

Terms of Reference for the IADT Recruitment & Selection Committee

The Governing Body has established a Recruitment and Selection Committee as a Committee of the Governing Body to support them in their responsibilities in making staff appointments to the Institute.

The Recruitment and Selection Committee was established in September 2021 and the Terms of Reference were established in accordance with the appropriate requirements at that time and have been amended from time to time to meet the governance needs of the Institute. The current Recruitment & Selection Committee was appointed by the Governing Body on 8th November 2023.

These Terms of Reference are expected to be approved by the Governing Body on 11th September 2024.

1. Membership

The members of the Recruitment and Selection Committee are:

- The Chairperson of the Governing Body;
- The President of the Institute;
- Three non-executive¹ members of the Governing Body;
- The Recruitment and Selection Committee will have the appropriate gender balance;
- The Recruitment and Selection Committee will be chaired by: David Holohan;
- The Recruitment and Selection Committee will be provided with a secretariat function by the Secretary to the Governing Body, the Secretary/Financial Controller of the Institute: Bernard Mullarkey.

Members of the Recruitment and Selection Committee are required to declare any conflicts of interest that may arise at a meeting of the Committee. As they arise, conflicts of interest will be recorded in the minutes of the meeting and the member concerned will not attend that portion of the meeting. The Secretary to the Committee will ensure that documents are not issued to any member of the Committee where a conflict of interest would arise.

2. Meetings

- The Recruitment and Selection Committee will meet every 2 months, or as otherwise required in advance of a Governing Body Meeting;
- The Chairperson of the Recruitment and Selection Committee may convene additional meetings, as they deem necessary, or at the request of the HR Manager;
- A minimum of 2 members of the Recruitment and Selection Committee will be present for the meeting to be deemed quorate, within this quorum, there must be at least 1 External Member of the Governing Body and at least one of either the Chairperson of the Governing Body or the President of the Institute.

¹ Non-Executive Members are members who have no connection with the Institute other than as a Governing Body Member and thus staff members, students and sabbatical members of the IADT Student Union are not eligible to be members of the Recruitment and Selection Committee.

3. Attendance at Committee Meetings

- The Secretary/Financial Controller and the HR Manager will normally be in attendance for all meetings and agenda items;
- The Recruitment and Selection Committee may request any other officials of the Institute to attend for a specific agenda items to assist it with its discussions on any particular matter;
- The Recruitment and Selection Committee may ask any or all of those who normally attend, but who are not members, to withdraw to facilitate open and frank discussion of particular matters.

4. Reporting

- The Recruitment and Selection Committee will formally report in writing to the Governing Body with an agreed recommendation of appointments;
- The Recruitment and Selection Committee will provide the Governing Body with an Annual Report of its activities.

5. Responsibilities

The Recruitment and Selection Committee will assist and advise the Governing Body on:

- The appointment of staff members to the Institute in accordance with the Recruitment and Selection Policy and particularly Appendix 5;
- The approval of the outcome of Progression Panels for progression of Assistant Lecturers to Lecturer Grade;
- The processes necessary to achieve gender and other equality and diversity balances throughout the recruitment and selection processes;
- Best practice and developments in HR legislation as they apply to recruitment and selection processes;
- The outcome of any appeals relating to the Recruitment and Selection Process.

6. Rights

The Recruitment and Selection Committee may:

- Require or cause a review into any specified recruitment and selection process;
- Procure specialist ad-hoc advice at the reasonable expense of the Institute, subject to budgets agreed by the Governing Body;
- Procure training on matters related to the Committee as appropriate;
- Co-opt additional members to provide specialist skills, knowledge and experience to the Committee, subject to the requirement that all Committee Members are appointed by the Governing Body.

7. Reviews

The Recruitment and Selection Committee should annually review its own effectiveness and report the results of that review to the Governing Body.

These Terms of Reference will be reviewed annually by the Recruitment and Selection Committee and any recommended changes brought to the Governing Body for approval.

8. Information Requirements

For each meeting, the Recruitment and Selection Committee will be provided with the following information on each individual competition, in accordance with Governing Body Standing Orders, as follows:

- A full report on each recruitment process to include:
 - (i) Selection Board Report (including gender balance data)
 - (ii) Interview Feedback Report for each individual candidate as agreed by the panel members
 - (iii) Candidate Information Booklet
 - (iv) Where required, feedback from Head of Department where gender balance was not achieved
 - (v) Screening information may need to be included in this instance, however, the names may be redacted from those not shortlisted
 - (vi) Appeals will be individually documented and reported, in line with policy.