HR /Nominee

Head of Unit

- Relevant University Senior Manager (e.g. President, Deputy President, COO, VPAA, VPR)
- Executive Dean **and/or** another Senior University Head of Unit
- 1 or 2 External Experts
- Director of HR /Nominee

Other Roles – Admin, Management, Library, Research, Technical

- Head of School/Unit
- 1 other appropriate Internal Expert
- 1 External Expert
- HR Representative



General Policy Statement

- An interview board may be constituted with some or all of the following.
- President
- Deputy President
- Executive Dean
- Head of the relevant School
- Relevant external member
- Director of Human Resources
- Any other member the board consider appropriate
- Gender balance will always be strived for in any interview board composition

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