

<b>PROVIDER NAME: CCT College Dublin (CCT)</b> <b>POLICY AREA: Standard 8: Quality Assurance of Teaching Staff and Human Resources</b>		
<b>Policy and Procedure Title:</b> Recruitment, Selection and Probation	<b>Policy No:</b> CCTP801	<b>Version:</b> 2.1
<b>Policy Statement</b>  <p>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.</p> <p>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.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• 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 normally required. Where potential applicant lecturers do not possess a Masters qualification but are identified as experts in their field, applications should be brought to the attention of the Chair of Academic Council, Dean of School and Dean of Academic Affairs who are authorised to approve a derogation where deemed appropriate. In such cases, supervision and mentorship in matters relating to teaching and assessment may be required.</li> <li>• Currency of subject matter expertise should be evidence through recent and regular professional development activity including training and practice.</li> <li>• 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.</li> </ul> <p>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.</p>		
<b>Staff Involved</b> All full time and part time staff faculty within CCT, Lecturers, School Manager, Dean of Academic Affairs, Dean of School, QA Officer, Faculty Coordinators		



<p>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 School Manager will ensure compliance with validated programme specifications. A report confirming this will be submitted to the QE Committee each semester by the School Manager. Where a requirement to deviate from the validated staffing specification are submitted to the QE 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><b>MONITORING AND REVIEW OF RECRUITMENT AND SELECTION POLICIES AND PROCEDURES</b></p> <p>Information regarding the effectiveness of the recruitment and selection process is obtained through a number of means including:</p>	<p>School Manager QE Committee</p>	<p>Qualification &amp; Relevant Documentation CCTF135</p> <p>Job Offer and Contract</p> <p>Staff Appraisal CCTF136</p> <p>QE Committee minutes</p>
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- A review of the general suitability and number of candidates applying for the position
- Feedback received from the assigned mentor, where applicable
- Annual appraisal and performance monitoring
- Student feedback
- Annual monitoring reports
- QE Committee minutes

Recruitment and Selection policies and procedures shall be continuously reviewed to ensure that they reflect good practice and meet the requirements of relevant legislation.

**Monitoring**

<b>Monitor (Job Title)</b>	<b>Frequency</b>	<b>Monitoring Method(s)</b>
College President	<b>Annual</b>	Appraisals Exit interviews Student surveys Annual monitoring
QE Committee	<b>Semesterised</b>	Faculty allocation reporting

## POLICY CONTROL SHEET

<b>Policy Title</b>	Recruitment Selection and Probation
<b>Responsible Officer(s)</b>	College President and Dean of Academic Affairs
<b>Issuance Date</b>	August 2015
<b>Effective Date</b>	August 2015
<b>Last Review Date</b>	July 2019
<b>Supersedes</b>	Version 2.0
<b>Next Review Date</b>	July 2024
<b>Designated Reviewer(s)</b>	Dean of Academic Affairs
<b>Scope</b>	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
2.1	Sept 2019	Edit to reflect ability to secure derogation of Masters qualification requirement where other factors confirm expertise. Updated to reflect changes to organisational structure and roles.	QA Committee	Academic Council

### References upon which the Policy section is based

<b>CCT Policy area</b>	Quality assurance of teaching staff & human resources
<b>Statutory &amp; System Wide Basis</b>	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
<b>Related CCT Policies / Forms</b>	CCTP802 – Induction of New Staff