

## **Role and Reporting Relationships of and Appointment Procedures for Directors of Designated Research Institutes**

### **1. Role**

The Director of a designated Research Institute is responsible for academic and research leadership and management of the Institute and leads the ongoing development and implementation of the Institute's Strategy and Operational Plans. The role/responsibilities of the Director is set out in detail in QA508 (Governance and Management of Designated University Research Institutes).

In discharging this role, the Director will work, in particular, with:

- the Executive Dean of the College of primary affiliation of the Institute
- the Vice-President for Research and Innovation
- the Executive Deans of other Colleges with which the Institute is affiliated
- the Heads of Schools of staff in the Institute
- the Executive Management Team of the Institute (as defined in QA508)
- the Institute University Board (as defined in QA508)
- the Dean of Graduate Studies
- Directors of other Research Institutes

### **2. Reporting Relationship**

Institute Directors will report directly to the Institute University Board via a dual reporting relationship:

- To the relevant Executive Dean (i.e. Executive Dean of the College of primary affiliation of the Institute), and associated Deans, on matters relating to finance; resources and personnel; risk management and compliance, and shall work with the relevant College(s) on strategic recruitment needs, workload models and educational programme matters.
- To the VP Research and Innovation (Chair of the Institute University Board) in relation to the strategic direction and development of the Institute's research activity; compliance with University and national policies with respect to research and innovation; and responsibilities to external funding agencies.

### **3. Representational Role**

Research Institute Directors will be a member of the Executive Committee of the College of primary affiliation of the Institute.

### **4. Appointment Procedures**

4.1 At a date not later than six months prior to an impending vacancy, the Executive Dean of the College of primary affiliation of the Institute will initiate the appointment process for the relevant Directorship.

4.2 Notification of the impending vacancy will be sent to all academic staff, together with a copy of QA508, which sets out the roles and responsibilities of a Director of a Research Institute, and any additional specific responsibilities for the vacant role.

4.3 The College of primary affiliation may recommend to UMT external advertising for a post of Director. In doing so, it will:

- identify the budget provision for the post, if filled externally, and the provision to be made for the appointee on completion of their term(s) as Director
- follow the university Recruitment and Selection Policy.

4.4 Applications will be invited by a closing date not later than four months prior to the impending vacancy.

4.5 All eligible applicants will be invited to:

- Make a presentation, to which all members of the Colleges with which the Institute is affiliated and the Interview Board will be invited, setting out their candidacy and plans for the Institute.
- An interview by a Board comprising
- President (or nominee)
- Deputy President and Registrar
- Vice-President for Research and Innovation
- Executive Dean of the College of primary affiliation (Chair)
- Two academic staff members nominated by the Institute University Board
- An external assessor (to be nominated by the President, following consultation with the Deputy President and Registrar, Executive Dean of the College of primary affiliation, and Vice-President for Research and Innovation.

4.6 The Interview Board will recommend the name of its preferred candidate only to the President, who will make the appointment.

## **5. Eligibility to Apply for Institute Director**

Academic members of staff who hold an academic post at the level of Senior Lecturer or above and have successfully completed probation, are eligible to be appointed to the Directorship of a Research Institute.

## **6. Term of Office**

Appointment of Directors of Research Institutes will be for a period of four years, renewable for one further period of four years.

## **7. Reappointment Procedure**

7.1 An out-going Director shall inform, not later than eight months prior to the expiration of their term of office, in writing, the Executive Dean of the College of primary affiliation of their wish to serve for a second term.

7.2 Renewal of appointment, for a second four-year term, will be made on the basis of a recommendation to the President by the Deputy President and Registrar, Executive

Dean of the College of primary affiliation, and the Vice-President for Research and Innovation.

## 8. Interim Directors

8.1 In the event of the failure to appoint a Director following an internal and/or external recruitment procedure a Director may be appointed on an interim basis by the Executive Dean of the College of primary affiliation and the Vice-President for Research and Innovation.

8.2 Such appointment shall be:

- From amongst the academic members of the Institute, preferably a serving Associate Director.
- For a maximum period of six months, during which the Executive Dean and the Vice-President for Research and Innovation shall make a recommendation to the President to either:
- Appoint the Interim Director to the role of Director for a period of four years, minus the term served as Interim Director; OR
- Initiate a second process for appointment of an Institute Director.

Note:

- The Research Institutes coming within the provisions of this document are:
  - Clinical Trials Institute
  - Data Science Institute
  - Institute for Lifecourse and Society
  - Ryan Institute
  - Institute for Health Discovery and Innovation
  - Creativity Institute
- The University may decide to amend the list at any time.

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