

CHRIST THE TEACHER COLLEGE OF EDUCATION



RECRUITMENT POLICY, 2018

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RECRUITMENT POLICY

Preamble

Effective recruitment and selection procedures are vital in attracting and retaining high quality staff. For recruitment and selection procedures to be effective it is essential that they are fair, rigorous and transparent. It is the Policy of Christ the Teacher College of Education (here after referred to as the College) to ensure that the best candidate for the job is selected. All decisions relating to recruitment and selection must be consistent with the criteria outlined for the post. Commitment to this principle of appointment on merit reflects the College on Equal Opportunities.

Purpose / Objectives

The purpose of this policy is to provide a framework and core principles for the recruitment and selection of staff at our College. The accompanying procedure and the Essential Guide to Recruitment and Selection provide clear guidance on the key stages involved.

The effective recruitment and selection of staff is important for our College's achievement of our Strategic Plan. The recruitment and selection policy and procedure which follow encompass core principles from the Strategic Plan, specifically that:

we will ensure a diverse and capable workforce by:

- promoting appropriate and transparent recruitment practices to achieve diversity
- developing effective and equitable employment diversity policies which go beyond those required by legislation
- being an employer of choice for excellent candidates.









Scope/Application

These recruitment and selection procedures apply to all recruitment activities with the exception of Research Funded recruitment. These procedures should be consulted by all members of staff involved in any aspect of the recruitment and selection process.

This policy and procedure cover all stages of the recruitment and selection process and are applicable to all staff recruitment.

Policy Statement

The recruitment process can be broken down into the following stages:

-  Pre-vacancy tasks
-  Short-listing
-  Interview Preparation
-  Interview
-  Selection Process
-  Offer Process
-  Induction Process
-  Recruitment of female staff

Termination of an appointment before the end of the term specified in the faculty member's appointment letter (contract).

Financial Exigency.

Discontinuance of a Program or Department of Instruction

Appeal procedures in cases involving termination or reassignment of faculty appointments prior to the end of the specified appointment (contract) term.

Imposing sanctions for allegations of violations of policy, and discharge for cause

Allegations of Incompetence, Neglect of Duty, or Misconduct

Allegations of Discrimination or Harassment

Allegations of Academic Misconduct in Scholarly Activity or Research

Termination of an Appointment for Medical Reasons

Supporting Procedures:

Pre-vacancy tasks Job descriptions and person specifications

Each vacancy will have a job description and person specification. The aim of the job description is to describe the main purpose and responsibilities of the job and the tasks to be performed. It is essential that job descriptions are realistic and describe the job as it really is.

A job description and person specification is available to prospective applicants for each College vacancy. This provides essential information for applicants as well as a basis for selection criteria.

The appointment and recruitment committee will ensure the job description is up to date and that the role is graded fairly and consistently in accordance with the relevant job evaluation scheme.

Vacancy approval

Vacancy approval by the member of the appointment and promotions committee is required for all vacancies within the College.

Advertisements

The College uses a variety of methods to advertise vacancies, depending on the nature and grade of the role. These include: College Website, Social Media, local and national press, Job, and relevant trade/professional journals and websites. The most appropriate method of advertising for a role will be agreed between the College Council and the appointment and promotion committee.

Application process

Applicants can find vacancies at the College's Job Opportunities at the website. Applicants would normally apply for vacancies via hard copy submission or the College's Online recruitment system.

Short-listing

A short-listing panel will assess applications received for the role against the essential and desirable criteria listed in the person specification. Applicants will be informed whether or not their application will be pursued normally within 5 working days of the closing date. Applicants selected at short-listing will be invited to attend an interview on the basis that they have provided the strongest evidence against the required criteria for the role. Interview dates will normally be advertised. Where dates are not advertised interviewees will normally receive 5 working days notice of the interview. To ensure fairness the same interview panel and format will be used for each interview.

Interview questions will be based on the selection criteria outlined in the job description and person specification.

Short-listing and interviewing panels

Where possible the interview and short-listing panel will be made up of both males and females of a broad age range. The short-listing panel for academic staff will normally include the relevant Head of Department or Senior Academic Staff.

If a candidate is related to, or has a close personal relationship with, a member of staff involved in the recruitment and selection process for the role, the staff member should inform the

Appointment and Promotion Committee. To prevent bias appropriate arrangements will be made so the employee is not involved in the process going forward.

Selection process

A variety of selection methods may be adopted in addition to the interview including: presentations, in-tray exercises and candidates will receive notice of additional methods prior to the interview.

To ensure we operate fairly and consistently, we prefer to conduct interviews face to face. However, in exceptional circumstances a remote interview may be considered for nonmanagement roles only (e.g. Skype, Telephone or Video Conference). If we agree to a remote interview *and the candidate involved becomes the preferred option*, a final face to face meeting must take place before an offer of employment is made.

There are certain circumstances in which the selection process may vary.

Redundancy situations

Internal applicants in a redundancy situation will receive a preferential interview for a role they have expressed interest in provided there is a reasonable match between the skills of the employee and the role requirements. If the employee would, with or without suitable training over an acceptable period, be sufficiently competent to fulfil the requirements of the role within a reasonable timeframe, the employee would be appointed.

Disabled applicants

To help promote equal opportunities the College will interview all disabled applicants who meet the preferred requirements of the person specification for advertised vacancies.

Panel decisions

The panel will meet after all the interviews have taken place to score candidates against the requirements set out in the person specification and make an appointment decision.

Offer process

Appointment will be based on the best match of knowledge, experience and behaviours to the role requirements. Notification of the outcome will be provided to candidates as soon as possible, normally within 5 working days of the interview.

The Chair of the interview panel will make a verbal offer to the successful candidate which will be followed up by a written offer from the College Council (by email where possible). The candidate must return a signed copy of the offer to the Principal of the College within 5 working days of the date of the letter or prior to commencing employment, whichever is earlier.

Conditions of offer

The offer of employment is conditional until the Principal or the Appointing Authority receives acceptance note from the prospective employee.

Termination of a tenured or tenure eligible appointment, or of a probationary or specified-term appointment before the end of the term specified in the contract, may occur

- (a) under extraordinary circumstances because of financial exigency that threatens the college as a whole, or
- (b) because of the discontinuance of a specific program or department of instruction within the college.

3.

Financial exigency is an imminent financial crisis that threatens the College as a whole and that cannot be alleviated by less drastic means than termination of academic appointments. The existence of a condition of financial exigency shall be determined and declared by the Principal of the College following consultation with the College Budget Advisory Committee. The criteria for selecting appointment(s) to be terminated shall be determined by the Vice Principal following consultation with the College Principal. However, ultimate authority over these decisions rests with the Council. See appendix A

4.

A decision to terminate academic appointments resulting from the discontinuance of a program or department of instruction *not compelled by financial exigency* (as defined in 3 above) must reflect long-range institutional judgments that the educational mission of the College as a whole will be enhanced by the discontinuance. See appendix B

5.

The Appointment and Promotions Committee shall make findings of fact, conclusions, and recommendations in a timely manner and issue a written report to the Vice Principal and the

faculty member(s). The findings of the Appointment and Promotions Committee shall be introduced. The Appointment and Promotions Committee shall consider the following as part of deliberations.

Whether the administration followed the procedures set forth above (the Appointment and Promotions Committee may consult with the Council as needed). If the Appointment and Promotions Committee discovers a procedural irregularity, it shall indicate to the Vice Principal in writing the nature of the irregularity and the point at which the process should resume.

The existence and extent of the condition of financial exigency or the conclusion that the educational mission of the College as a whole will be enhanced by the discontinuance of a program or department of instruction, if the Council has not affirmed the decision of the administration. In that case, the burden shall rest with the administration to demonstrate its case. If the Council has affirmed the decision, the Appointment and Promotions Committee will not reevaluate the decision.

The validity of the educational judgments and criteria used to determine which appointments are to be terminated.

Whether the criteria are being properly applied in the individual case.

If the Committee

- a. finds no procedural irregularities meriting reconsideration of the administrative decision to terminate,
- b. does not disagree with (or does not reevaluate) the decision as to the existence of financial exigency or that discontinuance will enhance the educational mission,
- c. does not find invalid the judgment and criteria for selecting appointments for termination, and
- d. does not find misapplication of those criteria in the case at hand, its decision shall be final, subject to appeal as described below.

Principal Review of Appointment and Promotions Committee Findings.

In all other cases, within thirty calendar days of receipt of the report, the Vice Principal shall

- (1) provide an opportunity for written response by the faculty member,
- (2) accept or reject the recommendation of the Appointment and Promotions Committee,
and
- (3) state the reasons for acceptance or rejection in writing to the Appointment and
Promotions Committee and the faculty member.

Appeal of Findings by Appointment and Promotions Committee and/or the Vice Principal if the Appointment and Promotions Committee or the Vice Principal recommends termination, the faculty member will then have 30 calendar days after receipt of notice from the Committee or Vice Principal respectively, to appeal the decision to the Principal and the Academic Board per the procedures outlined.

6.

Imposing sanctions for violations of College policy and/or termination of an appointment with tenure or of a non-tenured appointment before the end of the period specified in the faculty member's current contract may be effected only for adequate cause.

Adequate cause termination of a contract before the end of its specified term, is defined as: Incompetence, neglect of duty, or misconduct of such a nature as to render the individual unfit to continue as a member of the faculty. Adequate cause for dismissal must be related directly and substantially to the fitness of faculty members in their professional capacity as academicians. Dismissal shall not be used to restrain faculty members in the lawful exercise of any individual legal rights;

Medical reasons of such a nature as to render the faculty member unable to fulfill his or her professional responsibilities; or

Bona fide financial exigency on the part of the College or discontinuance of a program, department, or college of instruction.

General Procedures for Addressing Allegations

Inquiries When the appropriate administrative officer receives an allegation that a faculty member has violated College policy, or when that administrative officer him-or herself finds evidence that a faculty member under his or her supervision has violated College policy, that administrative officer shall first discuss the allegation and/or offending conduct with the faculty member. Should the administrative officer determine that there is reason to proceed, he or she shall define the violation and explain relevant policy and procedures in writing. The administrative officer shall provide the faculty member an opportunity to respond. The administrative officer shall seek a solution that is mutually satisfactory to all parties involved (e.g., an agreement to stop the offending conduct, and/or amelioration or remediation). Absent any mutually-agreed upon solution, the administrative officer may impose a minor sanction, in which case the process ends at this stage, except that the faculty member may then file an appeal.

Informal Investigation and/or Mediation Should no settlement be reached or should the appropriate administrative officer believe that action beyond the imposition of a minor sanction is called for, the administrative officer shall deliver written notice of the allegation to the accused faculty member and to the Vice Principal; the Vice Principal will then normally initiate an informal investigation. The general purpose of the informal investigation is to review the charges, to educate the parties where appropriate, to attempt to resolve the issue when possible, and/or to determine whether a formal investigation is warranted. The bodies conducting the informal investigation and the procedures followed will vary according to the type of alleged offense.

Formal Investigation and Resolution Formal investigation of charges may ensue when no settlement is reached during informal investigation and mediation, and/or when the appropriate officer and/or the body conducting the informal investigation concludes that the alleged violation is sufficiently grave and the evidence supporting the allegation is sufficiently convincing to warrant major sanction... *In cases alleging discrimination or discriminatory harassment by a faculty member*, the formal investigation will be conducted by the Sexual Harassment committee and their recommendations forwarded to the Appointment and Promotions Committee, the Board will find for or against the faculty member and may, in the latter instance, recommend a sanction. *In all other cases*, the investigation will be conducted by the appropriate faculty committee which will find for or against the faculty member and may, in the latter instance, recommend a sanction.

Interim Suspension or Reassignment Pending a decision based upon the informal and/or formal investigation, if the Vice Principal determines that immediate or likely harm to the faculty member, other members of the College community, or the educational function of the College is threatened by continuance, the Vice Principal may suspend the accused faculty member(s) with pay, or, in lieu of suspension, assign the faculty member(s) to other duties. Before so suspending a faculty member, the Vice Principal will consult with the College Council concerning the propriety, length, and other conditions of the suspension (the faculty member may waive the right to have the College Council consulted and accept the suspension, but the waiver must be in writing). A suspension cannot continue indefinitely; should the suspension or reassignment continue beyond 120 days, the Vice Principal shall justify the cause of the delay to the College Council.

Remedies and Sanctions Remedies and sanctions may include, but are not limited to:

- A warning not to repeat the offending conduct
- Special monitoring of teaching or research;
- Separation of the parties involved;

- Required participation in an educational program (such as harassment, or discrimination);
- A letter of reprimand;
- Removal from a research project (including long-term disbarment);
- Suspension of access to laboratories and/or office;
- Reassignment of duties;
- Loss of travel funds, research funds, etc;
- Denial of a pay increase;
- Reduction in rank or salary or loss of endowed chair;
- Probation;
- Suspension with or without pay;
- Dismissal.

Appeals of Major Sanctions Should a faculty member, at the end of a formal investigation, receive a major sanction he or she may appeal to the Appointment and Promotions Committee on the grounds of procedural irregularities or of inadequate consideration. Appeals on any other grounds are made to the Principal.

Faculty Notification and Access to Files Nothing concerning allegations against a faculty member shall be kept in writing by any committee, officer, or office of the College unless the faculty member is notified of the existence of and provided access to the written material (be that notes, reports, files, etc.). The faculty member shall also be afforded the opportunity to respond to the allegation and to have that response added to the written record. (This standard does not apply to conversations or discussions that do not result in further inquiry or investigation and/or enduring notes, reports, files or other written documents).

7. Allegations of incompetence, neglect of duty, or misconduct

Incompetence, neglect of duty, or misconduct must be of such a nature as to render the individual unfit to continue as a member of the faculty. Adequate cause for sanctions including dismissal must be related directly and substantially to the fitness of faculty members in their professional capacity as academicians. Dismissal shall not be used to restrain faculty members in their lawful exercise of any individual legal rights.

Inquiry When a program director, department chair, or college dean receives an allegation or finds evidence that a faculty member under his or her supervision may be guilty of incompetence, neglect of duty, or misconduct, that administrative officer shall discuss the allegation and/or offending conduct with the faculty member.

Informal Investigation and Mediation Should no settlement be reached during the inquiry, the appropriate administrative officer shall deliver written notice of the allegation of incompetence, neglect of duty, or misconduct to the accused faculty member and to the Vice Principal; the faculty member will have ten calendar days to respond. Following that notification, the Vice Principal shall attempt to reach a solution with the faculty member that is mutually satisfactory. If a settlement is still not reached at that point, the Vice Principal will turn the matter over to by the Appointment and Promotions Committee for formal investigation following the procedures outlined below.

Formal Investigation and Resolution The formal investigation shall be conducted by the Appointment and Promotions Committee in accordance with the procedures outlined. The Vice Principal shall submit to the Appointment and Promotions Committee the written statement of charges, framed with reasonable particularity, along with any response from the faculty member.

Action in Cases of Misconduct If misconduct is established, the Vice Principal may take steps necessary to clarify the public record (e.g., public announcements, etc.). As appropriate,

the Vice Principal may also notify other concerned parties not previously aware of the case, including law enforcement authorities.

Appeal of Formal Investigation Major Sanctions The faculty member may appeal a major sanction on procedural grounds to the Appointments and Promotion Committee or on any grounds first to the Principal and then to the Council

8.

Allegations of Discrimination or Harassment

The College prohibits discrimination. See the College's policies on Discrimination and Sexual Harassment. Allegations of violations of these policies are handled via the mechanisms outlined within each of those policies. In the event of repeated allegations within the same academic unit or against the same faculty member, the College reserves the right to use previous good faith reports of discrimination to identify patterns of behavior. In such cases, Appointment and Promotions Committee with the approval of the Vice Principal, may initiate an informal investigation following the procedures outlined. Should this occur, the faculty member is entitled to the notification requirements outlined.

9. Allegations of academic misconduct in scholarly activity or research

Research Responsibilities

It is the responsibility of faculty and administrators at the College to create and sustain an atmosphere where honesty and integrity are paramount in the conduct and dissemination of research and scholarly and creative activity. This responsibility extends to documentation prepared for the purpose of securing assistance in the pursuit of scholarly activity or research.

It is the particular responsibility of individual scholars and researchers to ensure that the quality of published works is maintained: products must be carefully reviewed prior to

publication; the accomplishments of others must be recognized and cited; contributors must be given full acknowledgement; co-authorship must be conferred to those, and only those, who have made a significant contribution; and all (co-)authors must be willing and able to defend publicly their contribution to the published results. It is also the responsibility of the College administration and faculty to make undergraduate and graduate students aware

- (1) of the University's policies governing the conduct of scholarly activities and research, and
- (2) that students as well as faculty members are held to these policies while conducting research.

Definitions of Academic Misconduct Although it may be more specifically defined by the discipline and/or in the college or department, academic misconduct is broadly defined to include, according to the U.S. Office of Research Integrity, fraudulent behavior such as “fabrication, falsification, plagiarism,[misappropriation,] or other practices that seriously deviate from those that are commonly accepted within [the particular scholarly community] for proposing, conducting, or reporting research [or other scholarly endeavors]. It does not include honest error or honest differences in interpretations or judgments” of results of scholarly activity.

Termination of an appointment for medical reasons

A faculty member in a tenured or tenure-eligible position, or a faculty member in a specified term appointment who has not reached the end of his or her contract, may be dismissed for medical reasons (physical or mental) only on the basis of clear and convincing medical evidence that the faculty member, even with reasonable accommodation, is no longer able to perform the essential duties of the position.

Informal Inquiry When a program director, department chair, or college dean finds evidence that a faculty member under his or her supervision may be unable to perform the essential duties

of his or her position, that administrative officer shall discuss the problem with the faculty member or with the faculty member's representative. The administrative officer shall provide the faculty member (if necessary, via the representative) an opportunity to respond; he or she shall use all reasonable means to seek a solution that is mutually satisfactory. Should no settlement be reached, the administrative officer shall notify the Vice Principal in writing and provide a copy of the notification to the faculty member; the faculty member will have ten calendar days to respond. Following that notification, the Vice Principal shall attempt to reach a solution with the faculty member that is mutually satisfactory. If a settlement is still not reached at that point, the Vice Principal will turn the matter over to by the Appointment and Promotions Committee for formal investigation following the procedures outlined below.

Formal Investigation The formal investigation shall be conducted by the Appointment and Promotions Committee as per the procedures outlined. The burden of proof that the faculty member is no longer able to perform the essential duties of the position, even with reasonable accommodation, rests with the College and shall be satisfied only by clear and convincing evidence in the record considered as a whole.

Appeal Should the formal investigation proceedings result in the decision to dismiss the faculty member for medical reasons, the faculty member may appeal to the Principal or the Academic Board as per the procedures outlined.

11. Promotions Procedures

a) Initiation of Recommendations

1. A recommendation to consider a faculty member for promotion in academic rank or award of continuous appointment shall be initiated by the department chairperson or the appropriate departmental or school promotion and tenure committee. In units having departments, the first review of recommendation shall

be by the departmental promotion and tenure committee. In divisions without departments, first review is by the divisional promotion and tenure committee, which shall transmit its recommendations to the dean of the school or college, or on campuses with no schools or colleges the provost/vice chancellor for academic affairs. If the candidate holds a joint appointment between two departments or schools or colleges, the primary department, school or college bears the responsibility for recommendation for promotion in academic rank or award of continuous appointment. All recommendations shall be forwarded with supportive documentation including teaching evaluations, evidence of research, scholarly activity, and service.

2. Consideration for award of continuous appointment and promotion to the rank of associate professor normally occurs after a probationary period not to exceed six years, as described in the Academic Tenure Regulations. Candidates who are not recommended for promotion to associate professor should not be recommended for continuous appointment. Conversely, while there may be some cases in which an exceptional record warrants promotion to associate professor prior to the awarding of tenure, it should be kept in mind that to make such a promotion seems almost certainly to hold out the promise of tenure. Normally, recommendations for promotion to associate professor and for tenure are made simultaneously.
3. The promotion and tenure committees may be appointed, elected, or otherwise designated in accordance with the established department, school, or college procedures as long as the procedures are in compliance with the rules and regulations. If other than tenured faculty members are included on the committee, only those who are tenured may participate in making a recommendation for a

candidate seeking tenure, except in the case of faculty members emeriti serving on the committee as allowed.

4. If other than tenured professors are on the committee to consider a candidate for promotion to Senior Tutor and beyond, only the tenured the Vice Principal and the Chair of the Appointment and Promotions Committee are allowed or may participate in making a recommendation for a candidate seeking promotion.
 5. Prior to the deliberations of the promotion and tenure committee, all tenured members of that department holding the same rank as or higher rank than that of the candidate (or, in larger departments, all tenured members of the particular academic field holding the same rank as or higher rank than that of the candidate) shall be given the opportunity to provide written and signed comments to the Appointment and Promotions committee regarding the candidate being considered.
 6. The Committee may solicit whatever additional information its members deem appropriate, from within and outside the College, to evaluate the candidate under consideration in the areas of teaching, research, and service.
 7. An annual report of promotion and tenure actions approved by the Vice Principal shall be submitted by the Vice Principal to the Principal.
- b) Review by the College, the Vice Principal
1. Upon receipt of the recommendations from the Appointment and Promotion committee or the department chairpersons and the Vice Principal here and after when appropriate, shall review all such recommendations. The HODs may consult with members of the faculty individually or in a group and may confer with others.
 2. The critical questions that should be addressed during review by the HODs and

Vice Principal are as follows:

- (1) Is the candidate qualified to be promoted or to be placed on continuous appointment?
 - (2) If more than one person is being considered for a single position, is the candidate the best qualified among those being considered to fill this tenured position?
3. The HODs, should solicit whatever additional information is deemed appropriate for making an independent evaluation and recommendation.
 4. In making recommendations at the department, each committee, chairperson and the Vice Principal for academic affairs, should keep the above two questions clearly in mind.
 5. The HODs shall then forward all recommendations to the Vice Principal, including a written statement of evaluation and recommendation for each candidate.

c) Review by the Vice Principal

1. The Vice Principal is assisted in the review of recommendations for promotion and tenure by a campus-wide Appointment and Promotion advisory committee. The committee may be appointed, elected, or otherwise designated in accordance with the established campus procedures. This committee reviews all recommendations for promotion and continuous appointment and advises the Principal on the following matters:
 - (1) The adequacy of the criteria used at the department level;
 - (2) The qualifications of the individuals recommended; and in making a final recommendation to the Principal, the committee will answer the two critical questions above.

d) Evaluation and Notification Process

1. In the promotion and continuous appointment process, the final decisions are made by the Principal. Recommendations by committees, chairpersons, HODs, Chair of Committee and the Vice Principal are not binding on the Principal.
2. When a recommendation for continuous appointment cannot be substantially supported, a negative recommendation should be made at the earliest possible time by the first level of review. To insure fair and timely review of all actions, committees, chairpersons, Vice Principal and the Chair of committee for academic affairs, shall communicate their recommendations to candidates under consideration and give each candidate a reasonable time to submit written rebuttal to the recommendation so that both recommendation and rebuttal may be forwarded to the next level of review.

Recruitment of female staff

Valuing the differences between people and understanding the positive benefits for the College in employing a diverse range of talented people is crucial. A positive approach to diversity allows management to select the best person for the job based on merit alone and free from bias on the grounds of factors that are not relevant to the person's ability to do the job.

Discrimination in recruitment and selection may occur when decisions are based on arbitrary or irrelevant requirements, or as a result of unconscious bias. Applicants are protected against discrimination on the grounds of any of the following characteristics:

- age
- gender reassignment
- disability

- pregnancy
- race
- religion and belief
- sex

The types of discrimination that are relevant to recruitment and selection are direct discrimination including associative and perceptive, indirect discrimination, discrimination arising from disability and failure to make a reasonable adjustment.

Gender Responsiveness

The college shall provide good facilities at the demonstration school such as creche, nursery and KG for female tutors in particular to send their children there.

Recruitment at the demonstration school shall always be gender responsive.

The college shall provide descent /secure accommodation for female tutors near the school The college shall provide descent health facilities for families and children and females in particular.

The college shall allow for flexible breastfeeding and or maternity leave

The college shall provide opportunities for scholarships and study leave for female tutors to do further studies (Sandwich, Top ups, short courses, distance etc.)

When advertising for vacancy, there shall be an explicit statement that the college aims to achieve gender balance among the staff.

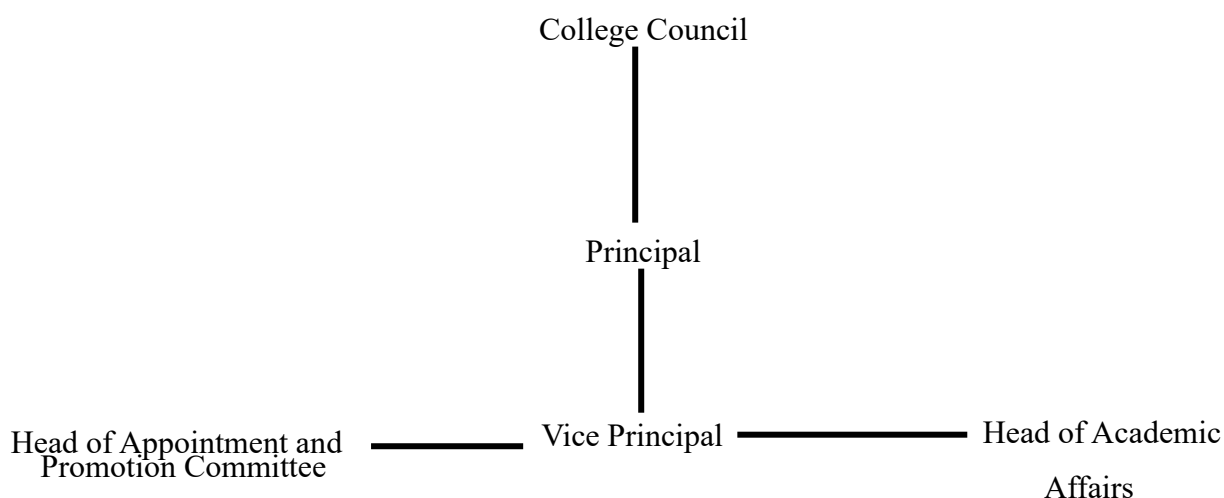
The college as and when the need be shall reach female candidates and encourage them to apply and possibly extend deadlines if only a small number of females apply

The college shall identify promising female tutors and pair them up with a senior mentor preferably female who can provide support, give guidance, dispel misconceptions and encourage them to apply to leadership roles.

6. Responsibility for Implementation

The overall responsibility for recruitment Policy in Christ the Teacher College of Education is that of the College Council.

The Day-to-day responsibility for ensuring this policy is implemented is delegated to the College Principal, Head of Appointment and Promotion Committee and Head of Academic Affairs.



7. Responsibility for Monitoring, Implementation and Compliance

The Head of Appointment and Promotion Committee and the Head of Academic Affairs.

8. Status

Current employment law imposes obligations on employers not to discriminate on the grounds of a protected characteristic; age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity. Christ the Teacher College of Education is committed to taking a positive and pro-active approach to diversity and equality which extends beyond the statutory obligations. There is also an additional requirement to ensure that we comply with Ghana immigration rules and procedures.

In addition, we will take into account the practical guidance and recommendations of no statutory codes of practice.

The Policy Formulation Committee is confident that the Recruitment Policy will serve as a point of reference in Policy making and implementation in Christ the Teacher College of Education.

General review of existing Recruitment Procedures 7th April 2017

Drafting of new recruitment policy for Christ the Teacher College of Education 11th April 2017

Policy approved by Governing Council, 1st June 2017

The implementation of the latest version of this policy supersedes all rules, regulations and practices of recruitment in the College.

9. Key Stakeholders

Ministry of Education

National Council for Tertiary Education

Christ the Teacher College of Education

10. Approval Body

The College Governing Council

11. Initiating Body

Appointment and Promotions Committee

12. Definition of terms

Recruitment: The process of finding and hiring the best-qualified candidate (from within or outside of an organization) for a job.

Appointment: the act of giving a particular job or position to someone

Interview: A formal meeting at which a person who is interested in getting a job or other position is asked questions to learn how well the person would be able to do it.

Panel: a group of people with special knowledge, skill, or experience who give advice or make decisions

Staff: All employees of the College

13. Related Legislation:

International Labour Organization Documents on employment

Labour laws in Ghana

Immigration Laws of Ghana

14. Related Policy and Other Documents**15. Effective Date**

September 2018

16. Review Date

Yearly

17. Key Words

Recruitment, Policy, Procedure, Christ the Teacher College of Education

18. Owner / Sponsors

Principal

Appoint and Promotion Committee.

19. Author

College Council

20. Further Information

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