



Dean of Arts

GENERAL JOB DESCRIPTION Duties and Terms & Conditions of Employment

1. PREAMBLE

Founded in 1898, Mary Immaculate College is an autonomous, university-level, Catholic College of Education and the Liberal Arts situated in the heart of Limerick. Significant expansion in recent decades has seen the College's suite of educational programmes expand across two impressive campuses, one based in Limerick City and the other in Thurles, Co. Tipperary. The diverse student community comprises over 5,000 learners who participate in a wide range of undergraduate and postgraduate programmes and research degrees at Masters and Doctoral level. MIC offers an intellectually stimulating learning environment where academic staff are committed to the advancement of knowledge and learning that is in service to the local, national, and international community.

2. CANDIDATE PROFILE & SCOPE OF THE POSITION

Mary Immaculate College invites applications from suitably qualified candidates for the position of Dean of Arts on a permanent fulltime basis. This appointment will be at Principal Lecturer (PL) level.

The Dean of Arts will be instrumental in supporting and advancing the Faculty's excellent research profile, fostering collaboration in impactful learning designs, advancing inclusive educational opportunities and, prioritising the well-being of staff and students. In addition to creative and collaborative leadership that advances sustainable research growth and an exceptional student experience, the Dean will also have responsibility for strategic and budgetary planning, will consolidate and extend internal and external partnerships, and will navigate and lead change within a dynamic higher education landscape. The successful candidate will also lead the development, design, and/or review of policies, procedures, and practices that support and advance the College within the Irish higher education landscape

Essential Qualifications, Skills, and Experiences (i.e. those, without which a candidate would not be able to do the job.):

In order to be considered for this position candidates must have:

- a) A PhD in a discipline within the Arts and Humanities
- b) An established, internationally recognised track record of academic achievement and research leadership along with status and credibility within the academic community

- c) Significant and sustained senior leadership and management experience within the tertiary sector with demonstrated capacity to lead a diverse, vibrant, and inter-disciplinary academic community.
- d) Capacity to articulate and implement a strategic, long-term, and commercially viable vision for the Faculty of Arts at MIC;
- e) Strong familiarity with the governance and regulatory frameworks of the higher education sector including financial and funding arrangements, and the dynamics of postgraduate and international student markets.
- f) Outstanding interpersonal and communication skills along with a proven ability to inspire, motivate, and influence colleagues, students, and members of the wider College community.
- g) Demonstrated experience of developing and effectively implementing a range of impactful and transformative policies, procedures, and practices within a higher education environment.
- h) Strong knowledge and understanding of contemporary issues and practices in the field of Higher Education with the ability to communicate this knowledge effectively.
- i) Excellent organisational and time management skills with a proven capacity to prioritise across multiple activities and meet deadlines.

It is also desirable that applicants will have:

- a) Demonstrable evidence of leadership in equality, diversity, inclusion, and interculturalism.
- b) Strong track record in the successful development of new programmes in the Arts, Humanities, and Social Sciences.
- c) Experience of engagement with commercial, philanthropic, and/or governmental bodies in securing funding and/or strategic collaborations and partnerships.

Cuirfear fáilte roimh iarratais ó dhaoine go bhfuil dearcadh dearfach acu i leith na Gaeilge. Applications are welcome from people who have a positive outlook to the Irish language

3. JOB DESCRIPTION

Reporting Relationship

The appointee is required to carry out the duties attached to the post, under the general direction of the Vice President of Academic Affairs (VPAA), to whom they report and, to whom they are responsible for the performance of these duties in the first instance.

The appointee will report through the VPAA to the College President and/or to such other College Officers as the President may designate from time to time. They will work closely with other Vice-Presidents (Research, Governance & Strategy, Finance and Administration), the Dean of Education, Vice and Assistant Deans, Heads of Department, Course Leaders, Heads of Professional Services functions, other College personnel and relevant College bodies in carrying out the duties attached to the post.

The reporting relationship is subject to review and may be altered from time to time, in line with service needs and developments in the College.

Key Duties and Responsibilities

The key duties of the Dean of Arts include:

Strategic Leadership and Planning

- Providing strategic, compelling, and collaborative leadership for the Faculty of Arts
- Providing strategic and operational oversight of the Arts Faculty Board and, the Arts Faculty Management Committee, their respective functions and activities, as well as their constituent Departments.
- Representing the Faculty of Arts at College/University boards and committees or at other fora as directed by the President.
- Attending at, participating in, and reporting to the various College and University bodies to which the Dean of Arts is an *ex officio* appointee.
- Briefing Executive Team members as required on developments within the Faculty of Arts;
- Being responsive to change, promoting and managing it effectively, and participating in the development of college structures which ultimately may lead to a redefinition of the duties and responsibilities of this post;

Finance and Sustainability

- Developing and implementing a sustainable financial strategy that identifies operational efficiencies along with opportunities for revenue diversification and growth.

Research, Teaching and Learning, Inclusion

- Developing, and implementing an academic plan that delivers on the core priorities of research excellence, interdisciplinary collaboration, and inclusive educational experiences that equip students for academic, personal, and professional success.

People and Culture

- Developing and leading strategies that support career development for all academic staff and which advance individual and collective capacity to explore new opportunities, and new markets.
- Strengthening relationships and cooperation between academic and professional services staff to ensure excellence in service delivery for all stakeholders of the Faculty.
- Promoting a positive attitude towards the Irish language and its use within the Faculty and the College.

And/or such other duties as may be assigned, from time to time, by the President;

The duties and responsibilities are broadly defined and are not exhaustive. The performance of the entire range of duties is not necessarily confined to any one individual, as the work requires that the staff function in a flexible manner, and work together as a team. The College retains the right to assign new duties and/or to re-assign staff to other areas of the College, in response to service needs.

4. TERMS AND CONDITIONS OF EMPLOYMENT

General

All persons employed will sign an appropriate contract, which will contain terms and conditions of the employment. A job description is given to all applicants for employment and this will form part of the contract documentation.

Place of Work

The appointee's place of work will be Mary Immaculate College, Limerick. The College reserves the right to require the appointee to work from any other location. It is a requirement of the College that the appointee must reside within a reasonable distance of the College.

Exclusivity of Service and Outside Work

The person appointed will be required to devote his/her full-time attention and abilities to his/her duties during his/her working hours in the College and to act in the best interest of the College at all times. Therefore, for as long as the successful applicant is working in the College, he/she may not, without the prior written consent of the College, be actively engaged or concerned in any way, either directly or indirectly, in any other business or undertaking where this is or is likely to be in conflict with the College's interests or the performance of the duties that the person has been employed for.

Apart from the occasional giving of lectures elsewhere, the writing of books and occasional literary materials, the appointee will not, during his/her tenure of office, undertake paid outside work unless he/she has received the permission of Vice President Academic Affairs (VPAA) to undertake such work on the terms and conditions as agreed for the particular undertaking in question. In every case, it is the duty of the appointee to seek in writing the prior permission of the VPAA. It is also the duty, in every case, of the appointee to inform the person or body for whom the work is being undertaken, that the work is being conducted in a private capacity and that the College cannot in any circumstances be responsible for such work.

Probationary Period

The appointment is subject to satisfactory completion of the standard 6-month probationary period. The probationary period may be extended at the discretion of the College but will not in any case exceed 11 months. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be reviewed through a process of assessment meetings. Termination of the appointment during the probationary period, for any reason or no reason, will be at the discretion of the College. The disciplinary procedure will not apply to a dismissal during probation where the probationary employee has been employed by MIC for less than 12 months.

Hours of Attendance

The normal working week is 39 hours per week or 7.8 hours per day, Monday to Friday. The appointee is expected to be habitually present and available to staff and students alike during normal College hours, Monday to Friday. The appointee may be required to work occasional evenings and weekends.

Academic staff members are required to supply students with an MIC e-mail address at which they can be contacted. They must also provide the College Authorities with a telephone number at which he/she may be contacted during non-semester times. However, under no circumstances will contact telephone numbers be given to students by College Authorities.

Salary

The salary scale for this position has been approved by the Department of Education & Skills in line with Government Policy on Public Sector remuneration. The rate of remuneration may be adjusted from time to time in line with Government pay policy. The appointment will be made on the salary scale at a point in line with current Government Pay Policy. New entrants to the Civil or Public Sector, as defined in Circular 18/2010, will commence on the first point of the salary scale. In keeping with all other branches of the Civil and Public Service, individual bargaining for salary increases is not allowed.

With effect from 1st March , 2025, the annual salary scale for Principal Lecturer is:

€112,197, €115,857, €119,480, €123,096, €126,732, €130,354, €133,977(7 points).

Increments are awarded in line with national pay agreements.

Salary will be paid on a monthly basis on the 25th of each month, or the previous Friday if 25th falls on a weekend, using the Paypath facility. Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions, Pay Related Social Insurance (PRSI) and Universal Social Charge (USC)

Superannuation

New entrants appointed will be required to participate in the Single Public Service Pension Scheme and pay Superannuation contributions at the appropriate rates in accordance with the provisions of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012.

All other eligible appointees are automatically included in the Colleges' of Education Pension Scheme on taking up appointment. In compliance with the Colleges of Education Pension Scheme, deductions amounting to 6.5% are made from salary.

The appointee will be required to pay Additional Superannuation Contribution (ASC) under the provisions of the Public Service and Pensions Act 2017.

Appointees who commenced employment in the public service between 1st April 2004 and 31st December 2012 and have not had a break in employment of greater than 6 months will have no mandatory retirement age. All other appointees will have a mandatory retirement age of 70.

Pension Abatement

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to or in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during the appointee's re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

Annual Leave

In addition to Public Holidays, a minimum of 20 working days will be allowed per annum. Annual leave should be taken when students are off campus and the taking of leave must have the prior approval of the relevant Line Manager. Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.

Sick Leave

Employees who have a minimum 3 months continuous employment with the College may be granted sick pay subject to the terms of the Public Service Sick Leave Scheme. Sick pay is contingent on full cooperation and compliance with the Colleges absence management procedures.

Termination of Employment

At least **three** calendar months written notice is required to resign this post.

On the termination of employment but before departing from the College, staff members are required to return to the College all books, reports, memoranda, correspondence, papers, records, reports, files including data held on electronic files, computer disks, electronically recorded discs, and any other documentation, and all other property, including office keys, belonging to the College or relating to its business or affairs which are in the possession of a staff member or under his/her control when the employment is terminated.

Confidentiality

In the course of working in Mary Immaculate College, the person appointed may have access to or hear information concerning staff and/or students and/or the functioning and the business of the College. Such information acquired in the course of employment with the College, including any aspect of the College's responsibilities or operations, is considered to be confidential information. On no account must information concerning students, staff or other College business be divulged or discussed except in the performance of normal duties and, unless authorised to do so, this information shall not be communicated to a third party. In addition, records must never be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Health & Safety

Mary Immaculate College attaches the highest regard to the safety, health, and welfare of its employees. It is the duty of each employee to take reasonable care to protect the health and safety of themselves and of other people in the workplace. Each employee must comply with all health and safety policies and procedures in operation in Mary Immaculate College and familiarise him/herself with the Safety Statement.

Employees are obliged to wear any PPE (Personal Protective Equipment) that they may be provided with and no person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing or other equipment provided in the workplace for health and safety purposes. Employees are statutorily/legally obliged to ensure that any accidents/incidents which may occur are reported promptly to the Health and Safety Officer on the MIC Accident/Incident Report Form.

College Policies, Rules and Regulations

The College is a Public Sector employer and is bound by National Agreements. It is also bound by regulations, circulars and directives issued on behalf of Government by the Department of Finance, the Department of Education, the Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority.

Employees are at all times subject to the provisions of the Code of Conduct for Staff, College policies, rules and regulations. These policies include but are not confined to Disciplinary & Grievance Policies, Dignity at Work, Examination Rules & Regulations, Policy on Responsible Computing and Use of Information Technology Facilities. All employees are required to familiarise themselves with the contents of Policies and Procedures, on the College's Staff Portal.

5. APPLICATION AND SELECTION PROCESS

Method of Selection for Recommendation

Shortlisting

An expert group will convene to conduct shortlisting of all applicants, measured against the pre-determined criteria required of the position.

- a) A PhD in a discipline within the Arts and Humanities
- b) An established, internationally recognised track record of academic achievement and research leadership along with status and credibility within the academic community
- c) Significant and sustained senior leadership and management experience within the tertiary sector with demonstrated capacity to lead a diverse, vibrant, and inter-disciplinary academic community.
- d) Capacity to articulate and implement a strategic, long-term, and commercially viable vision for the Faculty of Arts at MIC;

Normally the number of applications received for a position exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the College may decide that a limited number will be called to interview. This is not to suggest that other candidates are necessarily unsuitable to undertake the job, rather that there are some candidates who, based on their application, appear to be better qualified and/or have more relevant experience. It is incumbent, therefore upon the applicant, to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria. Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

Interview

A recommendation for appointment will be made by an Interview Board. The appointment will be based on this recommendation, except where considerations of health or an unsuitable record in previous employment warrants a departure. A panel will be formed from which appointments for the position of **Dean of Arts** will be filled during the life of the panel (12 months).

Pre-Employment Health Screening

For the purpose of satisfying requirements as to health, successful candidates, before being appointed, may be required to undergo pre-employment health screening.

Garda Vetting

Successful applicants may be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the College's requirements in this regard will be excluded from consideration for appointment. Applicants who have resided outside Ireland for a cumulative period of 36 months or more over the age of 18 years must furnish a Foreign Police Clearance (FPC) from the country or countries of residence. Please note; any costs incurred in this process will be borne by the applicant.

Applicants Outside European Economic Area (EEA)

Mary Immaculate College welcomes applications from candidates outside the EEA, however such applicants should familiarise themselves with relevant Government policy before making an application. Further information from the Department of Enterprise, Trade and Employment is available here: [Economic migration policy - DETE \(enterprise.gov.ie\)](#)

Making of Applications

Applications must be submitted in typed format. Handwritten applications will not be accepted. Incomplete applications will not be accepted.

Application forms for this post may be downloaded from the Mary Immaculate College website. www.mic.ul.ie/about-mic/vacancies. Applications must be submitted by e-mail to recruitment@mic.ul.ie with the subject title **Dean of Arts** no later than:

2.00pm on Wednesday 14th May 2025

Late applications **cannot** be accepted.

Applications will be acknowledged within 2 working days of submission. Please be sure to check Spam and Junk folders as it may be redirected here by your account preferences. If you do not receive an acknowledgement within 2 working days of submitting your application please contact the HR Office by emailing hr@mic.ul.ie.

The College will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

Canvassing will disqualify. Any attempt by a candidate either personally or through any other person, on their behalf, to canvass or otherwise influence the outcome of the selection/interview process in his/her favour will lead to disqualification from the competition. Any representations made on behalf of a candidate, without their knowledge will be ignored.

Mary Immaculate College is an equal opportunities employer. Mary Immaculate College holds an Athena SWAN Bronze Institution award in recognition of our commitment to advancing equality and opportunity for all in higher education.

April 2025