Recruitment and Participation Support for Underrepresented Groups Policy

Underrepresented Groups Recruitment and Support Policy

Item	Details
Proposed Document Code	IMC-THE-POL-06
Version	1.1
Policy Owner	Admissions and Registration and Human Resources, in coordination with the Office of Institutional Effectiveness
Approving Authority	College Board of Directors
Issue Date	December 2025 15
Review Cycle	Every three years or as needed, including when relevant legislation or regulations are amended or introduced
Indicator	THE 10.6.3

Revision History

Date and Status	Revision	Rationale
December 2024 16 Version 1.0	First version of the Recruitment and Participation Support for .Underrepresented Groups Policy	Documented the institutional basis for recruitment planning. Historical approval is .verified against the document register
December 2025 15 Version 1.1	Updated the framework for identifying groups facing access barriers and planning recruitment actions. Proposed description for .comparison with the archived version	Targeted recruitment at documented gaps and linked each action to a target group, owner .and deadline
	Defined the three recruitment streams, specified the annual plan and monitoring indicators, and .documented publication and evidence	Linked planned measures to representation gaps, documented implementation and made .evidence available under THE 10.6.3

Purpose and Scope .1

Imam Malik College for Sharia and Law is committed to identifying barriers to access, taking planned action to recruit underrepresented students, employees and faculty, and supporting their retention and participation. The policy applies to outreach, advertising, applications, admission, recruitment, induction .and guidance, as appropriate to each stream

Legal and Institutional Framework .2

.The policy is based on Law No. (10) of 2011 Establishing the College and its Internal Regulations Recruitment decisions are subject to Dubai Law No. (8) of 2018 Concerning Management of the Government of Dubai Human Resources within its scope, including the appointment priority under Article (40) where applicable. Due regard is given to Dubai Law No. (3) of 2022 Concerning the Rights .of Persons with Disabilities in the Emirate of Dubai and its implementing bylaw, as amended

This policy complements the policies on equal opportunities and fair admissions and anti-discrimination anti-harassment and protection from retaliation (05), reasonable accommodations (07) ,(02A and 02B) .once effective, and the approved information governance framework

Identifying Groups and Planning Recruitment .3

The owners of each stream identify underrepresented groups by comparing actual representation with an appropriate eligible reference population or the best available proxy, documenting the source, period and limitations. Barriers such as disability, limited income and first-generation status in higher .education are assessed on the evidence, as appropriate to the stream and context

An annual plan is submitted for approval under delegated authority. For each stream it specifies the group, barrier, baseline, action, owner, deadline, resources, target and completion evidence. It identifies ,data sources and any gaps. Personal data collection is limited to what a legitimate purpose requires .with access controls in place

Recruitment Streams and Participation Support .4

Students. Admissions and Registration and Student Affairs conduct targeted outreach with schools and community organisations based on identified gaps. They provide application guidance and information ,on approved scholarships and access arrangements, monitor applications, admissions and enrolment .and coordinate support after registration

Employees. Human Resources advertises vacancies through suitable and varied channels, provides accessible advertisements and forms, and offers reasonable accommodations for tests and interviews. It .monitors applicant, eligible, shortlisted and appointed numbers where data permit

Faculty. Human Resources works with the Deanship and departments to advertise through appropriate academic and professional networks, document selection criteria, train committees to apply them .consistently and monitor application, selection, appointment and professional induction

Published eligibility and competency criteria apply. The basis, target group, duration and criteria of any positive measure are documented before approval. Recruitment is linked to accommodation, guidance .and induction services. Grievances may be raised under approved procedures

Implementation, Measurement and Evidence .5

.For each action, implementing units document the date, channel, participation, outputs and evidence Performance is measured by comparing completed actions with the plan and analysing progression from outreach to application, admission and enrolment or appointment, depending on the stream. Retention .is monitored and corrective actions identified

Units review results each semester or recruitment cycle, depending on the stream. An annual consolidated report identifies gaps, causes and measures required. The approved plan, outreach .material, implementation records and aggregate findings are retained with identifying data withheld

Publication and Review .6

The approved version is published in the Knowledge Management System (KMS) archive accessible to employees and on the College website through a direct public link. A summary of actions and aggregate ,results is made available after clearance. The policy is reviewed every three years or earlier as needed .including when relevant legislation or regulations are amended or introduced

Responsibilities .7

Responsible Unit	Responsibility
Admissions and Registration and Student Affairs	,Identify student access gaps, conduct outreach and provide guidance .and monitor applications and enrolment
Human Resources Department	Develop the employee and faculty recruitment streams and .document hiring and selection procedures
Deanship and Academic Departments	,Identify faculty staffing needs and participate in recruitment .selection and professional guidance
Supporting Units	Provide approved accommodations and resources and support .accessible advertisements and application channels
Office of Institutional Effectiveness and Strategic Planning	Review group definitions and baselines, verify evidence and .aggregate results, and follow up on corrective actions