

PAD3. Procedures for Administrative Staff Appointment

1. Criteria for Appointments

Administrative appointments based on whether the qualifications of the candidate fit within the job description advertised.

2. Procedure for Appointments

The CITY ULE Executive Board may announce new administrative positions on what the CITY ULE needs in order to maintain quality operations, what it can afford in terms of its academic needs, the competing demands on financial resources within its overall financial plan. The announcement will clearly state the position and it will be published in appropriate fora, newspapers and elsewhere. Announcements are open for new staff or existing administrative staff in the CITY ULE.

A candidate for appointment should submit to the relevant CITY ULE unit:

- a covering letter for applying for the position available,
- a detailed curriculum vitae,
- certified copies of degree certificates,
- any evidence of achievement supporting the work done with explicit reference to the criteria.

Appointments will be performed by an Appointments Panel which consists of the following members:

- The Chief Operations Officer;
- The Head of the relevant Services;
- The Head of the corresponding Academic Department (if applicable).

The Appointments Panel will meet immediately after the deadline for submissions and conduct an interview with the candidate. Appointment is approved by the CITY ULE Vice-President & Principal (CEO).