UNIVERSITIES ACT 1997

UNIVERSITY COLLEGE CORK –

NATIONAL UNIVERSITY OF IRELAND, CORK

**REGULATION
ON
APPOINTMENT UNDER THE CLUSTER HIRING INITIATIVE**

*adopted by the Governing Body with effect from 9th May 2022
pursuant to the Universities Act, 1997, ss 18(2) and 25(1)
and Principal Statute B.5.b and F.1.a*

1.   **Objectives of Cluster Hiring**

UCC has a compelling academic and administrative interest in achieving diversity in all aspects of the University. The UCC Futures Cluster Hiring Initiative ("**Cluster Hiring**"), to increase diversity and the interdisciplinary culture in the University, is designed to cultivate diverse academic leadership and enhance the educational experience of our students and the activities of the Colleges and research centres within the University by broadening the array of backgrounds, ideas, and disciplines represented in the University.

2.   **Application of this Regulation**

2.1   This Regulation shall be construed as a supplement to the Regulation on Appointment to Professorial Posts (the "**Professor Appointment Regulation**") and the Regulation on Appointment to Academic Other Than Professorial Posts (the "**Lecturer Appointment Regulation**" and together the Professor Appointment Regulation and the Lecturer Appointment Regulation shall be referred to as the "**Existing Regulations**"). In the event of any conflict between an Existing Regulation and this Regulation, this Regulation shall prevail in respect of recruitment and appointments made under Cluster Hiring.

"*Selection Committee*" as used in the Existing Regulations, shall be interpreted as referring to the Shortlisting Committee or Interview Committee(s) in this Regulation (as appropriate to the relevant stage of the Cluster Hiring process) when construing the Existing Regulations for the purposes of a Cluster Hiring hereunder.

The functions of the "*Selection Committee*" set out in section 3 (*responsibilities: pre-advertising* stage) in each of the Existing Regulations shall be performed by the Shortlisting Committee. In performing these functions, the Shortlisting Committee may consult with the Interview Committee if required. Any such pre-advertising stage functions carried out for a Cluster Hiring under the supervision of the Department of Human Resources prior to the enactment of this Regulation are hereby ratified in full. In the event of any conflict between an advertising stage document and this Regulation, the provisions of this Regulation shall prevail.

2.2   Without prejudice to the generality of section 2.1 above, the following provisions of the Existing Regulations shall not apply to Cluster Hiring recruitment processes and appointments made under this Regulation:

- Professor Appointment Regulation: Sections 2.1 and 2.2 (*selection committee introduction and composition*), Section 2.4 (*selection of internal members*), Section 2.6 (*additional members*), Section 2.7 (*external assessors*) and Section 6 (*sample timetable*).

- Lecturer Appointment Regulation: Sections 2.1 and 2.2 (*selection committee introduction and composition*), Section 2.4 (*selection of internal members*), Section 2.6 (*additional members*), Section 2.7 (*external assessors*) and Section 6 (*sample timetable*).

2.3 In advertising posts in a Cluster Hiring, the University may indicate that the level at which posts are offered to candidates (as between Lecturer/Senior Lecturer or Professor (Scale 2)/Full Professor) may be allocated based on the level of experience of the successful candidates.

3. Shortlisting and Interview Committees

3.1 Having regard to the strategic nature of the recruitment campaign for Cluster Hiring, the University will establish the committees outlined herein who will be tasked with overseeing the Cluster Hiring appointments throughout the entire process of search, advertising and shortlisting to final interview and assessment stage.

A Shortlisting Committee and an Interview Committee or Committees shall be established for all Cluster Hiring calls. Where discipline groupings are not identified for a Cluster Hiring, the Shortlisting Committee may, at the decision of the President (in consultation with the Deputy President and Registrar), also constitute the Interview Committee for subsequent stages of the process (subject to any changes to the composition of the Shortlisting Committee for the interview stage which may be determined in accordance with section 3.3 below). Where discipline groupings are identified for a Cluster Hiring, multiple Interview Committees may be established for subsequent stages of the process. The President, in consultation with the Deputy President and Registrar and the Vice President for Research and Innovation, shall determine the number of Interview Committees to be established for a Cluster Hiring and any discipline groupings which are to apply.

The President, in consultation with the Deputy President and Registrar, shall nominate the Chairperson of the Shortlisting Committee and the Chairperson of subsequent Interview Committee(s). A nominated Chairperson of the Interview Committee(s) shall have participated as a member or Chairperson of the Shortlisting Committee. Where multiple Interview Committees are established for a Cluster Hiring, it is not a requirement that the same individual act as Chairperson for each Interview Committee. The Chairperson of a Committee may be nominated by the President from individuals within the Committee membership.

3.2 Shortlisting Committee

The Shortlisting Committee shall comprise at a minimum:

- Chairperson (selected in accordance with section 3.1 above);
- Deputy President and Registrar or nominee (nominee to be a Head of College, a Vice President or Full Professor);
- The relevant Head(s) of College (having regard to the field(s) of discipline in the Cluster Hiring) or their nominee;
- Vice President for Research and Innovation or nominee;
- At least one Head of School (having regard to the field(s) of discipline in the Cluster Hiring)*;
- Two academics at full professorial level (from across the University having regard to the interdisciplinary nature of the Cluster Hiring provided that where there are insufficient academics at full professorial

level in the relevant disciplines to fulfil these positions on the Committee, academics at Professor (Scale 2) level with relevant disciplinary expertise may be nominated for such positions on the Committee)*;
- Two external assessors**; and
- A Human Resources Representative.

Additional members may be added to the Committee by the President, in consultation with the Deputy President and Registrar and Vice President for Research and Innovation, where required to ensure the range and depth of expertise necessary on the Committee for the Cluster Hiring.

*As appointed by the President, in consultation with the Deputy President and Registrar and Vice President for Research and Innovation.

**A list of at least six names of possible external assessors including a detailed biography shall be provided to the President by the relevant Head(s) of College. The nominating Head(s) must include a declaration that no conflict of interest exists in respect of the list of possible external assessors. The list of proposed external assessors shall be reviewed by the President in consultation with the Deputy President and Registrar and the Vice President for Research and Innovation and two external assessors shall be allocated to the Shortlisting Committee. Where an external assessor is nominated for inclusion on the Shortlisting Committee, they may also be nominated for any subsequent Interview Committee(s) or different external assessors may be nominated for the Interview Committee(s).

3.3 Interview Committee(s)

Each Interview Committee shall comprise at a minimum:

- Chairperson (selected in accordance with section 3.1 above);
- Deputy President and Registrar or nominee (nominee to be a Head of College, a Vice President or Full Professor);
- The relevant Head of College (having regard to the field(s) of discipline in the Cluster Hiring) or nominee;
- Vice President for Research and Innovation or nominee;
- At least one Head of School (having regard to the field(s) of discipline in the Cluster Hiring)*
- Two academics at full professorial level (from disciplines within the identified discipline grouping provided that where there are insufficient academics at full professorial level in the relevant disciplines to fulfil these positions on the Committee(s), academics at Professor (Scale 2) level with relevant disciplinary expertise may be nominated for such positions on the Committee(s))*;
- Two external assessors**; and
- A Human Resources Representative.

Additional members may be added to the Committee by the President, in consultation with the Deputy President and Registrar and Vice President for Research and Innovation, where required to ensure the range and depth of expertise necessary on the Committee for the Cluster Hiring.

The Interview Committee will have representation from the Shortlisting Committee and at a minimum, three members of the Interview Committee shall have participated on the Shortlisting Committee.

Where discipline groupings are not identified for a Cluster Hiring, the Shortlisting Committee may, at the decision of the President (in consultation with the Deputy President and Registrar), also constitute the Interview Committee for subsequent stages of the process however, in such scenario, the President may, in consultation with the Deputy President and Registrar and the Vice President for Research and Innovation, elect to change up to 40% of the composition of the Shortlisting Committee when that Committee is performing the function of the Interview Committee, provided that at a minimum, the membership of the newly constituted Interview Committee aligns with the requirements for composition of an Interview Committee outlined above.

*As appointed by the President, in consultation with the Deputy President and Registrar and Vice President for Research and Innovation.

**The two external assessors shall be drawn from those external assessors reviewed by the President (in consultation with the Deputy President and Registrar and the Vice President for Research and Innovation) prior to the establishment of the Shortlisting Committee. Where an external assessor is nominated for inclusion on the Shortlisting Committee, they may also be nominated for any subsequent Interview Committee(s) or different external assessors may be nominated for the Interview Committee(s).

4. Procedures to be Adopted by Committees

The Shortlisting Committee and the Interview Committee(s) shall at all times be subject to the requirements and responsibilities of members of "*Selection Committees*" as set out in the Lecturer Appointment Regulation (when considering a Lecturer Group as set out in section 6. below) and as set out in the Professor Appointment Regulation (when considering a Professor Group as set out in section 6. below), in each case, save as such requirements are modified by the Regulation herein.

The Committees shall put in place arrangements which shall be designed to ensure the participation in the selection process of candidates of the highest quality, including candidates from outside the University.

5. Timelines

Having regard to the expansive nature of Cluster Hiring, individual Interview Committee(s) shall have discretion regarding determination of interview timelines within a discipline grouping.

Save where otherwise determined by the President, the finalisation of the appointment of a candidate to a post within one discipline is not generally contingent on the conclusion of the appointments process in another discipline grouping such that appointments in a given Cluster Hiring may take place at different times.

6. Cluster Hiring Process

6.1 Stages

A Cluster Hiring shall consist of a two stage process: a shortlisting stage and an interview stage.

6.1.1 Shortlisting Stage

Having regard to the unique nature of Cluster Hiring, the Shortlisting Committee shall determine which, if any, of the applicants should be invited to participate in the interview stage of a Cluster Hiring process. The Shortlisting Committee shall determine groupings for shortlisted candidates to be considered: (a) for possible appointment as a Lecturer/Senior Lecturer (a "**Lecturer Group**"); and (b) for possible appointment as a Professor (Scale 2)/Full Professor (a "**Professor Group**"). In allocating the Groups for shortlisted candidates, the Shortlisting Committee shall have regard to the candidate's declared post level preference (e.g. Lecturer/Senior Lecturer/Professor) as stated in his/her/their application in the Cluster Hiring or if no such declaration has been made, the Shortlisting Committee shall determine the Group for the candidate based on the criteria for the posts of Lecturer/Senior Lecturer and Professor (Scale 2)/Full Professor. The decision of the Shortlisting Committee in determining candidate Groups shall be final.

A candidate shall only be eligible for consideration and appointment to posts at the levels of the Group in which they are grouped at shortlisting stage.

Where discipline groupings have been established for a Cluster Hiring such that multiple Interview Committees have been established, the Shortlisting Committee shall also categorise shortlisted applicants by coherency of discipline (discipline grouping) such that a Lecturer Group and a Professor Group will be determined for each discipline grouping.

6.1.2 Interview Stage

Interview Committees will consider applications within their allocated discipline grouping in each of the Lecturer Group and the Professor Group which have been shortlisted by the Shortlisting Committee for that discipline grouping. The President, in consultation with the Deputy President and Registrar, the Vice President for Research & Innovation and the relevant Head(s) of College, shall allocate a specified number of posts from the available posts in the Cluster Hiring to each of the discipline groupings Interview Committees. The Interview Committee(s) shall determine, in accordance with the Existing Regulations (as modified herein), which of the shortlisted candidates, if any, is suitable for appointment to the role(s) in the Cluster Hiring which are allocated to the respective Interview Committee. The Report of the Interview Committee containing its recommendations for appointment shall be forwarded to the Director

of Human Resources for signature and subsequently to the President for approval.

6.2 Assessment

The Committee(s) shall use the Lecturer Appointment Regulation in conducting their assessment of candidates for appointment to the posts of Lecturer or Senior Lecturer from the Lecturer Group and shall use the Professor Appointment Regulation in conducting their assessment of candidates for appointment to the posts of Professor (Scale 2) or Full Professor from the Professor Group, in each case as those Existing Regulations are modified by the Regulation herein.

The Committees shall consider applications received for appointment to the post(s) in a Cluster Hiring, having regard to the criteria set down for the filling of the post as set out in the respective Existing Regulations (as modified herein) and the advertisement for the Cluster Hiring. The Shortlisting Committee shall determine which, if any, of the applicants should be invited to participate in the interview stage of a Cluster Hiring process. The Interview Committee(s) shall determine which of the shortlisted candidates, if any, is suitable for appointment to the role(s) in the Cluster Hiring which are allocated to the respective Interview Committee.

6.3 Notification, Appointment and Feedback

Notification to candidates and feedback for unsuccessful candidates shall be as provided for in the Existing Regulations. Formal appointment of a successful candidate shall only take place in accordance with the Existing Regulations (as modified by the Regulation herein).