

**PROVIDER NAME:** CCT College Dublin (CCT)

**POLICY AREA:** Standard 8: Quality Assurance of Teaching Staff and Human Resources

**Policy and Procedure Title:** Recruitment, Selection and Probation

**Policy No:** CCTP801

**Version:** 2.0

### Policy Statement

CCT recognises that the learner experience is impacted by staff in the classroom and outside of it and therefore prioritises recruiting staff with the appropriate qualifications and attributes that complement the quality-focused culture of CCT and promote a positive learning environment for students.

For administration, technical and support staff the minimum requirements of the role will be determined by the Senior Management Team based upon the intended objectives of the role.

In respect of academic appointments, CCT is committed to having a qualified, competent and committed teaching staff in sufficient numbers, employing suitable teaching, learning and assessment methods and engaging in appropriate professional development, innovation, research or scholarly activity to support the delivery of the programmes in CCT and facilitate a positive learner experience.

CCT has developed and implemented policies and procedures to promote the recruitment and retention of qualified and experienced staff required to ensure the delivery of a quality education service.

For academic appointment CCT ensures oversight from Academic Council in all stages of the recruitment and selection process. Minimum requirements for academic positions are normally identified as part of the validation process and documented within the application made to QQI. CCT applies minimum requirements for all academic posts determined by the programme, modules, and framework level of the awards upon which the appointee will be teaching and or assessing.

Academic Council of CCT has outlined the minimum requirements for academic appointments as follows:

- Evidence of appropriate subject matter expertise is essential, evidenced through academic or professional qualifications, and advanced professional, vocational, technical or research activity in a relevant field. Normally, candidates should have a qualification at the NFQ level above the programme on which they will be teaching. In the case of Masters programmes, a Masters or equivalent professional qualification is a minimum requirement.
- Currency of subject matter expertise should be evidence through recent and regular professional development activity including training and practice.
- Training in pedagogy or experience in teaching and assessing is also desirable. Where this is not evidenced, successful candidates will be required to commit to engaging in appropriate activities to develop their experience in this area.

Specific staffing requirements for teaching modules is normally documented in programme validation submissions and this will be adhered to as part of the recruitment and selection process.

**Staff Involved**

All full time and part time staff faculty within CCT, Lecturers, Faculty Heads, Dean of Academic Affairs, Dean of School, QA Officer, Faculty Coordinators

**Procedure Outline / Method(s) used to carry out this procedure****Responsibility of****Evidence generated by this procedure to ensure its effectiveness**

- 1 If a new position is being created, or an existing position is significantly modified, appropriate job description or employee specifications will be designed and agreed by the relevant staff, with clear qualifications and experience criteria for the particular job being specified.  
Whether the position is new or recently vacated, there must be a careful determination of why the position is needed, precisely how it will assist the college in achieving its strategic goals and mission, how it relates to other positions in the College, and what skills and other abilities are necessary to carry out its responsibilities. All proposed academic appointments are considered by the Dean of Academic Affairs and the Dean of School, on behalf of the Academic Council.
2. The specification for the new position and ideal candidate should also take heed of ethical consideration with regard to ethnic, gender, age and minority bias, particularly in the language adopted to present it. At a minimum, the position description should include: position title, credentials and experience required, location of the position, goals or objectives for the post holder, a summary of work activities and the nature of the contract being recruited to.
- 3 Where a position is to be filled internally, all relevant information will be communicated to all staff. When advertising externally, CCT will use such media as national job recruitment websites, newspapers, and radio. Advertisements will be pre-approved by the Senior Management team, including material relating to academic posts.
4. Relevant CCT staff members, appointed by the College President, act as the interview panel. For non-academic appointment, membership will be comprised of the line manager for the position being recruited, a staff representative in a comparable role and an additional member of staff in a management position. For academic appointments, Academic Council requires the involvement of the Dean of Academic Affairs or Dean of School along with the Head of Faculty in the interview process. The President may also nominate an additional staff member to join the panel.
5. The screening process of applications shall provide for the rejection or acceptance for the interview stage, based upon fulfilment of the essential personnel requirements as advertised.
6. Following screening, shortlisted candidates will be invited to interview where a series of pre-agreed, competency-based questions will be asked of all candidates. Supplementary questions stemming from candidate answers may also be asked. Each interview panel member will record their views on each candidate and an agreed interview record and score will be retained, indicating the collective views of the panel for each candidate. The deliberations of the interview panel shall be strictly confidential, and not be shared with any external person, without the expressed and recorded

College President

Interview Panel

E-mail communication

<p>authorisation of the interviewee.</p> <p>7. In some instances the interview panel may produce a short-list of candidates for second round interview. These will be presented to the College President and a second interview panel will be appointed. This may include panel members from the first-round panel.</p> <p>8. All interviews will be based on a semi-structured style, to allow candidates a certain amount of freedom to express their individual style and personality (factors which CCT believe are critical in a student-centred environment), while dealing with a range of consistent questions posed to all candidates. Where a presentation or mini lecture is required, the panel will notify the candidates of this as part of the invitation to interview. The interview panel make the final decision on the best candidate for the position</p> <p>9. CCT recognises that qualifications and references verification are a crucial part of the selection process. Reference checks in particular round out the profile of a job applicant by providing third-party support and information. Reference enquiries and requests can be made by telephone, email or writing using the CCT Performance Assessment form, CCTF135 for further details.</p> <p>10. Once all references and certifications have been verified a final job offer will be issued.</p> <p>11. Important components to be included in the final job offer are: Starting salary, commencement date, length of contract, employee benefits, moving expenses (if applicable), any other negotiation points. The candidate will be given sufficient time to either accept or reject the offer. However, the college will not compromise the availability of other candidates if the candidate of choice declines the offer by allowing too much time to pass between the offer and the decision. If the candidate accepts the position, the offer and conditions of employment will be communicated to the candidate in writing as soon as possible. If the candidate declines the position, the College President will offer the position to the next candidate of choice. Once an individual has been secured for the position, all other interviewed candidates will be notified immediately.</p> <p>12. All contracts are offered on a probationary basis of 6 months, after which time the contract will be reviewed with the college president. A mentor may be assigned to the successful applicant to assist them through the initial stage of the probationary period.</p> <p>13. Academic Faculty will be assigned to modules in accordance with their subject matter expertise and the Head of Faculty will ensure compliance with validated programme specifications. A report confirming this will be submitted to the QA Committee each semester by the Head of Faculty. Where a requirement to deviate from the validated staffing specification are submitted to the QA Committee for consideration. This will ultimately be referred to Academic Council.</p> <p>All documentation relating to the recruitment and selection process for all candidates will be processed in accordance with CCT policies for data protection.</p>	<p>Head of Faculty QA Committee</p>	<p>Qualification &amp; Relevant Documentation CCTF135</p> <p>Job Offer and Contract</p> <p>Staff Appraisal CCTF136</p> <p>QA Committee minutes</p>
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<p><b>MONITORING AND REVIEW OF RECRUITMENT AND SELECTION POLICIES AND PROCEDURES</b></p> <p>1 Information regarding the effectiveness of the recruitment and selection process is obtained through a number of means including:</p> <ul style="list-style-type: none"> <li>• A review of the general suitability and number of candidates applying for the position</li> <li>• Feedback received from the assigned mentor, where applicable</li> <li>• Annual appraisal and performance monitoring</li> <li>• Student feedback</li> <li>• Annual monitoring reports</li> <li>• QA Committee minutes</li> </ul> <p>Recruitment and Selection policies and procedures shall be continuously reviewed to ensure that they reflect good practice and meet the requirements of relevant legislation.</p>			
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<b>Monitoring</b>		
<b>Monitor (Job Title)</b>	<b>Frequency</b>	<b>Monitoring Method(s)</b>
College President	<b>Annual</b>	Appraisals Exit interviews Student surveys
QA Committee	<b>Semesterised</b>	Annual monitoring Faculty allocation reporting

**POLICY CONTROL SHEET**

Policy Title	Recruitment Selection and Probation
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Responsible Officer(s)	College President and Dean of Academic Affairs
Issuance Date	August 2015
Effective Date	August 2015
Last Review Date	January 2018
Supersedes	Version 1.0
Next Review Date	August 2019
Designated Reviewer(s)	Dean of Academic Affairs
Scope	Internal staff (full and part time);

#### Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	August 2015	New QA system	Senior Management Team	Head of Academics, College Registrar
2.0	April 2018	Revision to reflect requirements of academic and non-academic recruitment and selection.	Dean of Academic Affairs	Academic Council

#### References upon which the Policy section is based

CCT Policy area	Quality assurance of teaching staff & human resources
Statutory & System Wide Basis	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, QQI Core Quality Assurance Guidelines
Related CCT Policies / Forms	CCTP802 – Induction of New Staff