

Allocation of Hours Policy
[Pro-Rata Part-time Assistant Lecturers]

1 Advertisement

Faculty advertise across their Faculty in the first instance. Where nobody suitable applies, the Faculty notifies Human Resources and the hours will be advertised across the Institute. All advertisements will clearly indicate that the hours are subject to HRC (and HEA) approval.

2 Faculty Complete Template A or Template C

Template A

Specify reason for hours and number of hours
List out all affected members of staff and their qualifications and experience
Show reason for Appointment
Head of School and Director sign off

Template C

If Template A has resulted in there being no suitable existing member of staff to fill the position then complete Template C
Fill in Faculty and Job Title
State Business Case for requesting a new contract
State the Academic Direction of the Faculty
Confirm that budget is available
Complete **Staff Requisition Form**

3 Faculty Submit to Secretary to the Human Resources Committee

- Template A in case where person has been identified within current staffing.
or
- Templates A and C and Staff Requisition Form in case where external advertising is required.

4 Secretary to the Human Resources Committee

- Acknowledge receipt to Director
- Complete Template B for HRC

5 Submission is made to the Human Resources Committee for consideration