



UNIVERSITY COLLEGE DUBLIN
Procedure for the Appointment of Head of Subject
Approved at Academic Council, 10 October 2008

Where a Head of School wishes to recommend that a Head of Subject be appointed, the appointment process will be conducted as follows:

Note:

- (a) All subjects will have a Head of Subject. In some cases the Head of School will act as Head for one or more subjects and in such cases, the respective appointments are co-terminous;*
- (b) The identification of subjects within the University does not imply that there must be a Professor appointed in that subject.*

1. The Head of School, having consulted within the School and, where appropriate, across Schools, recommends a candidate for the role of Head of Subject to the College Principal.
2. The College Principal discusses the recommendation with the Head of School, ensures that reasonable and appropriate consultation has taken place within the School, and where appropriate, across Schools.
3. Where the College Principal supports the nomination, they will consult with the Senior Management Team Academic Sub-Committee and, provided the nomination is endorsed by that group, will recommend the Head of Subject to the Academic Council.
4. The Academic Council, on behalf of the University, appoints the Head of Subject.
5. A letter of appointment is sent by the Academic Council to the Head of Subject: the letter will include the role description for the Head of Subject and details of the term of appointment.
6. The Academic Council, supported by Academic Secretariat, is responsible for the maintenance of a Register of Heads of Subject.
7. The Academic Council will report appointments of Heads of Subject to the Governing Authority.
8. The Academic Council will conduct an annual review of the Register of Heads of Subject to ensure that it is accurate. The results of the review will be presented at the first Academic Council meeting of every academic year.
9. As the academic governance structure of the University is currently under review, these procedures may be subject to change.

The flowchart depicts the Head of Subject appointment process.

