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|  | **Academic Board of Assessors Form**  **Information Required by HR prior to the Closing Date** | | | | |
| **Post Title** | |  | | **Post Ref:** |  |
| **College** | |  | | | |
| **School** | |  | | | |
| **Closing Date** | |  | **Shortlisting Date  *Must be at least 3 days following closing*** |  | |

**Composition of Board of Assessors (as per R&S policy recommendations)**

|  |  |
| --- | --- |
| **Assessor 1 (Chairperson)**  (College Principal / Head of School) | Name |
| School /Unit |
| Personnel # |
| Email |
| **Assessor 2 (Head of School)** (or other staff member if Head of School is acting as Chairperson. If Head of School is the Chairperson they can nominate faculty member at the same level or above the grade that the post was advertised). | Name |
| School /Unit |
| Personnel # |
| Email |
| **Assessor 3 (President’s Nominee)** (for all academic posts **over** 1 year) *Note: by default, College Principals will act as the President’s Nominee when Chairing or acting on an Academic Interview Board.*  Please contact [president@ucd.ie](mailto:president@ucd.ie) to confirm nominee. | Name |
| School /Unit |
| Personnel # |
| Email |
| **Assessor 4 (Cognate Professor)**  (Full Professor of Subject or Full Professor of Cognate Subject) | Name |
| School /Unit |
| Personnel # |
| Email |
| **Assessor 5** | Name |
| School /Unit |
| Personnel # |
| Email |
| **External Assessor  (i.e. Non UCD)** (for academic posts **over** 1 year) | Name |
| School /Unit |
| Email |

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| --- | --- |
| **Administrator/Point of Contact This person will be the point of contact for the Resourcing team throughout the competition including the Post Interview process.**  **Please note if the POC applies for this competition they must notify the Chair/HR immediately.** | Name |
| School /Unit |
| Personnel # |
| Email |

For information pertaining to Board of Assessor Composition you should refer to section 9 of UCD [Recruitment and Selection Policy](https://hub.ucd.ie/usis/W_HU_MENU.P_DOWNLOAD_FILE?p_filename=Recruitment%20and%20Selection%20Policy.pdf&p_parameters=36F8A0AC5B0D6F23FA1EEB8E7C5668E87D47F894CE813A2C5A31FE1A69D113A3E1C278129BDAF0CFDDCE3164583EBA5373E09274EE6F52CB04971924DA8DC3D8)

All members of UCD Interview Panels should undertake the **Recruitment & Selection** Module within the “[Equality, Diversity and Inclusion in Higher Education](https://universitycollegedublin.learnupon.com/)” eLearning. This 30-minute training provides guidance on inclusive hiring practices. Please advise members of your panel to complete this module. Visit the [EDI website](https://www.ucd.ie/equality/support/tipsforinclusiverecruitment/) for more information.

All boards will have gender representation and the Chair should consult the Gender Balance on Committees Policy which sets out the University’s commitment to achieving a minimum gender balance target of 40% women and 40% men on all committees across the University.

Please note as per the policy it is on a comply or explain basis and responsibility for not meeting this target would fall on the School/Unit.

Increasing awareness of the impact of bias is essential for members of interview panels. Please note: Interview Panel training is now available [online](https://www.linkedin.com/learning/paths/university-college-dublin-online-hiring-manager-interview-skills-training-programme?trk=share_ent_path_u&accountId=94281106&u=94281106&success=true&authUUID=%2Fve9hFbqQ7695KxSmy8ssA%3D%3D).

The HR People Development and Organisation Effectiveness unit also provides in person training for UCD Interviewers throughout the year called Interview Panel Training, which is part of the EDI **Inclusive Recruitment Training Bundle**. Please visit the [EDI website](https://www.ucd.ie/equality/support/tipsforinclusiverecruitment/) for more information and register on the UCD booking system.