

Recruitment

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Cross reference/related documents:	1.5 Conflict of interest	

1.0 Rationale and principles which this policy seeks to uphold

- 1.1 The University will appoint staff of the calibre required to deliver its mission.
- 1.2 The University will operate a systematic, transparent, efficient, and effective recruitment and selection process.
- 1.3 The University will operate a recruitment strategy that supports the University's strategic plans; recruitment is proactive and oriented to forecasted need.

2.0 Scope

- 2.1 Applies to the recruitment of all staff to the University.
- 2.2 Applies to all staff involved in the recruitment process.

3.0 Policy

- 3.1 The University's recruitment and employment practices are compliant with the laws of the United Arab Emirates.
- 3.2 The University is non-discriminatory in recruitment with respect to race and ethnicity, special needs, marital status, gender, age (notwithstanding retirement), or nationality

(notwithstanding requirements of Emiratisation). Its recruitment is focused on recruiting staff of the highest calibre, able to deliver the mission of the University to the highest standards.

- 3.3 The University will maintain diversity in its workforce, in order to secure the widest range of perspectives and influences, and enable influx of ideas and innovation.
- 3.4 The University's policy on conflict of interest applies to the recruitment process.
- 3.5 The recruitment process begins with an evaluation of the requirements for the position, and confirmation of budget.
- 3.6 Vacancies will be published in a wide variety of venues, subject to condition of cost effectiveness within financial limits.
- 3.7 Job descriptions include requirements of the position, and required attributes of the position holder.
- 3.8 Joint appointments may be made across two or more Faculties or Departments; one Faculty or Department will be the budget holder and have primary responsibility for line management notwithstanding the need for consultation with the other Faculty/Department.
- 3.9 Shortlisting will be based on analysis of the attributes demonstrated by a candidate in their application and evaluation of these against the job description.
- 3.10 The Vice Chancellor will appoint a recruitment panel responsible for shortlisting, interview, and recommendation of appointment.
- 3.11 All appointments are subject to the approval of the Vice Chancellor.
- 3.12 Appointments are only offered on a fixed term basis when objective grounds exist for not making the appointment permanent.
- 3.13 Graduates of BUiD will not be appointed as permanent academic staff members for at least three years following the successful completion of the programme.

4.0 Procedures

- 4.1 An initial shortlist of academic candidates will be proposed by the relevant programme team before the start of interviewing.
- 4.2 The final Screening Panel for academic staff will include as a minimum:
 - 4.2.1 Vice Chancellor and/or Dean
 - 4.2.2 Head of Programme
 - 4.2.3 one other academic member from the same Faculty
 - 4.2.4 Head of Human Resources
- 4.3 The final Screening Panel for administrative staff will include as a minimum:

- 4.3.1 Registrar and Chief Administrative Officer
- 4.3.2 Head of Department
- 4.3.3 Head of Human Resources

- 4.4 The Vice Chancellor serves as the Chair of all academic staff interview panels; this authority may be delegated to the Dean of Research, or the Dean of the relevant Faculty.

- 4.5 The Vice Chancellor and/or the Registrar and Chief Administrative Officer serves as the Chair of all administrative staff interview panels as appropriate. The interview panel will also include the Head of the Department and another member who might be an academic as appropriate.

- 4.6 The Head of Human Resources is in attendance at interviews and takes notes as appropriate.

- 4.7 Interviews may incorporate skills/aptitude tests where the requirements are directly related to the job description and person specification.

- 4.8 Interview questions will relate to the job description and person specification.

- 4.9 Recommendations to the Vice Chancellor on appointments should be consensual; the Vice Chancellor has final authority in cases where there is no consensus.

- 4.10 All documentation relating to the recruitment process will be held and circulated securely and sensitive to requirements for non-disclosure of personal information.

- 4.11 Documentation will be kept to a minimum, with the process made paper-free where possible.

- 4.12 All documents must be returned to the Head of Human Resources for the required retention period (appendix A).

- 4.13 Offers of employment are subject to receipt of suitable references, satisfactory checks on credentials (submission of an attested copy of qualifications), and satisfaction of criteria for immigration to the UAE (where applicable).

- 4.14 Employment contracts are offered after the final candidate selection along with the terms of employment which remain valid until terminated by either party giving to the other a one (1) month notice in writing any time. The terms of service for staff including probationary periods, length of contracts and procedures for contract renewal are mentioned in the employment contract.

- 4.15 The effectiveness of the recruitment process will be reviewed on a periodic basis by the Head of Human Resources.

- 4.16 Periodic reports on recruitment will be made by the Head of Human Resources to the University Council via the Registrar and Chief Administrative Officer.

Appendix A: Required periods of retention for documents used in the recruitment process

Document	Period	Method
Job advertisement	One year	Soft copy
Job description & further particulars	Permanent (revised as required)	Soft copy
CVs & application forms of all applicants	One year	Soft copy
Screening grid respective to each vacancy	Three years	Soft copy
CVs & application forms of shortlisted and interviewed applicants	Three years	Soft copy
Interview notes/reports	Till appointment ceases and as required thereafter	Hard copy
CV & application forms of appointed candidate	Till appointment ceases and as required thereafter	Hard copy
Reference check form	Till appointment ceases and as required thereafter	Soft copy
Other documents related to appointment	Till appointment ceases and as required thereafter	Soft copy or hard copy (as appropriate)