

2.2 STAFF RECRUITMENT POLICY

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Policy No.	2.2		
Version Date	14th April, 2026		
Approved by	SMT		
Policy Group	Operations		
Version number	V04		
Next review due	April 2027		
External Reference points	- Higher Education Commission (HEC) Pakistan – Quality Assurance Framework and relevant policies (where applicable) - Academic Regulations of Partner Universities and Awarding Bodies		
Version Control			
Previous Version	New Version	Date	Update/Notes
V4.1	V4.2	11-04-2026	Enhanced the Equality Section.

POLICY FRAMEWORK

IVY is committed to creating an environment of mutual respect, where differences are valued and celebrated and where innovation, creativity and diversity can flourish. The IVY Academic Network aims to promote good employment policies, practices and procedures, to create a working culture that values, welcomes and harnesses those differences and enables people to develop and progress to their full potential.

VACANCY ANNOUNCEMENT

The IVY Academic Network is an equal opportunities employer and encourages applications from all suitably qualified and eligible candidates regardless of the person possessing a protected characteristic. The IVY Academic Network aims to attract, recruit and retain the right people with the right skills. It is committed to ensuring that all stages of recruitment and selection are free from unlawful discrimination. The IVY Academic Network will also make all reasonable adjustments required to the recruitment process to ensure that no candidate is disadvantaged because of their disability.

- Once the need for a new appointment is assessed by the relevant department/campus, a vacancy announcement is developed by the department/campus and submitted for approval to the Principal/CEO, based on the line of authority. Each vacancy announcement authorisation form submitted for approval shall include:
 - Clearly defined criteria for the position, including minimum academic



- qualifications, specifying both required and preferred criteria
- The date by which the application should be submitted for fullest consideration
- Name, mailing address, and email address of the committee chair
- URL for the IVY Academic Network website
- A request to provide transcripts
- The criteria listed on the vacancy announcement shall be bona fide occupational qualifications for the position appropriate to the rank being advertised.
- Advertisements shall be submitted to professional publications only after the official vacancy announcement has been approved by HR.

The basic criteria for any faculty position are ability and fitness for the position applied for:

- Ability implies that the candidate is able to demonstrate that they possess the academic qualifications, credentials and/or experience required for the position; also demonstrating the skills necessary to perform the essential function(s) of the faculty position.
- Fitness requires that the candidate demonstrates that they possess the interpersonal skills essential for being a productive, cooperative, and collegial faculty member within a racially, culturally and socio-economically diverse college community.

Selection is non-partial, whereby any relationship/association/affiliation of the candidate with other candidate(s) or a current/former faculty member shall not be a consideration in the process.

SCREENING & RECRUITMENT

Applications for full-time positions are to be treated with the strictest confidentiality and all applicants shall be given fair consideration based on the announced criteria. Any applicant not fulfilling the required qualifications as stated in the vacancy announcements is disqualified from further consideration. For a more detailed evaluation of the short-listed stronger candidates, reference checks are made; letter of references are sought directly from the candidate's previous employer. However, the current employer may not be contacted until the candidate gives consent. Summaries of reference checks shall be prepared in writing, signed by the person who made the reference checks, and placed in the applicant's file.

For roles involving direct contact with students, appointment is subject to a satisfactory police character certificate or equivalent background and safeguarding check, in line with the Child Safeguarding and Prevent Policy.

HR, department representative(s) and the Principal form a panel and invite the top candidates for interview and campus visit. The candidate may also be asked to come prepared with a demo presentation/lecture on a relevant topic related to the prospective department. Notes of the meeting are added to the applicant's file.

APPOINTMENT

The panel shall recommend the candidate(s) for further interview or final hiring. A



discussion of the proposed terms takes place between the finalist(s) and the panel, specifically the HR. If an agreement is reached, an offer of employment is extended to the candidate, specifying beginning date, rank and salary in addition to other agreed terms. The signed contract is considered as the start of a formal appointment of the candidate. If no candidate is appointed, the search may be extended or cancelled.

New appointments are subject to a probationary period, during which performance and suitability for the role are reviewed before the appointment is confirmed as permanent.

PROMOTION & CAREER DEVELOPMENT

IVY Academic Network supports the professional growth of its staff and considers promotion and internal career progression based on performance, qualifications, and the needs of the department or campus. Staff interested in promotion or a change of role should discuss their career development with their Head of Institute, Head of Department, or line manager, who will advise on the relevant process, criteria, and any vacancies or internal advertisement opportunities available.

TRAINING

Decisions relating to the training and development of staff will be made fairly and consistently, and will be based on development need. The training provided will be to enhance the job performance, develop skills and also prepare individuals for other responsibilities. The IVY Academic Network will also provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

EQUALITY

IVY Academic Network is committed to providing equality of opportunity for all, consistent with Articles 25 and 27 of the Constitution of Pakistan and other applicable labour laws, irrespective of a person's age, disability, ethnicity, gender, religion or belief, or other personal characteristic not relevant to their ability to do the job:

- Age – IVY Academic Network does not discriminate against any member of staff or candidate because of age. Age criteria are not used in recruitment, selection, or training, and decisions about individuals are based on performance and ability. No age-discriminatory language is used when advertising vacancies.
- Disability – Disability can be defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. IVY Academic Network will take all reasonable steps to accommodate a person's disability at work. In line with good employment practice, applicants are not asked about their health or disability before being offered work; however, IVY Academic Network may ask an applicant, prior to interview, about any reasonable adjustments it will need to make.
- Ethnicity (including race, colour, and nationality) – It is not acceptable to treat a person less favourably because of their colour, nationality, or ethnic or national



origin. IVY Academic Network ensures that its processes and procedures eliminate unlawful discrimination on these grounds, promote equality of opportunity, and promote good relations between people of different backgrounds.

- Gender (including gender reassignment, gender identity, marital status, pregnancy, or maternity) – IVY Academic Network believes that male and female employees should receive equal pay for like work, work rated as equivalent, or work of equal value. A woman is protected against discrimination on the grounds of pregnancy and maternity during her pregnancy and the maternity leave to which she is legally entitled.
- Religion or belief – IVY Academic Network does not discriminate against any member of staff or candidate on the grounds of religion or belief, or lack of religion or belief. IVY Academic Network ensures that everyone is treated fairly by embracing cultural, religious, and non-religious beliefs, and applies this principle within all its employment policies and procedures, including the recruitment and selection process.

Records relating to recruitment, selection, and reference checks are retained securely for a minimum of five years, or for as long as required by an active case or applicable legal requirement.