

Ollscoil na hÉireann, Gaillimh

National University of Ireland, Galway

Role and Reporting Relationships of and Appointment Procedures for Directors of Research Institutes

1. Role

The Director of a Research Institute has responsibility for the academic and administrative affairs of the Institute. In discharging this role the Director will work, in particular, with

- the Vice-President for Research
- the Dean of the College of primary affiliation of the Institute
- the Deans of other Colleges with which the Institute is affiliated
- the Dean of Graduate Studies
- Research Cluster leaders within the Institute
- Directors of other Research Institutes
- Relevant Boards of the Institute
- the Executive Committee of the Institute.

2. Responsibilities

The responsibilities of the Director include, but are not necessarily limited to, the following areas:

Academic Policy and Planning

- Ensuring the timely production and implementation of the Institute's Strategic Plan and Operational Plans and the Strategic and Operational Plans of the research clusters in the Institute, within the framework of the University's Strategic Plan and Research Strategy and the Strategic and Operational Plans of relevant Colleges, with due regard to the resources available or likely to become available
- Leading the implementation of the Institute Strategic and Operational Plans
- Providing an annual report to the College of primary affiliation of the Institute and other relevant Colleges on the implementation of the Institute Plan
- Contributing to the development and implementation of the University's Strategic and Academic Plans and, in particular, its Research Strategy
- Ensuring, with the other Directors of Research Institutes, inter-Institute cooperation and development in research.

Academic Affairs

- Providing leadership in research within the Institute and otherwise within the University
- Implementing approved Institute policy
- Identification of research initiatives for the Institute
- Promoting the quality of the experience of research students associated with the Institute, including ensuring that the University's Guidelines for Research Degree Programmes are implemented
- Working with, supporting and facilitating Research Cluster Leaders towards the development and realization of the Institute's Research Strategy
- Representing the research agenda of Research Cluster Leaders to the Institute Board of Management.

Management of the Institute

The managerial responsibilities of the Director represents a conventional set of operational functions relevant to the administration and management of a large research institute, including responsibility for the Buildings, Equipment, Finance and Personnel of the Institute. Considerable responsibility is vested in the Director for the day-to-day administration and management of these functions. In this regard, the Director will draw up appropriate procedures for the safe and efficient operation of the Institute/Centre. Specific responsibilities will include:

- Supervision of support staff assigned to the Institute
- Management of space and core facilities, in accordance with approved University policies and procedures
- Management of resources allocated to the Institute, in accordance with approved University policies and procedures
- Preparation of Institute budget submissions, including staffing submissions, for input into the annual budget submission
- Preparation of Institute submissions in respect of recurrent and capital equipment requirements
- Preparation of Institute submissions in respect of the infra-structural requirements of the Institute
- Allocation, following appropriate consultation, of such infra-structural facilities as may be allocated to the Institute
- Ensuring that appropriate management structures are in place for all research programmes within the Institute
- Responsibility for the implementation of effective quality assurance procedures within the Institute
- Responsibility for adherence to and implementation of policies and procedures for the management of risk

- convening, to a schedule set out for the information of all members of the Institute, meetings of relevant Boards of the Institute.

Other

- Such other duties as may be assigned by the Dean of the College of primary affiliation.

3. Reporting Relationship

- The Director is responsible to the Dean of the College of primary affiliation of the Institute, under the Registrar and Deputy-President.

4. Representational Role

- The Director represents the Institute within the College(s), its/their Schools, and within the University and externally.

5. Appointment Procedures

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

5.2 Notification of the impending vacancy will be sent to members of all Colleges with which the Institute is affiliated, together with the document setting out the role and responsibilities of a Director of a Research Institute

5.3 The College of primary affiliation may recommend to Údarás na hOllscoile external advertising for a post of Director. Should it do 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 her/his term(s) as Director

5.4 Applications will be invited by a closing date not later than 4 months prior to the impending vacancy

5.5 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
- To an interview by a Board comprising
 - President (or nominee)
 - Registrar and Deputy-President
 - Vice-President for Research
 - Dean of the College of primary affiliation (Chair)
 - Two academic staff members nominated by the Board of the Institute

- an external assessor (to be nominated by the President, following consultation with the Registrar and Deputy-President, Vice-President for Research and the Dean of the College of primary affiliation)

5.6 The Interview Board will recommend the name of its preferred candidate only to the College of primary affiliation. Subject to the adoption of the report by the College, the President will make the appointment. In the event of the College declining to adopt the report of the Interview Board the report will be forwarded to Academic Council and, subsequently, if the Council declines to adopt the report, to Údarás na hOllscoile for decision.

5.7 Reappointment Procedure

In the event of an out-going Director informing the Dean of the College of primary affiliation, in writing, not later than eight months prior to the expiration of her/his term of office, of her/his wish to serve for a second term, such renewal of appointment will be made on the basis of the recommendation of the Registrar and Deputy-President, Vice-President for Research and Dean of the College of primary affiliation to the relevant College. Subject to the adoption by the College of the recommendation, the President will make the appointment. In the event of the College declining to adopt the recommendation, it will be forwarded to Academic Council and, subsequently, if the Council declines to adopt the recommendation, to Údarás na hOllscoile for decision.

5.8 Eligibility

Members of staff within the Colleges with which the Institute is affiliated, who hold the position of Professor, Personal Professor, Senior Lecturer or Lecturer (above and below bar) are eligible, provided they have been confirmed in post, 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.

* The Research Institutes coming within the provisions of this document are:

- Centre for Innovation and Structural Change (CISC)
- The Ryan Institute for Environmental, Marine and Energy Research
- Moore Institute for Research in the Humanities and Social Sciences
- National Centre for Biomedical Engineering Science (NCBES).

The University may decide to amend the list at any time.