Recruitment & Selection Policy

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Version 1.5

Ollscoil Teicneolaíochta an Oirdheiscirt

South East Technological University

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Revision History			
Previous Version No.	**Summary of Amendments**	**Revision date**	**Reviewed Version No.**
	Approved by Governing Body	26 May 2022	1.0
1.0	Approved by Governing Body – minor changes to Appendix 1 Interview Boards	8 Dec 2022	1.1
1.1	Following internal review and review by the Policy Committee (22 November 2023) and Governing Body (16 January 2024) corresponding changes made as follows: Interview Boards Assistant Lecturer - Managing Conflict of Interest - Gender representation at shortlisting stage – Removal of Associate Lecturers – Governing Body approval of interview panel for Senior Vice President roles. Approved by EMT	22 May 2024	1.2
1.2	Post EMT amendment to section 3.8 Appointing to reflect Delegation Regulation #2 Recruitment & Selection	23 May 2024	1.3
1.3	Reviewed by GB Policy Committee on 5 June and recommended for approval by the Governing Body	5 June 2024	1.3
1.3	Approved by Governing Body	18 June 2024	1.3
1.5	Post Policy Committee – Oct 2026 minor updates to section 3.8, Appendix 1 (duplication of wording) & footnote 1 updated	21 October 2026	1.5

1.5	Approved by Governing Body	4 November 2026	1.5

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Feedback or issues arising on implementation of this policy should be communicated to the policy author.	
Policy Author	HR Managers

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1. Policy Statement

SETU is an equal opportunities employer committed to attracting, recruiting, developing and retaining the highest calibre of staff to build a diversified, supportive, innovative and inclusive workforce. SETU is dedicated to making a significant and lasting contribution to the lives of our learners, to the development of the University's academic, research and regional development mission and the furtherance of its core values through the recruitment of talented staff.

As a technological university, SETU is required by the Technological Universities Act, 2018 to increase the proportion of its full-time academic staff holding a PhD from at least 45 per cent to at least 65 per cent within 10 years of establishment date. SETU's approach to recruitment will reflect that requirement.

2. Scope of Policy

The Recruitment and Selection Policy applies to all recruitment activity. This policy should be consulted by hiring managers[1]; those involved in shortlisting, interviewing and giving feedback to applicants. The corresponding recruitment and selection procedures set out the steps of the recruitment process from advertising to appointment. The recruitment process will adhere to all applicable national agreements.

Grades/disciplines covered by this policy

This policy covers all staff grades and disciplines employed by SETU with the exception of the recruitment of the President. Specific information on the interview boards for the hiring of all staff is available in Appendix 1.

System for Recruitment & Selection

SETU uses an electronic online recruitment system called E-recruit. All staff requests must go through the appropriate workflow approvals in the E-recruit portal system

[1] Hiring manager is defined as the manager of the Faculty/Dept./Function who identifies the vacancy in their area and initiates the request to fill the post.

before any vacancies can be advertised. Human Resources has overall responsibility for managing the recruitment process.

Employment Equality Acts

All stages of the recruitment process will be in compliance with the Employment Equality Acts 1998-2015 and other relevant legislation. No candidate shall be discriminated against on any of the nine grounds mentioned in legislation, i.e., Gender, Civil Status, Family Status, Race, Religion, Sexual Orientation, Age, Disability, or Membership of the Traveller Community.

3. Recruitment Process

3.1. Position Approval

The recruitment and selection process is initiated once a vacant post is identified. This can be either due to:

- Creating a new position;
- Backfilling a vacant existing position.

For all vacancies, the hiring manager must submit a Staff Request through E-recruit and upload or enter a Job Description for the post with the request. Once the request has been approved through the relevant workflow, the recruitment team will advertise the vacancy as required.

3.2. Job Description/Person Specification

The hiring manager is responsible for drafting the job description including the person specification in line with nationally agreed job descriptions.

3.3. Advertisements

All advertisements will be placed on the SETU website and relevant other media as required, agreed and approved and will require use of the E-recruit portal as standard. All advertisements will make it clear by their wording that the position is open to all

suitably qualified candidates. All advertisements will carry the statement of SETU's commitment to equal opportunities.

3.4. Managing Conflict of Interest

A conflict of interest will be deemed to exist for an interview board member and/or those involved in shortlisting applicants for interview in the following circumstances:

- The board member is related to an applicant (i.e. spouse, parent, child, sibling, uncle or aunt, first cousin, niece or nephew, fiancée or grandparent or grandchild) or has a personal relationship with an applicant;
- The board member has a family or a personal friendship with an applicant;
- The board member has been named, currently or previously, or were the subject of any legal cases, Industrial/Employee Relations cases resulting in Workplace Relations Commission hearings, internal formal Grievances in SETU or former WIT/ITC, etc. involving any candidate;
- Any other reason as considered relevant.

In the above circumstances the board member and/or candidate must notify the HR Manager at the earliest opportunity and/or **two days** prior to the interviews commencing. If any party feels that the relationship may make it difficult for the interview board to be objective, then the HR Manager or more senior manager will decide whether it is appropriate for them to be part of the selection process. The Conflict of Interests Policy should also be consulted.

3.5. Shortlisting

SETU will apply a shortlisting process for all competitions. Shortlisting will be based on the criteria identified in the person specification for the post. A shortlisting pack containing all the applications, job description, and shortlisting analysis/control sheet will be issued to the hiring manager and where appropriate the Head of Department/Function after the advert closes.

The hiring manager and another member of the interview board at a higher level than the post which is under competition will conduct the initial shortlisting. In line with

SETU's commitment to ensuing gender balance across our decision-making bodies, the shortlisting panel will have a balanced gender representation.
Thereafter, the initial shortlisting form and all the applications will be shared with the remaining members of the interview board for review and sign off. HR will also conduct a cross-check on shortlisting.

3.6. Interview Process

The primary method of selection in SETU is by means of an interview process (which may include a presentation) carried out by an interview board of no less than three members. (see Appendix 1 for details of the membership of interview boards for all posts). In line with SETU's commitment to ensuing gender balance across our decision-making bodies, the interview board will have a balanced gender representation. Interviews at SETU may be carried out in person or remotely via MS Teams/Zoom or any other appropriate method. On occasion, there may be more than one round of interviews required and this will be communicated to candidates if applicable.

Additional selection methods in line with the criteria for the post may be applied for the selection process if requested by the hiring manager.

3.7. Data Protection

The information and all discussions must remain confidential both during and after the recruitment process, in line with Data Protection legislation. All interview documentation will be retained in accordance with the University's Retention Policy.

3.8. Appointing

The interview board will make a recommendation as to the most meritorious candidate/s following interview and the recommendation will be formally documented by the interview board Chairperson. The interview board reserve the right to create a panel of candidates suitable for further appointment within a defined period of time.
HR will endeavour to communicate the outcome of the interviews to all candidates within 10 working days of the interviews.

A list of all appointees will be placed before a meeting of the Governing Body for noting with the exception of the appointment of any staff member of SETU on a salary scale with a maximum that is equivalent to the maximum the scales noted below. Such appointees require the approval of Governing Body. Relevant scales: Registrar; Secretary/ Financial Controller or Head of Development; Principal Officer; Senior Lecturer III; Professor; Executive Dean; Senior Vice Presidents.[2]

3.9. Candidate Feedback

HR will be responsible for providing interview feedback to candidates. Candidates who would like to receive interview feedback must submit a request in writing to HR within two weeks of the notification of the outcome of the interview. HR will then endeavour to provide feedback within 10 working days of the request. All interview documentation relevant to the candidate can be made available to the candidate on request.

4. Appointment Process

SETU will approve all appointments as appropriate. A conditional offer of employment may be made to the successful candidate subject to the submission and verification of the required documentation. On satisfactory completion of these checks, HR will issue the contract of employment.

New appointees cannot commence employment in SETU until all standard pre-employment checks are completed.

All successful candidates are required to sign and accept the terms and conditions of employment and return these documents to HR.

4.1 Employment Permits

SETU will comply with current employment legislation; specifically, the Employment Permit Act 2024. It is currently an offence under this Act for either an employer or employee (if a non-EEA national) to engage in an employment-based relationship within SETU without previously having acquired appropriate authorisation to do so.

[2] As required under Delegation resolution #2 re Recruitment & Selection 26 July 2022 v1.0

4.2 Records

A personnel file of every employee will be kept in HR. All relevant documentation associated with the recruitment and selection process will be kept on file in HR. All records will be retained by SETU in line with SETU's Retention Policy.

5. Appeals Procedure

A nationally agreed Appeals procedure is available to allow an applicant an opportunity to appeal a shortlisting or selection decision if they feel that an error was made during the hiring process which adversely affected their opportunity to be appointed. For further details please review appeal procedure at the following link xx (to be included[3]).

6. Policy Review

This policy will be reviewed in advance of the review date i.e. June 2027 and/or as soon as possible following new or updated legislation, national or sectoral policy.

[3] HR to provide link as soon as possible.

Appendix 1- Composition of Interview Boards

Job Titles	Members of Selection Committee
PMSS (Administration, Technical, Support posts)	Vice President People, Culture & EDI or their nominee, Chair
	Head of Relevant function*/department.
	External Industry/Business Specialist

*Head of Relevant Function will include senior officers who are at least two grades higher than the post being filled

Job Titles	Members of Selection Committee
PMSS Senior Management Professional Services Manager	Vice President People, Culture & EDI or their nominee,
	A Head of Faculty
	External Industry/Business Specialist
	Appropriate Head of Function drawn from external University

Job Titles	Members of Selection Committee
Lecturer	Registrar or their Nominee, Chair
	Head of Faculty and/or Head of Department
	External Academic
	External Industry/Business Specialist

Job Titles	Members of Selection Committee
Assistant Lecturer Including HPALs	Registrar or their Nominee, Chair
	Head of Faculty and/or Head of Department
	External Academic
	External Industry/Business Specialist

Job Titles	Members of Selection Committee
Senior Lecturer I (Teaching)	Registrar or their Nominee, Chair
	Head of Faculty Head of Department
	Two External with relevant expertise (At least one of which must be academic at appropriate senior academic level)

Job Titles	Members of Selection Committee
Senior Lecturer II	Registrar or their Nominee, Chair
	Head of Faculty
	Head of Faculty from a cognate area
	Two External with relevant expertise (At least one of which must be academic at appropriate senior academic level)

Job Titles	Members of Selection Committee (appointment to be approved by Governing Body)
Senior Lecturer III	President, Chair
	Registrar
	Vice President of Research, Innovation and Impact
	Two External with relevant expertise (At least one of which must be academic at appropriate senior academic level)

Job Titles	Members of Selection Committee (appointment to be approved by Governing Body)
Vice President	President (Chair)
	Vice President or equivalent
	Three External members with appropriate and relevant senior experience

Job Titles	Members of Selection Committee
Externally funded Research* posts * (Composition will be reviewed depending on the level/ nature of the post)	Vice President of Research, Innovation and Impact or their nominee
	Head of Department/Function/ P.I.
	External Industry/Business member

Job Titles	Members of Selection Committee
Research manager (up to Snr. Mgt. Grade)	Vice President Vice President of Research, Innovation and Impact or their nominee, Chair
	Head of Department/Function/ P.I.
	External Industry/Business Specialist
	Appropriate Head of Function/Research Manager drawn from external University

Job Titles	Members of Selection Committee
Executive Deans	President (Chair)
	Chief Academic Officer
	Chief Operations Officer
	Two Executive Deans or appropriate senior academic leader drawn from an external University
	Senior Level External Industry/Business Specialist

Job Titles	Members of Selection Committee
Professor	President (Chair)
	Chief Academic Officer
	Vice President of Research, Innovation and Impact
	At least two x Head of Faculty
	Three External members comprising of one External Industry/Business Specialist and two at Professor grade. At least one at Professor must be drawn from an international university

The above represent the minimum membership required for Interview Boards for the posts identified. Additional members such as Technical Advisors may be added, with the approval of the President or Presidents Nominee. All interview boards must have a balanced gender representation.

The composition and membership of Interview Panels relating to the recruitment process for Senior Vice President roles (or equivalent) Professors and Executive Deans will be nominated by the President and approved by the Governing Body for each individual competition.