



Research Centre and Institute Director Succession and Appointment Procedures

Overview

Succession planning will be used to fill critical roles needed for the University's future success. The roles of Centre Director and Institute Director are both strategically and operationally critical to the University's continued success. Succession planning will ensure continuity and stability for this critical role and all research Centres and Institutes.

These procedures should be read in conjunction with the Research Centre and Institute Director Role Profiles, which specify the Reporting and Period of Appointment for these roles.

Process for appointing a UL Institute Director

1. Prior to the end of the term of office of a Director, the relevant post will be advertised internally and externally (where approved by Exec Committee) on the UL e-recruitment site. The title of the post is Institute Director (no other title is conferred unless specifically advertised as such). The advertisement and appointment will be made as per the policy and procedures for the appointment of academic staff.
2. In instances where the process outlined at no. 1 above does not yield a candidate, the VPR may re-advertise or nominate a UL employee person from within the Centre/Institute to take on the role of Director. Under this process an appointment will be made by the President after has receiving a joint recommendation from the Dean of Faculty and VPR using the assignment of duties form.

The appointment will normally be for a period of five years with possible extension subject to appointment through open competition. The letter of appointment will issue from the Human Resources Division.

Process for appointing a SFI funded Centre Director

Appointments will be made in line with the SFI Guidance on the process for changes to Directors of SFI funded research centres. The appointment will normally be for a 5-year term, or for the duration of the centre funding phase, whichever is less. Renewal of the term for a further term will be subject to successful performance that also considers any recommendations from the SFI external review process for the centre.

Process for appointing an externally funded Centre Director (non SFI).

When a vacancy in an externally funded (non SFI) centre arises the post will be advertised internally and externally in line with normal recruitment process and will follow any guidance/requirements from the funder on the replacement of the Centre Director. The term of office will normally align with the duration of the centre funding phase or part thereof depending on the time of appointment. Renewal of the term of office is dependent on the successful awarding of funding for subsequent phases and successful performance in the role and will also consider any recommendations from the funder review process for the centre.

Performance

Staff appointed as Directors will be required to commit to the specified targets, performance goals and development initiatives within the role. The performance of Directors will be regularly reviewed during their term which will involve discussions between the Director and their line manager in relation to their performance and conduct. A Director's term in the role is subject to an initial probationary period of 6 months.

ASSIGNMENT OF DUTIES AS DIRECTOR

(For Process 2)

Date issued:

Name :

Home Faculty/Department:

Assigned Institute/Externally Funded Research Centre:

Cost Centre:

Date of assignment:

From:

To:

Dean

Date

Vice President Research

Date

Approved _____

President

Date

Noted _____

Director Human Resources

Date

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