



Policy for the Recruitment of Student Representatives to RCSI Committees, Working Groups and Fora

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

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Purpose

The purpose of this policy is to provide a procedure for an open, transparent, inclusive and equal opportunity process for the recruitment of student representatives to RCSI committees, working groups and fora.

Scope

This policy applies to all staff and undergraduate and postgraduate students of RCSI.

Definitions

In this policy, the '**Committee**' refers to the committee, working group or forum in question seeking to recruit student representatives

The '**Chair**' refers to the chair of the committee in question that is seeking to recruit student representatives.

The '**Selection Committee**' refers to the panel of students and staff that will review student applications, short-list students and ultimately select the student representatives for the given committee. In line with the RCSI Policy on Representation on Committees, there will be a minimum requirement of 40% representation by gender on the selection committee. Each selection committee will designate one of its members as an EDI champion i.e. a member with responsibility for ensuring EDI criteria are considered in the selection process. The panel will typically comprise the committee chair and/or chair nominee, a member from Student Services, SU and/or PGSU officers. Due cognizance must be given to ensure there are no conflicts of interest.

Policy Statement

Student partnership was highlighted as a core strategic enabler in the RCSI Strategic Plan 2018- 2022. To date, student partnership has been implemented through the establishment of a university- wide Student Engagement and Partnership (StEP) programme, led by the Deputy Dean for Student Engagement. The programme is governed by the StEP committee, chaired by the Deputy Dean for Student Engagement and includes (i) a definition of RCSI student partnership, (ii) a StEP framework, (iii) annual [StEP agreements](#) between RCSI and the SU and PGSU, (iv) an annual open call for nominations for [RCSI Student Partnership Champion Awards](#) and (v) an annual open call for [StEP funding](#). StEP funded projects must be aligned to the StEP framework. Priority is given to projects that cover the project priority themes as set out in the annual StEP agreements. StEP-funded projects must involve students and staff working in partnership on key projects that have been ultimately designed to drive positive changes across the RCSI community for the benefit of human health, education, and research.

One of the project priority initiatives outlined in the StEP Agreement 2019-2020 under the StEP framework pillar "Engagement in Institutional Management" was to review the Terms of Reference (ToR) for RCSI committees to (a) identify current practices in relation to student representation on RCSI committees, (b) identify gaps where committees did not have student representation and potentially should have and (c) propose mechanisms to ensure appropriate student representation on RCSI committees, thereby promoting a universal culture of student partnership across the university.

Following a review of RCSI committee ToR as a StEP priority project, a series of recommendations were made to ensure that the student voice is more effectively represented which included:



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- (i) Developing a centralized portal that publicizes active committees and announces open committee positions for students
- (ii) Publishing clear role descriptions for student committee member
- (iii) Creating a pool of student applicants interested in participating in university committees
- (iv) Considering a merit-based review as part of the student recruitment selection process

Following consideration of all of the above recommendations, this policy now outlines a clear procedure to achieve appropriate student representation on RCSI committees to ensure the student voice is represented and, in doing so, will further promote a universal culture of student partnership and equality, diversity and inclusion (EDI) across the university, ultimately driving positive changes, and enhancing the overall student experience.

Procedure

1. Periodic review of RCSI committees to ensure student representation is included as appropriate

A review of RCSI Committee ToR should be carried out periodically (4 year cycle) by the StEP committee to identify (i) committees with current student representation, (ii) committees that do not currently have student representatives but could benefit by having them and (iii) committees where student representation is not required. Committee chairs will be asked to provide this information to the StEP committee who will generate and maintain a database of student representatives on committees and this will be stored securely by the Dean's Office.

2. Advertisement

Where student representatives are required for a committee, this should be clearly advertised in an open and transparent manner on the centralized RCSI StEP Moodle portal under the '[Open Calls](#)' section. Interested students are then expected to complete a Microsoft Forms e-application via this portal within a given deadline.

The advertisement should be prepared by the committee chair and/or nominee in partnership with the SU and/or PGSU as appropriate.

More specifically, the advertisement should include:

- (i) the name of the committee
- (ii) how many student representatives are required, and from which cohorts (School of Medicine, School of Physiotherapy, School of Pharmacy and Biomolecular Sciences, School of Postgraduate Studies)
- (iii) a brief overview of the committee ToR
- (iv) committee term lengths
- (v) time commitment (frequency and duration of meetings and approximate student contact hours)
- (vi) any desirable criteria relevant to the committee, if relevant, to help clarify which students would be best suited for the committee based on experience. Positive action statements (set out under Irish legislation) may be included where certain groups are under-represented on the committee e.g. by gender, race/ethnicity, disability etc.
- (vii) a deadline date for submission of applications, together with a link to the '[Open Calls](#)' section on the RCSI StEP Moodle portal where students can apply for the student representative role if interested



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This detailed advertisement should be emailed by the committee chair or nominee to studentpartnership@rcsi.com clearly indicating {Committee Name – Student Recruitment} in the subject heading. This email should also include the link to the Microsoft Forms e-application (see section 3). The advertisement will then be shared on the centralized StEP Moodle portal (under the [‘Open Calls’](#) section). Once available, the Deputy Dean for Student Engagement or nominee will notify the SU and/or PGSU presidents by email (supres@rcsi.com and/or postgraduatesu@rcsi.com) and the advertisement can then be promoted by the SU and/or PGSU teams, typically via their social media channels.

The centralized StEP portal not only provides a space to share the detailed role descriptions and provides easy notification when positions on committees are available in an open and transparent manner but, additionally, it provides a means to track active committees and their membership over time and can contribute to the retention of institutional memory between membership cycles.

3. Student Application Process

The Microsoft Forms e-application should be generated by the committee chair or nominee, which should include in the introduction: (i) a brief summary of committee ToR and (ii) student time commitment involved. The e-application should also include a statement in the introduction outlining why the data is being collected, how it is being stored securely and for how long and who has access to this data, in line with GDPR. Explicit reference indicating how the recruitment, application and selection process are aligned with the RCSI EDI Policy should also be included. The e-application should also request personal details such as student name, email address, School, year of study as appropriate and relevant questions to gauge student interest in joining the committee in question.

A link to this e-application should be included in the email to studentpartnership@rcsi.com at the same time as the advertisement for the role is being sent.

The link to this e-application will be made available for students to access on the StEP Moodle portal where the role is being advertised.

4. Selection Process

Following the creation of a pool of student applicants, and respecting GDPR and EDI best practices, the Selection Committee will independently review all applications and rank the applicants prior to meeting. Ranking should include a minimum of three criteria as deemed important by the selection committee and then scored from 1-5 where 5 is the top score. Criteria may, for example, take into account previous experience and answers to questions gauging their interest in applying for the role. The selection committee should then meet to short list and ultimately select the requisite number of student representatives. The final decision rests with the committee chair. During this process, any conflicts of interest should be declared and where there is a conflict of interest, that committee member must excuse themselves from any discussions. The candidate selection process will also adhere to the guidelines as set out in the [RCSI Equal Opportunities Policy](#) for the recruitment of staff and, in doing so, further promote equality of opportunity for all RCSI students based on appropriate qualifications, experience, and potential of individuals.



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5. Post-Selection Process

Once student representatives are selected, they should be invited directly by the respective Committee Chair to join the committee via email. Prior to their first meeting, the chair should meet with the student(s) to provide an overview of the committee ToR and their roles and responsibilities.

6. Policy Review

This policy will be kept under review by the StEP Committee.