

**UNIVERSITY COLLEGE CORK –  
NATIONAL UNIVERSITY OF IRELAND, CORK**

**OTM-R POLICY**

**OPEN TRANSPARENT MERIT BASED RECRUITMENT**

**2017**

**Updated 2019**

**Updated 2020**



HR EXCELLENCE IN RESEARCH



**UCC**

**University College Cork, Ireland**  
Coláiste na hOllscoile Corcaigh

In 2013, University College Cork gained the *HR Excellence in Research* Award in recognition of the University's on-going commitment to adopting the principles of The European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers. In 2015 UCC successfully retained the HR Excellence in Research Award. UCC's commitment is echoed in the University's Research Strategy. UCC is currently at stage 5 and awaiting evaluation via external peer review in 2018.

The UCC Action Plan consists of 65 actions that, when complete, will go a very long way towards the University's ambition to adopt in full the Principles of the EC Charter and Code for the benefit of its research staff.

The award recognizes the progress UCC has made in support of researchers in the University, including the introduction of structured PhD programmes, the implementation of the University Employment and Career Management Structure for Researchers and our on-going commitment to supporting the professional training and development of UCC's researchers.

The award of the HR Excellence in Research will support our researchers in their proposals to attract international funding and researchers to UCC, and promote the University as providing a favorable working environment for researchers, in addition to increasing the international profile of the University.

This policy sets out, in chronological order, the various steps of the UCC Researcher recruitment process, from the job advertising/application phase through to the appointment phase. In line with the HR Excellence in Research Award our OTM-R policy aims to build on the principles of the Code of Conduct for the Recruitment of Researchers, providing more detailed information on the recruitment process for researchers here in UCC.

**UCC's OTM-R policy works in conjunction with UCC's other human resource recruitment strategies and policies to improve the working conditions of our researchers and attract researchers from abroad. All these policies are therefore complementary and form part of UCC's overall strategy to increase its level of quality, improve its reputation (and therefore attractiveness) and pursuit of excellence as well as enhance researchers' careers and mobility.**

## **DEROGATIONS**

### **Derogation - Research Posts**

When recruiting for Research Posts (see definition below) the University recognises the need for Research Centres to be in a position to recruit research staff in as expeditious a manner as possible while adhering to best practice methods of recruitment and selection and in compliance with Irish employment legislation. Please see [Approved GB Policy Document on Employment and Career Management Structure for Research Staff](#) and for further information on researcher recruitment please see the [HR Research Web](#) pages.

## **DEFINITIONS**

### **Research Posts**

Research posts are defined as posts at the level of research assistant, post doctoral researcher, senior post doctoral researcher, research fellow and research support officer. This definition may also, on request, and with the approval of the Director of Human Resources, apply to other research positions.

### **Senior Research Posts**

Senior Research posts are defined as posts at the level of Centre/Unit Director, Senior Research Fellow, Senior Research Manager and Senior Research Coordinator. This definition may also, on request, and with the approval of the Director of Human Resources, apply to other research positions.

There are three phases to UCC's recruitment process for research staff:

1. Advertising and application phase
2. Evaluation and selection phase
3. Appointment phase

### **Research Posts**

When recruiting to Research posts, the University Policy document on Employment and Career Management structure for Research Staff will apply. See [Approved GB Policy Document on Employment and Career Management Structure for Research Staff](#) on Appointment to Research Posts and [HR Research website](#) for further information on the following:

- Pre-advertising
- Advertising
- Short-listing
- Interview
- Offer of Appointment
- Definition of Research Roles and Responsibilities

### **Senior Research Posts**

When recruiting for **Senior Research Posts** the [University Regulation on Appointment to Senior Research Posts](#) will apply for further information on the following:

- The Selection Committee (“the Committee”)\*
- Responsibilities: Pre advertising (First meeting of the Committee)
- Responsibilities: Post Closing Date (Shortlisting Process)
- Responsibilities: Selection Stage
- Sample timetable for Recruitment and Selection Process
- Date in force, repeals etc.
- Role of Chairperson of the Selection Committee (“the Chair”)
- Opening the interview
- Closing the interview
- Feedback for all applicants following interview
- Role of Selection Committee Member (“the Committee”)
- Role of the External Assessor (“the Extern”)
- Role of the Human Resources Representative (“the HR Rep”)

*\*Composition of Selection Committee for Senior Research posts*

- Chairperson nominated by the relevant Head of College will be from outside of the recruiting research budget area;

- The relevant Academic Staff member leading the research (PI);
- Head of School;
- Head of RICU/Research Centre, or nominee, where appropriate;
- Vice President for Research and Innovation, or nominee;
- Another member of staff of the recruiting unit at least one grade higher than the post to be recruited, and if not possible, not a direct report of the post to be recruited;
- External assessor with relevant discipline and/or related expertise;
- A Human Resources Representative nominated by the Director of Human Resources

### ***Low administrative burden for applicants***

In all instances and in the best interests of researcher applicants UCC aims to strictly limit requests for supporting documents when ever possible and where documents are legally required applicants may make a declaration that they will provide proof after the selection process is concluded.

### ***Acknowledging receipt of applications and additional information including feedback***

In all instances applicants will receive an e-mail acknowledging that their application has been received. A further e-mail post receipt of all applications will include an indicative timetable and the process will allow sufficient time for external candidates to make the necessary travel arrangements and prepare properly for the interview. All applicants will be informed by e-mail of any significant changes to this timeline.

Information on UCC's process for providing written feedback to unsuccessful candidates for Research Roles when requested is found at the link below:

<https://www.ucc.ie/en/hr/recruitment/hiring/> (scroll down to step 4 entitled After Interviews) A recommendation (appointable or not appointable) must be made in respect of each candidate interviewed. Consensus scores will be recorded for appointable candidates only and meaningful feedback will be recorded in respect of all candidates.

For further information please contact Mary O'Regan at [marykate.oregan@ucc.ie](mailto:marykate.oregan@ucc.ie)

