



Terms of Reference for the UCD Appointment of the President

Search Committee

The Search Committee will, with due regard to the statutes of the University:

1. Implement the procedures approved by the Governing Authority for the appointment of the UCD President in accordance with the terms of reference of the Search committee.
2. Finalise the job profile for the President including the qualities and qualifications required of candidates for the office of President and incorporating opinions of members of the University and appropriate persons external to the University.
3. Develop the criteria to be employed by the Selection Committee to assess the suitability of candidates for the office.
4. Finalise the candidate brochure for the promotion of the President vacancy.
5. Conclude the tender process outcome for, and contracting of, an executive search agency.
6. Supervise the work of the executive search agency to achieve the best possible outcome in the appointment process including ensuring the participation of candidates of the highest quality, including candidates from within and outside of the University and ensuring effective international participation.
7. Receive from the executive search agency the full list of applicants and submit, in a timely manner, the full list of applicants to the Selection Committee, together with the selection criteria and any appropriate commentary.
8. Report to the Governing Authority as to the progress of the Search Committee's work.

Committee Composition*

The Search Committee shall be appointed by the Governing Authority, and shall be composed of nine (9) members, including the Chair, as follows:

1. Five (5) members of the Governing Authority to include two (2) external members, two (2) staff members (from the academic and non-academic staff representative groups) and one (1) student representative.
2. Two (2) members of the Academic Council, elected by the Academic Council.
3. Two (2) independent, external members.

The Chair of the Search Committee shall be an external member of the Governing Authority. A Deputy Chair will be appointed, who will be an external member of the Governing Authority, and whose role will be to chair proceedings in the case of the temporary absence of the Chair. Decisions will be made by consensus, but where this is not possible all members of the Search Committee shall have a vote. In the event of a tie, the Chair of the Committee can avail of a second, casting vote. The membership of the Search Committee will adhere to UCD guidelines governing gender balance on

committees.

*If a member of the Search Committee ceases to be a member of the constituency from which he or she was appointed, the Governing Authority may determine whether he or she must cease to be a member of the Committee. If a vacancy arises, the Governing Authority may appoint a replacement member from the same constituency.

Committee Secretary

The Director, University Secretariat shall function as the Secretary to the Search Committee but will not be a member of the Search Committee.

Confidentiality of Proceedings

It is a condition of membership of the Search Committee that its deliberations and all matters pertaining to its proceedings will be **strictly confidential**. Acceptance of membership constitutes an undertaking to adhere strictly to this condition.

Orientation

All members of the Search Committee will be provided with an orientation session to establish expectations and responsibilities of the individuals on the Search Committee and of the Search Committee as a whole.

Quorum

Search Committee meeting quorum shall be 50% of the members of the Search Committee plus one, with all attending in person, through Zoom or some such other method (e.g., phone) where they are able to be fully present and address all deliberations.

Noting that the time commitment is extensive, members of the Search Committee are expected to make their best effort to attend all meetings to ensure that the Committee's deliberations have full engagement and thorough continuity.

If a member resigns or is unable to attend more than one of the scheduled meetings, or if a vacancy arises on the Committee for any other reason, the Governing Authority may appoint a replacement candidate from the same constituency as that member.

Candidate Profile

The Search Committee shall finalise the job profile for the President including the experience, qualities and qualifications required of candidates for the office of President incorporating opinions of members of the University and appropriate persons external to the University. The job profile will be communicated to all potential applicants via the Executive Search Agency and on the UCD external website.

Search Timeline

The Search Committee shall conduct its business with due regard to the timeline approved by the Governing Authority, which has been set to ensure the continuity of leadership.

Search Scope

The search will be internal to UCD, domestically in Ireland and international in scope.

Search Agency

A professional executive search agency, with demonstrable expertise and experience, will be employed by the University to manage the search and to provide any other such relevant support to the Search Committee as required and as set out in the tender documents. The Search Committee will review proposals received from search agencies and notify the Governing Authority of the search agency that has been appointed.

Procedures

The Search Committee shall implement the procedures approved by the Governing Authority for the appointment of the UCD President in accordance with the terms of reference of the Search committee.

The Governing Authority shall be regularly informed of the progress of the Search Committee. The Chair of the Search Committee shall therefore provide a report at each meeting of the Governing Authority, on the understanding that such reports will be made in general terms only, given the sensitivity and strict confidentiality of the Search Committee's work.