

# RECRUITMENT POLICY AND PROCEDURE - **ACADEMIC STAFF**

CODE: P039

Section: Human Resources

Policy Owner: BOG

Procedure Owner: Human Resources Department

## RECRUITMENT OF ACADEMIC STAFF

### 1.0 Introduction

1.1 Human Resources (HR) are critical for any organisation and the way it is managed determines the performance of the entity and its effectiveness. Recruitment is one of the functions of human resources department.

### 2.0 Scope of policy

2.1 The recruitment policy has been designed to support the Institute in the recruitment process of academic staff. This policy provides the basic framework for an effective and consistent recruitment process which is fair, promotes equality and diversity.

### 3.0 Use of policy

3.1 This policy is applicable to academic staff only. For the purpose of this policy, academic staff refers to full-time and part-time lecturing staff, external examiners, supervisors and learning coaches.

### 4.0 Type of employment

4.1 Full-time lecturing staff are engaged on an indefinite basis, unless the position is a cover for a definite time period. The probationary period for full-time lecturing staff and learning coaches is of a twelve (12) month period. Part-time visiting teaching staff, external examiners and supervisors are contracted for a period based on the exigencies of the Institute for the academic year.

### 5.0 Recruitment from outside the Institute

5.1 Recruitment will be affected by an external call for applications for positions which are:

- A direct replacement of an existing position with the same conditions and there is no increase in headcount and expenditure;
- To fill an existing position which is according to the collective agreement grading and salary structure, but not as a result of a replacement, even if this means an increase in headcount due to an increase in demand and according to the exigencies of Institute (subject to the approval by the Permanent Secretary).

## **6.0 Issuing of calls for full-time academic staff**

6.1 A formal email is sent to Permanent Secretary prior to issue of an internal call for applications.

6.2 An internal call for applications is issued and is open for five working days.

6.3 Applications are vetted according to the criteria in the call for applications following which shortlisted candidates will invited for an interview.

6.4 In the eventuality that the vacancy is not filled internally, a vacancy form is duly filled in and sent to Permanent Secretary for consideration and endorsement. It remains at the discretion of the Permanent Secretary to grant approval or otherwise.

6.5 If approval is granted by the Permanent Secretary, the Institute proceeds with recruitment through Jobsplus Part 1, 2 and 3 job seeker records. If jobseekers fulfill the vacancy's criteria, candidates will be invited for an interview.

6.6 If no suitable candidates are found through Jobsplus, a permit is issued for the Institute to proceed with a public call on the media.

## **7.0 Recruitment of visiting teaching staff, supervisors and external assessors**

7.1 An expression of interest is drawn up with the respective requirements for the vacant position which is then issued in the media.

7.2 Following vetting of the applications received, potential candidates are shortlisted and invited for an interview.

## **8.0 Specialized lecturer**

8.1 When ITS requires a specialized lecturer, particularly for its MQF level 6 and 7 study programmes, the Institute may directly appoint an academic who satisfy the scholarly credentials set in the module descriptor without the need to go through a formal interviewing process or else source out the academic from one of ITS's partners, namely: (i) The Emirates Academy of Hospitality Management; (ii) Haaga-Helia University of Applied Sciences; (iii) Institute Paul Bocuse; and (iv) DAN Europe. The procedure of engagement will be a direct process and no interviewing procedure and employment contract will be required. In addition, any payment related to such services will be invoiced by the same institution employing the lecturer.

## **9.0 One-time lecturing services**

9.1 It is being proposed that when ITS requires a specialized lecturer for a provision of one-time academic service, particularly Continuous Professional Development to third parties, the engagement of the scholar can be direct given the unique specialization. In addition, the payment for such service can be made through an honorarium rather than an official part-time employment contract. The honorarium shall not exceed the rates as per collective agreement.

## **10.0 Selection Board**

10.1 A selection board is appointed by the CEO of the entity and is composed of a Chairperson and at least one internal member and one external member.

## **11.0 Validity Period of Selection Board Results**

11.1 The validity period of the interview results shall be for one year from the date when a selection board endorses the result. If same vacancy arises within one year period, the position will be filled according to the ranking of the candidates in the interview.

## **12.0 Acceptance of position**

12.1 **Full-time academic staff** - the chosen candidate will be informed through a written communication. Once the candidate confirms acceptance of post in writing, a contract of employment is entered into.

12.2 **Visiting teaching staff, supervisors and external assessors** - the chosen candidate will be informed through a written communication. Once the candidate confirms acceptance of post in writing, a contract of employment or contract for service is entered into for a definite period.