

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) / 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 functional area as defined within the Organisational Design 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 internally¹ and will be open to all eligible staff to apply. If the post remains unfilled at this stage, then for administrative, Library and ICT posts (Grades IV to VII) only it will be advertised in a confined competition². If the post is still unfilled it will be advertised as an open competition³.

¹ Definition of advertised internally is within the University

² Definition of advertised in a confined competition means advertised within the Education Sector ETSC pool.

³ Definition of an open competition means a competition to which any member of the public can apply.

3.1.2 Where it is anticipated that the temporary post will be **9 months or greater duration**, then the post will be advertised internally¹ and will be open to all eligible staff to apply. If the post remains unfilled at this stage, then for administrative, Library and ICT posts (Grades IV to VII) only it will be advertised in a confined competition². If the post is still unfilled it will be advertised as an open competition³.

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 there are two or more persons interested in the role, each person shall be interviewed by a Selection Board and the successful candidate appointed.

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 if the post is for less than 9 months duration, the hiring manager/department will send the Expression of Interests (EOI) to staff in the functional area, and if it is over 9 months HR will send the Expression of Interests (EOI) via email to all staff.

5.4 Where the post is advertised in a confined competition, it will be via e-Recruit and notified **by e-mail to all staff** by Human Resources

5.5 Where the post is advertised via Open Competition, it will be via e-Recruit and notified **by e-mail to all staff** by Human Resources

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

5.7 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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