



THE PHILIPS COLLEGE

**RECRUITMENT, SELECTION, APPOINTMENT
AND PROMOTION PROCESS FOR ACADEMIC STAFF**

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3.1 Recruitment and Selection Process for Academic Staff

It is the policy of the College to hire well qualified and committed staff to fill vacant positions. The basic criteria for hiring a member of staff are: a) quality of an academic's educational background, b) experience and ability to teach at a high level, c) research record and research capability, d) communication, attitude, commitment to students, and the community, and e) leadership.

Vacancies for full-time staff may arise for several reasons. The Departmental Head responsible for justifying vacancies in his program by submitting a report to the Principal or any other person Deputised by him. Once the vacancy is approved the following procedure outline below is followed in filling the vacancy:

- the need for a new recruitment is correctly identified
- the vacancy is defined in terms of tasks and required qualifications
- the vacancy is publicised in the press, on the internet and on other media of communication
- interested candidates submit their CVs and declare their interest for the positions
- in-coming applications are recorded and classified
- applications are assessed and classified in terms of quality
- candidates with the potential to fill the vacancy are invited for an interview.
- a small number of candidates are then short-listed for a further interview
- the Selection Committee makes a decision to hire a candidate or to repeat the process if the original attempt fails to yield results
- the composition and the criteria for appointments made by the Committee are specified below under the title "Criteria for appointment to lecturer grade, the rank of the Assistant Professor, the rank of Associate Professor and the rank of Professor".
- the Committee decides on the number of applicants to invite for an interview and a demonstration lecture.
- following the interview the report of the Committee is submitted to the Council of Management for a decision.

3.1.1 Election of Teaching Research Staff

The filling of vacancies and the election of members of Academic Staff is always carried out following the announcement of the position by the Principal or following the recommendation of the Departmental Head. The announcement specifies the rank, the area and the cognitive subject of the vacancy to be filled which shall cover the full subject area of the relevant science with at least one recognized area of specialisation.

3.1.2 Announcement of Vacancies of Academic Staff

The announcement of vacancies of academic staff in all ranks shall be made only in the following cases:

- (a) resignation;
- (b) retirement;
- (c) termination of the employment of a Lecturer or Assistant Professor;
- (d) creation of new posts

The announcement of vacancies shall be made under the following conditions:

- (i) In case of a vacancy in the rank of Professor or Associate Professor, the announcement of the vacancy may be made either in the rank of Lecturer and Assistant Professor by decision of the Academic Committee of the College, or in the rank of Professor and Associate Professor
- (ii) In case of a vacancy in the rank of Assistant Professor or Lecturer, the announcement of vacancy shall be made in one of these ranks

3.2 Criteria for Appointment to Lecturer Grade

The criteria for appointment to lecturer grade depends on achievement in the following areas:

- Teaching
- Scholarship
- Administration

The prerequisite academic qualifications for an appointment follow those stipulated by the relevant law.

For the post of Lecturer the Selection and Appointments Committee should include at least:

- the Principal, as Chairperson of the Committee or his representative;
- the Registrar or his representative;
- the Departmental Head; and
- a member of staff holding the rank of Associate Professor.

3.3 Criteria for Appointment to the Rank of Assistant Professor

An Assistant Professor should meet the criteria applicable for appointment to a Lecturer grade. In addition, the Assistant Professor should have demonstrated significant leadership credentials in the following areas over a period of three (3) years:

- Teaching
- Scholarship
- Administration

The position of Assistant Professor recognises proven achievement. It is not a recognition of potential. For the position of Assistant Professor the Selection and Appointments Committee should include at least:

- the Principal, as Chairperson of the Committee or his representative;
- the Registrar, or his representative;
- the Departmental Head
- ONE member of staff holding the rank of Associate Professor

3.4 Criteria for Appointment to the Rank of Associate Professor

An Associate Professor should meet the criteria applicable for appointment to an Assistant Professor. In addition, the Associate Professor should have demonstrated significant leadership credentials in at least TWO of the following areas over a period of eight (8) years:

- Teaching
- Scholarship

- Administration

The position of Associate Professor recognises proven achievement. It is not a recognition of potential. For the position of Associate Professor the Selection and Appointments Committee should include at least:

- the Principal, as Chairperson of the Committee or his representative;
- the Registrar, or his representative;
- the Departmental Head;

TWO members of staff holding the rank of professor

3.5 Criteria for Appointment to the Rank of Professor

The title of Professor will be conferred only after thorough evaluation against demanding criteria which clearly reflect the role and objectives of the College. A Professor should meet the criteria applicable for appointment to an Associate Professorship. In addition, the holder should have demonstrated a very high level of academic and business leadership over a period of twelve (12) years. The post of Professor recognises proven achievement. It is not a recognition of potential.

For the post of Professor the Selection and Appointments Committee should include at least:

- the Principal, as Chairperson of the Committee or his representative;
- the Registrar, or his representative;
- the Departmental Head;
- two members of staff holding the rank of professor; and
- at least TWO external assessors who are already Professors.

3.6 Recruitment and Career Advancement Planning for Academic Staff

The present staff development policy reflects the strategic aims of the College which focus on providing students with a healthy learning environment to enable them to reach their full potential. This policy is designed to achieve the following objectives:

- professional updating of staff in terms of subject knowledge to enable them to maintain and enhance their teaching and in this way upgrade student learning;

- improvement of personal and transferable skills, such as communication, group work and time management skills;
- development of new teaching material, the enhancement of teaching skills and the use and application of educational technology within the teaching and learning environment;
- preparation in order to meet the changing demands of teaching methods, techniques and approaches occasioned by new developments;
- retraining and development of staff to help them meet the changing requirements of organisations and the community and to contribute to new planned developments within the College; and
- the development of information technology skills, particularly with a view to increasing the use of Information Technology in Teaching and Research.

Staff enjoy the privilege of self and career development and are provided with adequate opportunities for training and education internally within the College and externally. For example, training on computers and information management is a regular and on-going feature of academic life at the College. Training of didactic pedagogic and other teaching skills is also an annual feature of the self-development program of the College.

The extension programs of the College which are intentional efforts to fulfil predetermined needs of people and communities, enable staff to gain valuable experiences by interacting with mature students and thus viewing the problems of the community from a different perspective.

The sharing of learning and experiences in staff meetings complement the above formal development exercises.

3.6.1 Rules Regarding Evaluation for Promotion, Continuation or Termination of Employment of Academic Staff

No later than a month following the appointment of the Special Committee, the candidate shall submit to the Chair of the Committee an evaluation folder containing the following:

- a Curriculum Vitae according to the European CV Template;
- list of publications divided into different categories. For each publication, full bibliographical details should be provided, including the authors in the order they appear on the publication, and page numbers;
- summary (up to four pages) of the research work of the candidate, their current research and their future research plans;

- statement (up to a page) regarding the candidate's teaching and concise presentation of the evaluation of their teaching;
- report (up to a page) regarding the administrative work and other contribution of the candidate;
- up to two representative samples of work, preferably publications;
- names and addresses of two academic referees, whom the candidate has asked to provide recommendation letters;
- Optional: list of citations of their research work according to publication, and book reviews;
- sufficient evidence of references of significant scientific distinctions, research projects or activities with internal or external funding (role of candidate, amount of founding, list of partners), articles and books under publication or review;
- student evaluation;

The Special Selection Committee may ask the candidates to submit their dissertation, if it deems necessary. The evaluation folder should be submitted in two copies.

- The folder can be submitted in English
- The Chair of the Special Committee communicates the entire folder to the members of the Committee within two weeks of the submission.
- The Special Committee, after examining the folder of the candidate and the reference letters, will decide whether it will invite the candidate for an open lecture and interview, for the purpose of evaluating them for professional advancement. The decision is reached by majority vote. If the Special Committee decides that at the current time the professional advancement of the candidate is not successful, and the candidate is a Lecturer or an Assistant Professor whose employment can continue, the Committee recommends the continuation or not of the employment of the candidate.
- If the Committee decides to evaluate the candidate for professional advancement, the candidate is invited to hold an open lecture on a subject of their own choice. The members of the Special Committee are present at the lecture. After the

lecture, the Special Committee invites the candidate for an interview.

- Upon completion of the procedure, the Special Committee prepares a written report to the Council of Management of the College. The report shall contain substantiated references to the work the candidate has submitted as well as the research, teaching, administrative and other contribution of the candidate. The report should be documented with evidence of the decision of the Committee for promotion, continuation or termination of the employment of the candidate.

3.6.2 Quality of Academic and Support Services Staff

- The appointment, grading and promotion policies of the College shall guide the recruitment process of academic and support services staff. Assessment of quality in academic and professional staff shall include:
 - Adequacy of qualifications for the discipline taught or services rendered;
 - Student and peer evaluations of teaching and scholarly works or customer satisfaction surveys;
 - Performance management by the Departmental Head;
 - Involvement in continuing professional development as determined by the Departmental Head
- The DQA shall analyze data from evaluations by peers, students and customers, and recommend appropriate actions for each member of academic staff for the purpose of continuous improvement and development.
- Promotions shall be guided by the Academic Staff Grading and Promotions Ordinance and the relevant promotions protocols for support services staff;
- The Staff Development Committee shall regularly review the Staff Development Policy which shall guide staff development initiatives in the College;
- The Staff Development Policy shall ensure that staff continue to meet high academic and profession standards; and
- All members of staff, irrespective of their designation (full-time, part-time, etc.) shall be subject to this QA Policy

3.7 Visiting Professors

Following the proposal of the Principal of the College, the Academic Committee approves to invite Visiting Professors for a year. These Professors are Greek or international scholars with a seat at a local or foreign University and they have a corresponding position. Their invitation to serve at the University can be renewed.

The proposal to have a Visiting Professor should be substantiated with evidence concerning the specific educational needs that need to be met and it should be submitted well in advance by the Departmental Head.

The affiliation of Visiting Professors to the College may be on a full-time or part-time basis subject to the academic needs they are called to satisfy.

The monthly salary of Visiting Professors from abroad is equal to the salary, and allowances given to full-time academic faculty of The Philips College who hold a position of the same rank.