

Document Name and Version	8.2 Recruitment and Selection of Core Teaching and Teaching Support Staff
Policy Number	8.2
Policies that Interact with Policy 8.2	Policy 8.1 Quality Assurance of Teaching Staff Policy 8.3 Core Teaching and Teaching Support Staff Induction and Probation Policy Policy 8.4 Staff Communication Policy Policy 8.5 Staff Development Policy Policy 8.6 Core Staff Development Dialogues
Approval Body	Academic Council and Board
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Revisions	

1. Preamble.

1.1. IICP College is committed to ensuring that sufficient appropriately qualified teaching staff are employed to meet its academic, administrative and quality requirements.

2. Scope.

This policy and procedures apply to all Core Teaching and Teaching Support staff. Core Teaching and Teaching Support staff are those who have substantive and regular involvement in teaching and assessment.

3. Purpose.

3.1. The purpose of this policy is to provide a transparent and fair recruitment and selection process that draws in the best possible candidates, resulting in an appointment that best fits with IICP College's ethos, philosophy, and goals.

4. Policy.

4.1. IICP College recognise that effective recruitment and selection procedures are essential to attract and retain high quality teaching staff.

4.2. Effective recruitment and selection procedures must be fair, rigorous and transparent.

4.3. IICP College are committed to appointment on merit to reflect the College's Policy on Equality of Opportunity and Equal Status.

5. Procedure

5.1. Where the College has identified a human resource need for a Core Teaching or Teaching Support position, whether for a newly created position or for a replacement, the following steps are taken:

5.1.1. The Senior Management Team develop a position description. This clearly articulates responsibilities and qualifications in a manner designed to attract the best suited candidate. This position description can be used to develop interview questions, interview evaluations and reference check questions.

5.1.2. The Senior Management Team develop a Recruitment Plan, which sets out the strategy for attracting and hiring the best qualified candidate. In addition, it can assist with developing an applicant pool which includes underrepresented groups including individuals with disabilities. The recruitment plan will include a communication plan, which identifies a variety of recruiting sources, both internal and external. Advertising medium can include national newspapers, professional journals and / or recruitment websites, as well as internal communication systems.

5.2. Selection Process:

5.2.1. The primary method of selection is by means of an Interview Panel. An Interview Panel is established in respect of each post and is asked to recommend a candidate for each post.

5.2.2. The purpose of the Interview Panel is to assess the merit of each applicant and to recommend for appointment the applicant with the greatest merit in relation to the criteria as specified for the post.

5.2.3. All applicants for a post are assessed based on their abilities and experience against key criteria for the post as outlined in a job specification and person profile.

5.2.4. The selection process uses methods such as short listing, interviews and reference checking as appropriate.

5.2.5. Interviews may include tasks such as a presentations and work-related tests.

5.2.6. The selection decision and any supporting evidence is documented.

5.3. All appointments made are subject to a minimum six-month probationary period.

5.4. All prospective staff members are subject to screening. This can include obtaining references, as well as requirements for the submission of immigration papers, parchment and transcript and/or Diploma Supplement.

5.5. All recommended candidates who are intended to be employed in an area where they will have access to children and/or vulnerable adults in the course of their employment/engagement must undergo Garda Vetting.

5.6. Appointment:

5.6.1. Once satisfactory references have been received then a start date will be arranged with the new staff member.

5.6.2. The Contract of Employment will be issued to the new staff member prior to starting with IICP College. This contract may be for a set period or may be a permanent contract.