



UNIVERSITY OF
LIMERICK
OLLSCOIL LUIMNIGH

University of Limerick

**SELECTION PROCEDURES FOR
DEANS AND VICE PRESIDENTS**

1 PROCEDURES

- 1.1 The selection process for Deans and Vice Presidents shall be initiated by advertisement within the University. As Dean / Vice President roles are both strategically and operationally critical to the University's continued success, the President may also decide to advertise these roles external to the University of Limerick.
- 1.2 Adequate notice shall be provided.
- 1.3 The notice will include a request for submissions from members of the relevant Faculty to the President as part of the consultative process. The outcome of these consultations shall be conveyed to the Selection Board by way of written report from the President
- 1.4 A Selection Board shall be composed of :
 1. Chancellor (or his/her nominee);
 2. President (or his/her nominee);
 3. Vice President Academic Affairs & Student Engagement (or his/her nominee);
 4. Vice President Research (or his/her nominee);
 5. COOR (or his/her nominee)
 6. At least two External Subject Specialists (where members of the academic community, they must be at Professorial/Head of Department level).

In the event of the appointment of any Vice President role that position will not sit on the selection board.

- 1.5 The Selection Board in undertaking its work shall order its affairs in accordance with best practice and in particular shall comply with all relevant Governmental and statutory requirements including equal opportunity matters.
- 1.6 Should an occasion arise when the Selection Board is unable to decide on an appropriate candidate following interview, the matter shall be one for consultation between the President and the Governing Authority.
- 1.7 When a suitable candidate has been chosen, the report of the Selection Board will be brought before the next meeting of Governing Authority by the President for approval.

2 ASSIGNMENT OF DUTIES

- 2.1 After the selected candidate is approved by Governing Authority the President shall assign duties in accordance with legislation.

3 DURATION OF TERM

- 3.1 The Dean/Vice President shall serve for a term of five years.
- 3.2 At the end of the five-year term the post will be re-advertised as outlined in the procedure above. *There will be no limit on the number of times a person can hold the position and therefore, the incumbent can re-apply at the end of the fixed term if they so wish.*
- 3.3 In extenuating circumstances, the President may invite a Dean/Vice-President to serve for an additional duration of up to two years, subject to Governing Authority approval.

4 SUSPENSION AND TERMINATION

- 4.1 Existing disciplinary procedures will apply to Deans/Vice Presidents.
- 4.2 The President may terminate the Dean/Vice President's appointment at any time by giving 6 months' notice in writing whereby the individual will revert to their substantive post.
- 4.3 Any such notice issued will be in accordance with fair procedures and natural justice.

5 REVIEW PROCESS

- 5.1 A candidate may request Governing Authority to review a recommendation of a Selection Board on grounds of manifest departure from these selection procedures, which affected the outcome for the candidate. The review process is as outlined in the Procedures for the Recruitment/Appointment of Academic Staff.

6 DOCUMENT CONTROL

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