

Temporary Posts at Higher Grades

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1. POLICY AND SCOPE

1.1 This policy outlines the arrangements for the filling of and assignment to temporary posts at a higher grade within the following University grading structures:

- Management (Senior Lecturer II, Senior Lecturer III, Assistant Principal Officer, Principal Officer and above)
- Academic (Lecturer, Lecturer Structured, Senior Lecturer I (Teaching))
- Administrative, Library and ICT (Grades IV to VII)
- Technical (Technical Officer and Senior Technical Officer)

2. ACADEMIC POSTS

2.1 LECTURER, LECTURER STRUCTURED, SENIOR LECTURER I (TEACHING), SENIOR LECTURER II, SENIOR LECTURER III AND ABOVE

2.1.1 Irrespective of the anticipated duration, the post will be advertised internally across the University and will be open to all eligible staff to apply. Where there is only one eligible applicant, the application shall be assessed by the hiring manager who will decide if the staff member has the appropriate skills and experience to do the role. Where there are two or more qualified applicants, each person shall be interviewed by a Selection Board and the successful candidate appointed. If the post remains unfilled at this stage, it will be advertised externally.

3. PROFESSIONAL, MANAGEMENT AND SUPPORT SERVICES POSTS

3.1 ADMINISTRATIVE, LIBRARY AND ICT POSTS (GRADES IV to VII)¹ / TECHNICAL OFFICER AND SENIOR TECHNICAL OFFICER

3.1.1 Where it is anticipated that the temporary post will be ***less than 9 months duration***, the following arrangements will apply:

i) An expression of interest in the post will be sought from within the function/area as determined by the hiring manager and will be open to all eligible staff to apply (see 7.2 below).

ii) Where there is only one interested staff member, the staff member will be assessed by the hiring manager who will decide if the staff member has the appropriate skills and experience to do the role. Where there are two or more persons interested in the role, each person shall be interviewed by a Selection Board and the successful candidate appointed.

iii) Where the above steps do not result in an appointment being made, or where there are no applicants for the post, then the post will be advertised internally and will be open to all eligible staff to apply. If the post remains unfilled at this stage, it will be advertised externally.

3.1.2 Where it is anticipated that the temporary post will be ***9 months or greater duration***, the post will be advertised internally and will be open to all eligible staff to apply. If the post remains unfilled at this stage, it will be advertised externally.

¹ These arrangements apply on City Campus. Local custom and practice arrangements apply on Blanchardstown Campus and Tallaght Campus in accordance with the agreement with Forsa (formally IMPACT) 1 October 2007.

3.1.3 Consequential vacancies that arise will be filled by the same process.

3.2 ASSISTANT PRINCIPAL OFFICER AND PRINCIPAL OFFICER POSTS AND ABOVE

3.2.1 If a temporary post arises at either Assistant Principal Officer or Principal Officer level it will be advertised internally across the University and any eligible staff member may apply irrespective of its duration. If the post remains unfilled at this stage, it will be advertised externally.

3.2.2 Where there is only one eligible applicant, the application shall be assessed by the hiring manager who will decide if the staff member has the appropriate skills and experience to do the role. Where two or more eligible persons apply, each person shall be interviewed by a Selection Board. If the post remains unfilled at this stage, it will be advertised externally.

4. SELECTION BOARDS

4.1 In respect of temporary posts that are for *less than 12 months* the Selection Board shall be:

- Appropriate senior line manager from the relevant school/area
 - Two other appropriate senior manager(s) who may be from another school/area or one other appropriate senior manager plus an external representation if deemed necessary by the hiring manager or HR
- (Max 3)

4.2 In respect of temporary posts that are for *12 months or longer* the Selection Board shall be as per the [Selection Board](#) necessary for a Permanent Wholetime position at the appropriate level.

5. APPROVAL AND ADVERTISING

5.1 All temporary posts at a higher grade will be approved in accordance with the appropriate University decision making procedures.

5.2 The Candidate Brief will be devised by relevant manager in consultation with Human Resources.

5.3 The post will be advertised on the University website and notified **by e-mail to all staff** by Human Resources.

5.4 In general, an internal post will be advertised for at least 14 days unless otherwise agreed with Human Resources.

5.4 Applications will be made and acknowledged through the online recruitment process.

6. SALARY

6.1 The successful candidate will be appointed to the appropriate point of the new salary scale for the duration of the temporary assignment.

7. GENERAL PRINCIPLES

- 7.1 Where positions become vacant on a permanent basis, such posts will be advertised at the earliest opportunity in accordance with existing procedures unless there is a rationale for not doing so. This rationale must be approved by the appropriate management committee within 3 months of the post becoming vacant.
- 7.2 The normal eligibility requirements – qualifications and/or experience - for temporary posts at a higher grade will be as for permanent appointments.
- 7.3 The appointee will remain in the temporary post for its duration, subject to satisfactory service. At the end of the temporary assignment the appointee will return to their substantive grade.
- 7.4 Should a staff member currently on temporary assignment to a post in a higher grade, be promoted on a permanent wholetime basis to that same grade (not necessarily the same post), the normal rules for determining starting salary will apply and the staff member will be credited for time spent in the temporary assignment. Only time spent in the temporary assignment immediately preceding the promotion will be taken into account.
- 7.5 Should a staff member currently on temporary assignment to a post in a higher grade, be appointed to another post at the same or higher grade on a temporary basis, the staff member will relinquish their current temporary assignment. The staff member will revert to their substantive post when the new temporary assignment ends. This will not apply if the new temporary assignment resides within the same functional area. In these circumstances the staff member may return to the previously held temporary assignment when the new temporary assignment ends, provided that this post still exists.
- 7.6 Appeals may be made in accordance with those set out in the Recruitment, Selection and Appointments policy and procedure.

8. QUERIES

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