

TU DUBLIN

**HOURLY PAID
ASSISTANT
LECTURER (HPAL)
RECRUITMENT PROCEDURES**

26th October 2016 (Version 3)

Version Control Document:

Hourly Paid Assistant Lecturer Recruitment Procedures (26th October 2016)

Prepared by	Version number	Date	Approved by HRC
Mary Malone	Version 1. (original)	26 th October 2016	26 th October 2016
Mary Malone	Version 2.	31 st January 2017	31 st January 2017
Mary Malone	Version 3.	14 th March 2017	14 th March 2017
Mary Malone	Version 4.	5 th December 2017	5 th December 2017

Amendment Record			
Version	Page no/Ref	Revision (context)	Date
Version 1.	6. Reference 3.12	Signed contracts to be returned directly to HoS	31 st Jan 2017
Version 3.	Appendix I	Inclusion of Appendix re Guidance Notes – Objective Grounds	14 th March 2017
Version 4.	Appendices J, K, L, M.	Inclusion of Appendices re Appointment forms for Demonstrators, Life Models, Sports Personnel and Tutor/Senior Demonstrator	5 th December 2017
Version 5.	Update on Policy	Revised TU Dublin HPAL Policy has been reviewed and revised policy to be issued shortly	27 th January 2022

1. Introduction

- 1.1 This document is a management guide to assist in the recruitment and selection of Hourly Paid Assistant Lecturers (HPALs) in TU DUBLIN. The procedures were developed to integrate and comply with appropriate University policy, recruitment procedures and relevant legislative requirements.
- 1.2 The Resource Planning Framework Policy and Guidelines V 17¹ (RPF) establishes a number of key principles, predominantly around the need to have an approved staffing plan in place, having identified all resource requirements, to satisfy current service provision and future plans. This document sets out the recruitment procedures for HPALs, however it is recommended that this document (which deals with recruitment procedures) is considered in combination with the RPF (which deals with resource planning and approvals). The HR Business Partner (HRBP) provides advice and guidance to Heads of School in advance of recruitment and with the selection and the appointment of a HPAL.
- 1.3 The document does not detail all of the steps in the approval process but reference is made to the role of the Head of School and the role of the Dean and/ or where recruitment is not dependent on prior approval per se. The document does not refer to any issues relating to funding nor the relationship between funding and approval.
- 1.4 The procedures are effective from 26th October 2016 and will be kept under operational review.

2. Pre Recruitment

2.1 Recruitment of HPALs occurs for a number of reasons and in a number of circumstances:

- ✓ Engagement of HPALs (funded from external sources) to be approved under the RPF
- ✓ Engagement of HPALs for backfilling Research Buyout, RAP funding ²
- ✓ Engagement of HPALs pending the commencement of an appointee
- ✓ Engagement of HPALs to cover maternity leave/career break/long term sick leave
- ✓ Engagement of HPALs for emergency vacancies

Prior to recruitment the following related policies need to be considered:

- Allocation of Hours Policy (Appendix A)
- Protocol for the Management of Surplus Staff: TU DUBLIN Resource Pool ³
- Appointment of HPALs in the context of Multi -Campus/Multi School Policy (Appendix B)

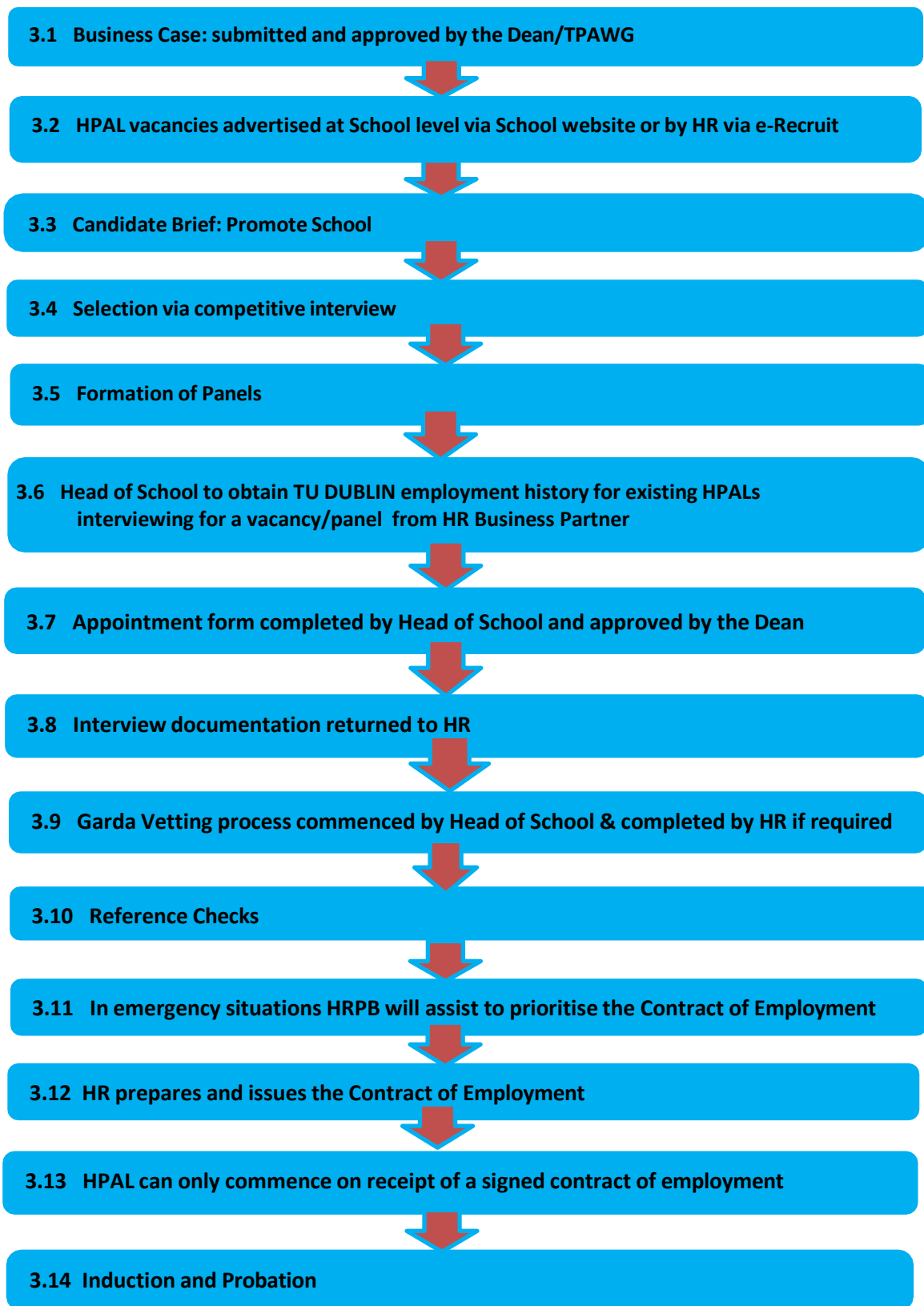
2.2 A HPAL should not be employed in circumstances where surplus hours exist in the School/University which could cover the requirement. Details of surplus/available hours are saved within the TU DUBLIN Resource Pool on the HRC shared drive.

¹ Resource Planning Framework V17 approved by HRC

² Briefing Note: Buy-in of teaching hours (Research projects) HRC September 2011

³ Details of surplus hours are saved within the University Resource Pool on the HRC shared drive

3. Recruitment Process





3.15 Cessation

3.1 Business Case: In advance of seeking to engage a HPAL, where the requirement is known in advance (save in emergency situations), Heads of School should submit a Business Case to the Dean. This business case needs to clearly demonstrate the steps taken to cover the hours from all other sources including:

- a) Review of appropriate modules already being delivered that could be used to cover the requirement;
- b) Identification of available hours from other Schools within the Campus [a Campus Resource Pool should be created locally and maintained by the Campus office];
- c) Identification of available hours from other Schools within the University [the TU DUBLIN Resource Pool is available on the HRC shared drive].

Requests to backfill maternity or long term sick leave absences are considered at TPAWG ⁴. If a HPAL is required pending the completion of recruitment and the commencement of an appointee this should be included in the business case.

3.2 Recruitment Advertisement: HPAL vacancies should be advertised by the Schools on their own websites in the normal manner. The advertisement of HPALs via e-Recruit can be facilitated by HR. If e-Recruit is required, Heads of School should liaise with their HR Business Partner.

3.3 The Candidate Brief: If the Head of School chooses to use e-Recruit then he/she is encouraged to maximise the promotional opportunities afforded with the use of the Candidate Brief and the online recruitment facility. A template Candidate Brief is available from HR. The Candidate Brief can be approved locally, for example, by the Head of School and/or Dean.

3.4 Selection via Interview: It is a requirement that HPALs undergo a competitive interview process. It is essential that the Selection Board for HPAL interviews are gender balanced and it is recommended that membership of the Selection Board is as follows:

- Head of School
- Assistant Head of School
- One appropriate academic or person drawn from business/industry from outside TU DUBLIN or an internal Senior Lecturer II or Senior Lecturer III from outside the hiring school

All TU DUBLIN members of the Selection Board must have a Licence to Interview, which is a TU DUBLIN standard. During the interview the Selection Board should consider the candidate's skills, talents and abilities to carry out the job as detailed in the Application Form. [\[Appendix C: HPAL Application Form \(if not using e-Recruit\)\]](#).

The TU DUBLIN Selection Procedures⁵ and supporting guidance documents (including the principles set out in the *Protocol on the Management of References within the Recruitment Process, 2012*) apply.

⁴ Briefing Note: Maternity & Sick Leave Cover Nov 2013

⁵ TU DUBLIN Selection Procedures HRP049

Applications will be received by the School office if advertised by the School and via Core Portal if e-recruit is used. Shortlisting, interview set up and all administration for HPAL interviews will be handled locally by the School. Templates of forms, letters and wording of emails will be provided by HR.

There is no facility to re-engage retired staff as HPALs unless TU DUBLIN seeks prior written approval from the HEA. ⁶ This is one of the stated conditions in the Employment Control Framework (ECF). Re-employment of retired staff may only occur in very limited exceptional circumstances. HR is required to make a written submission to the HEA stating the exceptional circumstances and explaining why TU DUBLIN cannot give preference to newly qualified staff in accordance with the ECF conditions.

3.5 Formation of Panels: A Head of School may wish to create a panel. The intention to form a panel should be stated in the advertisement and put in place in advance of the academic session in which they are required. Panels⁷ should be in place for no longer than 2 academic years and are subject to candidates having successfully completed their probationary period.

3.6 Existing HPALs Contract History: Every HPAL must be assigned to a Host School. The School that appoints the HPAL in the first instance is the Host School. If a HPAL already has an existing employment contract with the University, the Head/Assistant Head of School is expected to obtain full information in relation to the existing contract at the time of interview, including the nature of that contract, number of hours and in which area of the University. This should be requested of the HPAL at interview. ⁸

In the case where one School wishes to allocate hours to an existing HPAL who is assigned to a Host School, it is expected that there will be communication and agreement with the Host School before any arrangement is agreed with the HPAL. This model does not seek to prescribe how Heads of School communicate on these matters.

HPALs should not be engaged to take up additional hours in another School / Campus without the agreement of the Host School. Since the Host School is dependent on appropriate communication from other Heads of School in order to monitor overall teaching hours, Heads of School will remain accountable for appropriate inter school communication. For existing CID HPALs, the Host School is the School where the HPAL was assigned for the majority of their hours in the academic year preceding the date on which the CID was awarded.

3.7 Appointment Form. All sections of the Appointment Form⁹ must be completed and it must be approved by the Dean **in advance** of the HPAL commencement date and prior to submission to HR. **[Appendix D: HPAL Appointment Form and Appendix I: Guidance Notes]**

⁶ Employment Control Framework 2010

⁷ Standard Operating Procedure for the Creation of Panels in Recruitment June 2016 HRSOP2

⁸ Appointment of Hourly-Paid Part-time Assistant Lecturers in the Context of Multi-Campus/Multi-School Appendix B

⁹ HR Business Partners can assist Heads of Schools with the wording of objective grounds on Appointment Form

Under the Protection of Employees (Fixed-Term Work) Act 2003, there is a requirement to include an **objective ground** in any fixed term or specified purpose HPAL contract. What this ground sets out is the reason why the University is not offering a Permanent contract. *The limited availability of funding or lack of available existing staff is not considered reliable objective grounds for the purposes of the Act.*

If a Head of School intends to offer a fixed term contract then the “objective grounds” as to why the appointment is not permanent must be explained on the Appointment Form. This detail will be used by the Head of School to explain the nature of the position and the Contract of Employment to the HPAL. The objective ground will also be written into the contract of employment. HR Business Partners can assist Heads of School with the wording of objective grounds.

3.8 Interview Documentation: The Appointment Form triggers the appointment of the HPAL. The Head of School should submit to HR the following documents **at least 10 days** before the proposed commencement date of the appointment:

- Interview Evaluation Form
- Selection Board Report
- Interview Notes
- approved Appointment Form with Dean’s signature
- all payroll and HR set up documentation required **[Appendix E: Documentation Required Appointment as a HPAL]**
- Reference check

This time allows HR the opportunity to prepare and issue the Contract of Employment before the proposed commencement date.

3.9 Garda Vetting: As and from 1st December 2017, there is a requirement for all staff to be Garda vetted. In addition, all posts within the recruitment process is subject to Garda vetting, insofar as Garda vetting must take place prior to any offer of employment. This additional provision is in the context of the Children and Vulnerable Persons Acts 2012-2016. TU DUBLIN must have in place the same measures to protect Vulnerable Persons as there are for Children who are under 18.¹⁰

It is important to understand that no offer should be made, nor will a contract be issued unless the Garda Vetting process is completed.

¹⁰ The Senior Leadership Team and the Human Resources Committee decisions of 13th April and 29th September 2017 respectively refers

3.10 Eligibility to work in Ireland: Members of the European Union (EU) together with members of the European Economic Area (EEA) are permitted to work in Ireland without a visa. Members of the EU are: Austria, Belgium, Bulgaria, Croatia, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia and Romania. The EEA comprises of members of the EU, in addition to Norway, Iceland and Liechtenstein.

Under the Employment Permits Acts 2003 to 2014 Non-EEA nationals, unless exempted, are required to obtain an employment permit to work in Ireland. The Hiring Manager is responsible at interview stage for ensuring that an appointee is in possession of an up-to-date Garda National Immigration Bureau (GNIB) or Irish Residence Permit (IRP) card. This card must be valid for the duration of their contract of employment. The onus is on the employee to ensure their card is in-date. Failure to do so will result in the employee's contract being terminated.

The 2003 and amended 2006 Acts provides for inspectors from the Workplace Relations Commission (WRC) to ensure compliance with the Acts. Failure to adhere can lead to a fine imposed upon the employee and University.

3.11 Work References: The Protocol on the Management of References within the recruitment process provides advice and guidance in relation to reference checks as part of the selection process. It was *not* written in the context of HPAL recruitment. The Head of School should be satisfied that reasonable steps have been taken to ensure that the appointee has the ability and experience required for the role within the selection process. A work reference from a previous employer may be a helpful indicator of future performance when appointing a HPAL for the first time. If a work reference is required, the Chairperson of the Selection Board should conduct the reference check ¹¹and can conduct such a check over the phone. The reference check should be returned to HR for the competition file.

3.12 HR Business Partners: In exceptional emergency situations whereby the 10 day requirement cannot be adhered to, the Head of School must liaise with the HR Business Partner who subject to a review of the exceptional emergency may issue the contract of employment. **In such circumstances, the HPAL must return the signed contract of employment to the HR Business Partner in advance of their expected commencement date.**

3.13 The Contract of Employment: *It is University Policy that employees are not to commence unless they have signed and returned their contract of employment. The issue of HPALs commencing without having a signed contract in place was reported in the Mazars HR Audit 2015 under recommendation 12.*

HR will issue the contract to the HPAL, **signed on behalf of the University. The HPAL will be asked to return the signed contract to the Head of School as soon as is practicable. The HoS will notify HR on receipt of the signed contract (by email, or by sending a scanned signed contract or sending the original contract).** HR will set the HPAL up on Core and staff number will be issued.

[Appendix F: HPAL Contract of Employment].

HPALS cannot commence duty without having returned their signed contract of employment to HR (there is no exception to this requirement). This is a legal, TU DUBLIN policy and audit requirement.

¹¹ Reference Check Appendix H

3.14 Induction and Probation: The Induction process commences once the HPAL is recommended for appointment and ceases on completion of the probationary period¹² Induction is an important part of the staff appointment process. Heads of School must ensure HPALs are properly inducted and should use this opportunity to discuss the duties and the standard of work expected and explain the employment contract. The Probationary Period allows an opportunity for Heads of School to review and discuss performance with the HPAL.

3.15 Cessation: In all circumstances where a HPAL has completed their contract and are no longer required, the Head of School should complete a HPAL Cessation Form and return to HR. The Head of School should complete a Cessation Form for all Fixed Term / Specified Purpose HPAL staff members and return to HR each year before the 30th June. To assist with this, HR will send a report to the Heads of School indicating the relevant HPALs in their School in which a cessation date is required. ALL HPALs except those with a CID will be ceased on Core during July and August each year.

In circumstances where a HPAL is engaged on a specified purpose basis to cover sick leave, maternity leave or pending the filling of a post in recruitment, the onus is on the Head of School to notify the HPAL that their purpose has ceased and complete a Cessation Form and send to HR immediately.

4.0 Emergency recruitment:

In the draft stages of these recruitment procedures, Deans have requested a more flexible regime to deal with emergencies and to avoid a *“risk to the University of failure to deliver classes and programmes.”*

The distinction has been made in relation to the recruitment procedures to deal with unforeseen recruitment emergency e.g. unexpected sick leave and where the following options/remedies are not available:

1. The existence of a panel from which to draw a HPAL resource
2. Opportunity to increase the hours of existing HPALs or Pro-rata staff
3. Overtime

Where an emergency vacancy arises, the Dean should confirm his/her intention to invoke an expedited process. This intention should be made in writing to the Head of HR. HR advice and guidance will be provided.

In these circumstances, due consideration should be given to the appropriate balance to be struck between the recommended recruitment process defined in these guidelines against the exigencies of the situation and the risks associated with any short circuiting of the process.

The Head of School should proceed to appoint a HPAL with one condition that cannot be set aside: A signed contract must be in place before commencement. A template HPAL online contract is available. Retrospective contracts of employment are not an option.

¹² A probationary period of 4 months normally applies. See Induction and Probation Policy HRP05

All documentation associated with these measures will be available for audit purposes.

These are exceptional arrangements only because these procedures already provide for operational exigencies that can arise and are set out at 3.12 above.

Additional Guidance Notes

1. If a HPAL has been already interviewed and engaged the procedures above are not required to re-engage them. The appointment form and certain relevant documentation are required for 2nd or subsequent appointments of HPALs see [\[Appendix D HPAL Appointment Form\]](#).
2. The Host School is **not** responsible for monitoring the duties carried out in other Schools/Campus where the HPAL may be delivering hours. Any issue regarding HPAL duties carried out in other Schools/Campus are the responsibility of the Head of School concerned.

Appendices

Appendix A	Allocation of Hours Policy for HPALs HRSOP1
Appendix B	Appointment of HPALs in the context of Multi-Campus/Multi-School Appointments
Appendix C	HPAL Application Form (if not using e-Recruit)
Appendix D	HPAL Appointment Form
Appendix E	Documentation required for Appointment as a HPAL
Appendix F	HPAL Contract of Employment
Appendix G	HPAL Cessation Form
Appendix H	Reference Check
Appendix I	Guidance Notes
Appendix J	Demonstrator Appointment Form
Appendix K	Life Model Appointment Form
Appendix L	Sports Coach/Instructor/Pool Attendant Appointment Form
Appendix M	Tutor/Senior Demonstrator Appointment Form

Appendix A

ALLOCATION OF HOURS FOR HPALS

1. INTRODUCTION

- 1.1 There are two types of CID HPALs in the University, those with a variable hours contact who may be scheduled up to a maximum of 18 hours per week* and those with an annualised number of teaching hours as agreed under the provisions of the Haddington Road Agreement who may be scheduled up to a maximum of 18 hours per week*.
- 1.2 There are two types of Fixed Term HPALs in the University, those employed from date x to date y (as per their contract of employment and those employed on a fixed term specified purpose basis to cover a particular purpose who will cease on expiry of the purpose or no later than date X.

* A 6 hour per week cap applies to all HPALs. A derogation from this cap must be approved by the Dean and noted at HRC.

2. OBJECTIVE OF POLICY

The objective of this policy is to advise Heads of School and Deans:

- 2.1 on the procedures for assigning
 - a) additional hours to CID HPALs with an annualised number of teaching hours as agreed under the provisions of the Haddington Road Agreement;
 - b) additional hours to Fixed Term HPALs.
- 2.2 that in assigning additional hours, such hours may subsequently be included in a CID if the HPAL teaches the hours for 3 continuous years or more; or the hours are not for the purpose of covering an approved leave of absence.
- 2.3 that all HPAL hours are subject to the approval of the Human Resources Approval Group/Human Resources Committee as appropriate.

3. PROCEDURE

3.1 **Internal Advertisement**

The School advertises the hours across their Faculty in the first instance. Where nobody suitable applies, the School notifies Human Resources and the hours will be advertised across the University.

3.2 **Head of School completes Template A [Appendix A]**

- specify reason for hours and number of weekly hours

- list out all affected members of staff, their qualifications and experience
- state rationale for appointment
- Head of School and Dean sign off
- submit to Human Resources for noting at TPAWG

3.2 HR completes Template B [Appendix B]

3.3 Where the completion of Template A has resulted in there being no suitable existing CID HPAL to fill the hours, then the Head of School completes Template C [Appendix C]

- fill in Campus and Job Title
- state business case for hiring a new HPAL or increasing the hours of an existing fixed term HPAL above the cap of 6 hours per week
- confirm that the hours are within the approved Campus/School Staffing Plan
- confirm source of external funding
- Head of School and Dean sign off
- submit Template A and Template C to Human Resources for noting at TPAWG

QUERIES

Contact: Staff Officer, Human Resources
Tel: 220 5228
E-Mail: hpal.city@tudublin.ie

The owner of this HR policy is the Resourcing Manager

**Human Resources Department June 2015
Approved by HRC Dec 2017
Policy Number HRP0x**

ALLOCATION OF HOURS POLICY FOR HPALS

TEMPLATE A - INTERNAL ANALYSIS

To be completed in the event that: (please indicate):

	Type of Hours	No. of Hours	Fixed Term or Specified purpose	Start and Finish dates
1.	Additional / New Contract hours			
Or 2.	Re-allocation / Reduction of Contract Hours			
Or 3.	Contract Hours are to be assigned to an existing fixed term or new HPAL (This document must be supported by Template C)			

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Name				
Qualifications (appropriate)				
Professional / Industry & Teaching experience				
Relevant Experience				
Knowledge of Area				
Contribution/Commitment to - Process of delivering the service - Research				
Reputation in field to attract: - Students - Funding - Publicity - Other lecturers				
Personal Interest / Commitment				
Performance - conduct - absenteeism				
Senior Most Suitable (length of service)				
Availability -for scheduled hours -for full range of duties				

Note: Form must be completed for all existing HPAL staff who may be eligible. Use second form if required.
Indicate with asterix * if any of the above work elsewhere in the University

Name of Candidate Selected:

Objective Justification for Selection of Candidate:

Signed: _____
Head of School

Signed: _____
Dean

Date: _____

Date: _____

ALLOCATION OF HOURS POLICY FOR HPALS

TEMPLATE B - HR SUBMISSION TO TPAWG

Type of Hours	No. of Hours	Fixed Term or Specified purpose	Start and Finish dates
Additional Contract hours			
New Contract hours			
Re-allocation of Contract Hours			
Reduction of Contract Hours			
Contract Hours are to be assigned to an existing fixed term or new HPAL (This document must be supported by Template C)			

Justification / Reason for Appointment / Hours:

Template A – Internal Analysis Completed and Attached

Name of person(s) selected

(following Internal Analysis): _____

Current hours / status of person _____

Proposed Additional Hours _____

New Total contracted hours _____

Finance Office: Confirmation that Funding is available

Signed: _____
Head of HR Services

Date: _____

TPAWG Decision:

Date: _____

ALLOCATION OF HOURS POLICY FOR HPALS

TEMPLATE C – CONTRACT HOURS ARE TO BE ASSIGNED TO A NEW HPAL OR ADVERTISED EXTERNALLY

Campus: _____

No. of Contract Hours per week: _____

Business Case / Academic Direction of the School / Campus

Budgets and Available Financial Resources

Template A – Internal Analysis Completed and Attached

Contract Hours to be Assigned to a New HPAL

Name of new HPAL: _____

Or

Contract Hours to be Advertised Externally

Signed: _____
Head of School

Signed: _____
Dean

Date: _____

Date: _____

Appendix B

APPOINTMENT OF HOURLY-PAID PART-TIME ASSISTANT LECTURERS IN THE CONTEXT OF MULTI-CAMPUS / MULTI-SCHOOL APPOINTMENTS POLICY

1. INTRODUCTION

- 1.1 This policy was developed to assist with the Appointment of Hourly Paid Assistant Lecturers (HPALs).
- 1.2 The HPAL appointment process is managed by the Head of School who is engaging the HPAL.
- 1.3 Normally, HPALs are engaged by and work in one School. On occasion, a HPAL may be engaged by more than one School or more than one Campus in the University. Furthermore, HPALs may also be engaged on other employment contracts for example as a Tutor Demonstrator.
- 1.4 Heads of School and Deans are obliged to ensure that in appointing a HPAL, they are in full compliance with University policy and controls.

2. PURPOSE

- 2.1 The management of the HPAL contract, specifically with respect to the assignment of the appropriate duties will be clearly defined in a consolidated framework document *“The Policy and Procedures for the Recruitment and Appointment of Hourly Paid staff”** This policy comes in advance of such a policy.
- 2.1 The purpose of this policy is to:
 - clarify the responsibilities of the Head of School at the Appointment stage.
 - ensure that “ownership” of the HPAL contract is clear.
 - facilitate the University’s ability to provide assurance that obligations under the Protection of Employees (Fixed-Term Work) Act 2003, and the Protection of Employees (Part-Time Work) Act 2001 are fulfilled.
 - satisfy internal audit requirements.

3. RESPONSIBILITY OF THE HEAD OF SCHOOL ON APPOINTMENT OF HPALS

- 3.1 The appointment of HPALs takes place at School level.
- 3.2 It is a requirement that the Head of School or Assistant Head of School interviews the candidate before undertaking to engage him/her. The interview should comply with standard TU DUBLIN selection policy and procedure specifically in respect of gender balance and record keeping requirements.
- 3.3 At interview the Head of School or Assistant Head of School should confirm the details as set out in the Application Form.

(It is accepted that circumstances may have changed from the time the Application was made and the date of interview). The following details should be confirmed at interview:

- Current employments outside and within TU DUBLIN
- Employment status
- Current applications in process
- Changes in qualifications
- Current post graduate studies
- Eligibility to work in Ireland

3.4 Following interview, but before any offer of employment is made, documentation and all necessary recruitment checks including verification of essential qualifications and valid GNIB or IRP card should be completed by the Head of School. If satisfied, the Head of School should then complete a HPAL Appointment Form. The HPAL Appointment Form must then be signed by the relevant Dean and submitted to Human Resources.

3.5 Garda Vetting:

As and from 1st December 2017, there is a requirement for all staff to be Garda vetted. In addition, all posts within the recruitment process is subject to Garda vetting, insofar as Garda vetting must take place prior to any offer of employment. This additional provision is in the context of the Children and Vulnerable Persons Acts 2012-2016. TU DUBLIN must have in place the same measures to protect Vulnerable Persons as there are for Children who are under 18.¹³

It is important to understand that no offer should be made, nor will a contract be issued unless the Garda Vetting process is completed.

3.6 When renewing a previous HPAL contract, the Head of School should complete the appointment form, **in advance of re-engagement**, with updated and any additional information in relation to other employment contracts within the University. (See 3.3 above)

3.7 ***In order to support the Head of School and facilitate compliance with policy, every HPAL must be assigned to a Host School.*** From 1/1/2013 the School that appoints the HPAL in the first instance is the Host School.

3.8 If a HPAL already has an existing employment contract, the Head of School is expected to obtain full information in relation to the existing contract at the time of the interview, including the number of hours and in which area of the University. If required, Human Resources will facilitate with this information, and/or the Head of School can liaise directly with the Host School. This information will have a significant bearing on contract details, contract hours, and will facilitate Heads of School to comply with current University policy.

3.9 In the case where one School wishes to allocate hours to an existing HPAL who is assigned to a Host School, it is expected that there will be communication and agreement with the Host School **before** any arrangement is agreed with the HPAL.

¹³ The Senior Leadership Team and the Human Resources Committee decisions of 13th April and 29th September 2017 respectively refers

3.10 In order to satisfy audit requirements, Human Resources should be advised by the Head of School of any communications and the outcome in all instances.

4. DETERMINATION OF THE HOST SCHOOL (APPOINTMENTS MADE PRIOR TO 1/1/2013)

4.1 Where existing HPALs are delivering hours in more than one School, a Host School must be identified using one of the following principles:

- For existing CID HPALs, the Host School is the School where the HPAL was assigned for the majority of their hours in the academic year preceding the date on which the CID was awarded.
- For existing Fixed Term HPALs (i.e. those appointed prior to 1/1/2013) the Host School is the School that engaged the HPAL for the majority of his/her hours¹⁴
- HR will determine the Host School for appointments made prior to 1/1/2013

4.2 HR will write to each HPAL on appointment, and will inform them of

- (i) their Host School;
- (ii) the requirement for them to channel all job related requests through the Host School.

4.3 The identity of the Host School must be on all correspondence/forms relating to a HPAL.

5. MONITORING OF HPAL CONTRACTS

5.1 The Host School is responsible for monitoring the number of teaching hours delivered by the HPAL **including any teaching outside of the Host School**. The cap of six hours per week applies to the total number of HPAL hours delivered in the University.

5.2 HPALs should not be engaged to take up additional hours in another School / Campus without the agreement of the Host School. Since the Host School is dependent on appropriate communication from other Heads of School in order to monitor overall teaching hours, Heads of School will remain accountable for appropriate inter school communication.

5.3 Each Head of School is responsible for monitoring the duties of all HPALs working within their School. The Host School is ***not*** responsible for monitoring the duties carried out in other Schools/Campus where the HPAL may be delivering hours. Any issue regarding HPAL duties carried out in other Schools/Campus are the responsibility of the Head of School concerned.

5.4 It is the responsibility of the Head of School to ensure that any duties outside the boundaries of the HPAL contract are not assigned to HPALs working in their School. If in circumstances where it becomes apparent that a HPAL has carried out duties over and above those bounded by the HPAL contract, the Dean should immediately flag these instances to HR.**

¹⁴ This may involve re-assigning existing HPALs. Human Resources will review Appointment Forms for the academic session 2012/13 to determine the appropriate Host School.

6. PLANNING FOR ANNUAL HPAL APPOINTMENTS

- 6.1 Each May, Human Resources will provide each Campus with a list of HPALs assigned to their Schools on an annual basis to enable planning. Where multiple appointments exist, this information will also be provided.
- 6.2 This information can be used by Campus / Schools in planning the cessation or renewal of HPAL staff for the coming academic year. It is also useful in determining length of service per employee.

7. RESPONSIBILITY OF THE HOURLY PAID ASSISTANT LECTURER FOLLOWING APPOINTMENT

- 7.1 No HPAL may take up additional employment outside of their Host School without the permission of their Head of School.

*** Internal Audit recommendation with respect to "The control of duties and responsibilities of HPAL's" directly refers was agreed by SLT in February 2012.*

8. QUERIES

Contact: Human Resources
Tel: 2205228
E-Mail: Hpal.city@tudublin.ie

This policy is subject to operational review.

The owner of this HR policy is the Resourcing Manager.

Human Resources Department March 2013
Approved by HRC Dec 2017
Policy Number HRP087
(Last Updated June 2015)

RELATED POLICIES

HPAL Staffing Model – June 2015

Appendix C

Hourly-Paid Part-time Assistant Lecturer – Application Form

Surname: Forename:	Address:	Nationality: <i>(Any offer of employment to a non EU/EEA or Swiss National is contingent on a copy of a current GNIB/IRP Card showing eligibility to work in the State)</i> GNIB/IRP card expiry date:
E-mail Address:		
Tel No.:		
Academic Qualifications:		
Course Title:	Campus:	
Overall Result:	Date of Award:	Awarding Body:
Subjects you are qualified to teach:		
Current Employment:	Position Held:	
Tel No.:	Permanent <input type="checkbox"/> Temporary: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	
Previous Employment:	Position Held:	
Tel No.:	Permanent <input type="checkbox"/> Temporary: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	
Note: 1) Any current or previous positions with TU DUBLIN should also be listed 2) Any teaching or other relevant experience should also be listed		
Name and contact details of two referees:		
1.		
2.		
Please indicate the days and hours for which you can accept engagements (eg Mondays to Saturday; mornings, afternoons, evenings (6.00 pm to 10.00 pm))		
I certify that the above information is accurate and correct.		
Signature: _____ Date: _____		

Completed HPAL Application Form should be returned to the appropriate **Dean's Office** having regard to your academic discipline:

Faculty of Engineering and Built Environment
Faculty of Arts and Humanities
Faculty of Business
Faculty of Sciences and Health

Appendix D

Hourly-Paid Part-time Assistant Lecturer – Appointment Form Academic Session 2018/19

(To be completed by Head/Assistant Head of School/Faculty Area)

Surname: Forename:	Address:	Nationality: <i>(If the candidate is not EU/EEA or Swiss National a copy of the current GNIB/IRP Card showing eligibility to work in the State must accompany the form)</i> GNIB/IRP expiry date:
Date of Birth:	PPS No.:	Tel No.: Email:
<input type="checkbox"/> 1 st Appointment <input type="checkbox"/> 2 nd or Subsequent Appointment <input type="checkbox"/> Currently employed by TU DUBLIN		
Cost Centre Code:	Subject:	School/Faculty:
Actual start date for 18/19:	Location of appointment:	Personnel No: (completed by HR in case of 1 st Appointment)
Contract Type (indicate): <input type="checkbox"/> Fixed Term & No. of years <input type="checkbox"/> 1yr <input type="checkbox"/> Specified Purpose (give details) <input type="checkbox"/> CIID	Rationale for appointment of HPAL rather than Permanent Pro-rata Part-time AL or Permanent Wholetime AL: <i>Note: Rationale will be used by HR to inform the individual of the objective grounds for their appointment in the context the University's obligations under the Protection of Employees (Fixed Term) Act 2003</i>	
Number of HPAL Hours Per Week if known: Semester 1: _____ Semester 2: _____ Hours must be capped at a maximum of 6 hours per week unless derogation approved by HRC		Please indicate if the appointee is currently a postgraduate student : Yes <input type="checkbox"/> No <input type="checkbox"/>
Has Garda Vetting been completed? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>As and from 1st December 2017, there is a requirement for all staff to be Garda vetted. In addition, all posts within the recruitment process is subject to Garda vetting, insofar as Garda vetting must take place prior to any offer of employment.</i>		

Interviewed by:	Date of Interview:
Signature:	Signature:
Title:	Title:

To be completed by Head of School/Head of Faculty Area I have inspected and verified the appointee's academic qualifications and I can confirm that s/he has an appropriate first or second class honours degree (or equivalent). I have discussed the duties required and not required of a HPAL with the appointee. I recommend appointment.	
Signed:	Date:

Dean's approval:	
Signed:	Date:

Completed Appointment Form accompanied by the required documentation (see reverse for details) to be submitted to HR in advance of the HPAL commencing duty

Appendix E

DOCUMENTATION REQUIRED FOR 1ST / 2ND OR SUBSEQUENT HOURLY PAID STAFF APPOINTMENTS

1ST APPOINTMENT

1. Appointment form (*typed and authorised*)
2. Completed Pay Mandate form
3. Proof of PPS Number e.g. copy of social welfare card, social welfare documentation or recent correspondence from Revenue (*Please note without proof of PPS number payments will be subject to the higher rate of tax – currently 40%*)
4. Completed Pension Related Deduction Form (PRD10) (*Failure to submit completed PRD10 form will result in appointee being deducted at the highest percent of PRD*)
5. Completed Double Employment Form
6. Completed Safeguarding and Protection of Children, Young Persons and Vulnerable Adults Acceptance Form
7. Proof of Date of Birth e.g. copy of passport or driving licence
8. Copies of transcripts showing 1st or 2nd class honours degree or equivalent
9. Curriculum Vitae
10. Documentary evidence the appointee has previous Public Service experience prior to 1st January 2011 in the same or an analogous grade, role or position (*In the absence of this, appointments will be made at revised rate of pay announced in Budget 2011, where appropriate*)
11. Garda Vetting (*With effect from 1st December 2017, Garda vetting is mandatory for all staff. Please complete the Garda vetting form and return to TU DUBLIN Human Resources, Park House Grangegorman, 191 North Circular Road, Dublin 7*)
12. Copy of current Garda National Immigration Bureau (GNIB) or Irish Residence Permit (IRP) (*where applicable*)

2ND OR SUBSEQUENT APPOINTMENT

1. Appointment form (*typed and authorised*)
2. Completed Pay Mandate form (*Only to be completed if bank account details changed from previous appointment*)
3. Completed Pension Related Deduction Form (PRD10) (*Failure to submit completed PRD10 form will result in appointee being deducted at the highest percent of PRD*)
4. Completed Double Employment Form
5. Completed Safeguarding and Protection of Children, Young Persons and Vulnerable Adults Acceptance Form
6. Garda Vetting (*Garda vetting is valid for 4 years*)
7. Copy of current Garda National Immigration Bureau (GNIB) or Irish Residence Permit (IRP) (*where applicable*)

Appendix F

TU DUBLIN

Contract of Employment
Hourly-Paid Part-time Assistant Lecturer

1. INFORMATION

EMPLOYER NAME: TU Dublin

EMPLOYER ADDRESS:

Park House Grangegorman
191 North Circular Road
Dublin 7
D07 EWW4

EMPLOYEE NAME: XXXX

JOB TITLE: Assistant Lecturer (Hourly-Paid)

PLACE OF WORK: Campus of XXXX. Currently based at TU DUBLIN XXXX.
(You may be re-assigned at the discretion of the University)

2. CONTRACT DURATION

DATE OF COMMENCEMENT: XXXX (Insert first date of teaching)

DATE OF CESSATION: No later than 30th June 2019

The Unfair Dismissal Acts, 1997 to 2001 shall not apply to a termination of this contract where such termination is by reason only of the expiry of this fixed term.

This contract does not confer any right to any permanent job that may become vacant or available you will however be entitled to apply for any permanent job for which you are qualified. The University advertises permanent vacancies on its website and in the national newspapers from time to time.

The provisions of the Technological Universities Act 2018 and any subsequent Acts replacing or amending these Acts and any orders and regulations made under these Acts will apply.

You acknowledge that this contract is a fully “external funded post” as envisaged by the ‘Employment Control Framework for Higher Education Sector’ published by the Higher Education Authority pursuant to the Moratorium on Recruitment and Promotions in the Public Service as currently implemented by the Government. It is a condition of this contract that if the is obliged to terminate the post for other reasons outside of its control (such as State policy), a redundancy may arise in respect of this position.

3. HOURS OF WORK

The appointee will be required to teach such hours during the academic year as have or may be determined by the Head of School/Assistant Head of School in the Campus up to a max of 18 hours per week.

The Head of School/Assistant Head of School or other designated officer shall determine the academic term(s) in which the appointee will be required to teach.

4. DUTIES

The appointee shall carry out such duties as are assigned to him/her in accordance with collective agreements arrived at from time to time and authorised by the Minister for Education and Skills:

- (a) teaching the subjects specified and in accordance with the timetable issued (this may be amended from time to time by the University following consultation and reasonable notice of any change). In addition it will be necessary to spend whatever time is required in preparation and correction in order that teaching may be carried out effectively.
- (b) carrying out assessment, monitoring and evaluation of examinations work and providing an academic and consultative support to students in their learning activities. This includes participation at Examination Board meetings where appropriate.
- (c) providing academic input on existing and new courses and course development as appropriate.
- (d) participating in committees appropriate to courses, if requested, and meetings convened by management as appropriate.
- (e) Maintaining appropriate records and making available information as required by management.

5. REMUNERATION

Remuneration will be paid at the appropriate hourly rate as approved by the Minister for Education and Skills. The remuneration takes cognisance of, and includes, preparation and related work.

The appointee will also be paid at the rate approved by the Minister for Education & Skills in respect of attending Examination Board meetings.

The appointee will also be paid at the rate approved by the Minister for Education & Skills in respect of marking examination papers/projects.

The appointee will be required to submit a Part-time Claim Form, approved by his/her Head of School/Department by the designated closing date in respect of hours worked. Payment will be monthly in arrears by PayPath to his/her designated account.

6. PROBATION

A probationary period of 4 months from first date of teaching will normally apply. At the end of that period the appointee may be confirmed in his/her appointment, continued on probation for a further period or at any time during the probationary period the appointment may be terminated. The appointee will be advised on his/her performance during the probationary period and will be given not less than one month's notice of any extension or termination. Termination of employment will be in accordance with the provisions of the Technological Universities Act 2018 and any subsequent Acts replacing or amending these Acts.

If the appointee has already satisfactorily completed the required probationary period as an Assistant Lecturer under a previous contract immediately preceding this one within the University, then the probationary period does not apply to the appointee.

7. SICK PAY

11.1 Hourly Paid Part-time Assistant Lecturers are not entitled to any sick leave pay.

11.2 The University must be notified on the morning of the first day of any absence due to illness.

8. **ANNUAL LEAVE**

Remuneration is inclusive of holiday pay at 49% as directed by the Department of Education and Skills.

9. **PENSION**

You are not entitled to join the Education Sector Superannuation Scheme however we do have a PRSA in place. PRSAs are a straightforward pension product that was introduced in 2003 by the Pensions (Amendment) Act 2002. It is a contract between an individual and the authorised PRSA provider in the form of an investment account that can be used to save for retirement. Contributions made are tax deductible, are for your benefit and are owned by you throughout life. The University has appointed Cornmarket as our designated PRSA provider. Please contact our Pensions Section for further information at pensions@tudublin.ie.

10. **MATERNITY / ADOPTIVE / PARENTAL / FORCE MAJEURE LEAVE**

Maternity/Adoptive/Parental/Force Majeure Leave will be granted in accordance with the relevant legislation and the Worker Protection (Regular Part-Time Employees) Act 1991.

11. **REST BREAKS AND WORKING TIME**

11.1 Staff are entitled to rest breaks as outlined in the Organisation of Working Time Act 1997

11.2 Staff are also required to notify the University if they are employed outside of the University by completing the attached Double Employment form and returning it with a signed copy of the contract. Staff may be required to complete and submit this form on an annual basis.

12. **RESIGNATION / TERMINATION / NOTICE**

If the employee resigns from the position prior to the end of the contract, a period of one month's notice is required. Notwithstanding the fixed term nature of this contract if early termination of the contract by the University is necessary, a period of one month's paid notice will apply.

13. **RETIREMENT**

Retirement date is the 31st August following the individual's 65th birthday. If the individual reaches retirement date prior to the conclusion of the contract, the individual may continue to be employed in order to complete the semester. This will be at the discretion of the University. *[Save for those who join the public service on or after 1st April 2004, every office holder reaching the retiring age of 65 years shall cease to hold office at that time].*

14. **GRIEVANCE PROCEDURE**

The appointee shall be entitled to invoke grievance procedures as are collectively agreed from time to time.

15. **SUSPENSION / DISMISSAL / DISCIPLINE**

The University shall have power to suspend the appointee, to impose disciplinary sanctions on the appointee and to terminate the appointment in accordance with the provisions of the Technological Universities Act 2018 and any subsequent Acts replacing or amending these Acts.

16. **CONFIDENTIALITY**

The University is obliged to maintain confidentiality in certain aspects of its work. It is the duty of the appointee to observe such confidentiality. This restriction shall continue to apply after termination of this appointment.

17. **INTELLECTUAL PROPERTY**

Any discovery or invention or secret process or improvements in procedure made or discovered by the appointee while discharging his/her duties in relation to this post is the property of the University or of such companies as the University may nominate for this purpose. Without prejudice to this position an agreed protocol will govern the rights of the appointee which will give due recognition and reward to the appointee.

18. EXTERNAL ACTIVITY

Any external activity engaged in by the appointee must not be such as to interfere with the fulfilling of the appointee's duties and responsibilities to the University.

19. HEALTH AND SAFETY

The relevant provisions of the Safety, Health and Welfare at Work Act 2005 and any subsequent Act amending or replacing it and all enabling regulations apply to all staff. Staff should familiarise themselves with the requirements as set out in the legislation or regulations and the University's safety policy.

While the University will, as far as practicable, ensure a safe and healthy work environment, responsibility for health and safety at work also rests with each staff member. The appointee should carry out their duties and responsibilities taking due care regarding health, safety and welfare without putting at risk the health of themselves, their colleagues, students, clients and members of the public.

It is a condition of employment that staff fully avail of facilities provided for their safety and health at work which include clothing and equipment.

20. ATTENDANCE AT COURSES / CONFERENCES

The University may require the appointee to attend such courses as the University may decide from time to time.

21. DECLARATION AND SIGNATURES

I have read this and fully understand the foregoing Terms and Conditions and I agree to abide by the terms of the contract and further warrant that all statements and representations which I have made to the University in application for this appointment are true and correct.

SIGNED: _____
(Employee)

DATE: _____

SIGNED: _____
(On behalf of the University)

DATE: _____

HOURLY PAID PART-TIME ASSISTANT LECTURER – CESSATION FORM

Surname		Last teaching date <i>Must be in format DD/MM/YY</i>				
First Name		Reason for Cessation Tick appropriate box				
			Resignation *	Early Retirement **	Non-Renewal ***	Other ***
Staff Number		Note: * / ** In cases of Resignation or Early Retirement, a letter from the individual should accompany this form				
		Note: *** In cases of Non-Renewal or Other, please give details below				
Dept Code						
School						
Campus						

Is the Member of Staff employed in any other capacity by TU DUBLIN?

Yes	No
------------	-----------

If yes, where and in what capacity? _____

I confirm that the last teaching date above is correct and that all other details contained in this form are accurate.

Signed: _____ Date: _____ Signed: _____ Date: _____
 Head of School Dean

Hourly Paid Assistant Lecturer Work Reference Check

Name of the Applicant:

Date of Interview:

XXXX has applied for an Hourly Paid Assistant Lecturer in the Faculty of xxx and in the School of YYY
He/She has named you as a referee who could comment on his/her professional work/ability and on her character. I
would be obliged if you could confirm the following:

Can you confirm the status of the employment relationship ie what role. How long has this candidate worked with
you?

How well do you know the candidate? Could you comment on the candidate's key achievements/career highlights
in your employment

Based on personal experience of the candidate could you provide an assessment of one area of competence
material to this lecturing position.

Any other information you feel might be appropriate in support of the applicant

Appendix I

Guidance notes reference: HPAL Recruitment Procedures section 3.7 pages 4, 5

Guidance Notes for Heads of School: Objective Grounds

Background

The primary purpose for the recruitment of HPALs is “*for use in specialist areas, to provide expertise derived from the HPAL’s work in industry, or research or some other specialism*”. As you may be aware, one of the objectives of the imposition of the 6 hour cap on HPAL contracts was to ensure that HPALs were engaged for this purpose.

Over recent years, the President has been advised in relation to the other circumstances /rationale as to why HPALs are engaged and continue to be engaged across TU DUBLIN, notwithstanding the staffing trends resulting from the conversion to CID and Pro-Rata as a result of Haddington Road.

These notes are prepared to assist in the completion of the Appointment Form, and to facilitate the writing of the appropriate contract of employment for each HPAL appointed in TU DUBLIN.

Rationale for appointment of HPALs and objective grounds

The legal advice TU DUBLIN has received is that all contracts, even a first time contract, **should include an objective ground**. The objective ground reflects the rationale for the appointment and the reason why a permanent post is not been offered. You need to clearly define the rationale for appointment on the Appointment Form. This is the objective ground that is included in the Contract of Employment. If you leave this blank, HR cannot prepare and issue a contract.

1. Specialist teaching

As you know, the main rationale or the main objective for the recruitment of HPALs should be for specialist teaching and the objective ground will be as follows:

The purpose of this contract is to deliver teaching/supervision/tutoring hours of a specific specialist nature within the XX programme in the XX School for the academic year 20XX/XX only.

Or if it is on a number of programmes:

The purpose of this contract is to deliver teaching/supervision/tutoring hours of a specific specialist nature in the area/discipline of XX in the XXX school for the academic year 20xx/xx only

This objective ground can only be used if the specialist nature is **not** an integral part of the programme and therefore needed from year to year.

Over time other reasons for appointment have emerged. I have collated the objective grounds used in employment contracts over the last number of sessions:

2 *“Pending the filling of the vacant post on a permanent basis”*. The objective ground should be described as follows:

“the purpose of the appointment is to cover teaching hours as required within the School of XXXX pending the filling of the post of Assistant Lecturer in YYYYY (Ref No: HRC/A/aa/16). The duration of this contract will be from the date you commence teaching until the post is filled following competition or until 30th June 20xx, whichever is sooner”

You should understand that in order for this objective ground to be viable, the post must be approved and recruitment must have commenced. The employment contract offered will be on a **fixed term specified purpose basis**.

3. Apprenticeship programmes

For new lecturers: *“The decline in apprenticeship numbers and the provision of blocks from the HEA to the University for the academic session 2017/18 prevent the University from determining the viability of the programme(s) in which you teach in the long term”*.

If you use this objective ground for a first contract, you cannot continue to use it for a second and subsequent contract e.g. in 2018/19.

4. Springboard programmes

For new Lecturers: *The programme(s) on which you teach are supported by Springboard / Labour Market Activation initiatives by the Government and the University is not in a position to determine the viability of such programme(s) in the long term.*

This objective ground is appropriate for new lecturers appointed to Springboard initiatives in 2017/18 but should not be used again if re-engaging a HPAL in 2018/19.

5. *It is the University’s intention to cease providing the programme(s) on which you teach at the end of the academic session 20XX/XX. **Only if this is the case** and there should be clear evidence that the programme is ceasing.*

6. Module catalogue

There is an ongoing programme of rationalisation of the module catalogue and this may impact on the modules you are currently teaching.

There needs to be some end date for the rationalisation otherwise the objective ground is unreliable. Such an end date should be known to the lecturer ideally in his/her contract.

7. Providing support for students with disability

You are being engaged to provide support to designated student(s) with a disability in subject matter relevant to the students' needs. The students requiring support and the nature of the subject material will vary from year-to-year and the University cannot guarantee any contract of employment beyond the current academic year.

This needs to be evidence based.

8. Research Action Plan (RAP) (sabbaticals, seed funding, researcher support scheme, staff PhD

Completion Scheme, buy out scheme). To cover vacancies arising as a result of secondments or reassignments or temporary promotion etc

The purpose of your employment is to cover teaching hours as required for Staff member xxx who is temporarily reassigned to another position and your employment with the University will cease when this purpose ends or on 30th June 20xx, whichever is sooner.

9. For those staff engaged on the basis of the flex hour

Hours are assigned on a specified purpose basis pending a review of the permanent teaching requirement on the programme(s) within the School having specific regard to the re-designation of half the flex hours and the expectation that the second half of the flex hours will also be re-designated in the future.

You should understand that having referred to "a review" the review will need to take place, and be evidence based, time bound and advised in writing to the fixed term lecturer (ie in the contract).

Objective Grounds become even more significant in managing the employment contract. You are aware that under Circular Letter 93/2007, staff who have met the continuous service requirements may be entitled to a CID. When you choose to re-engage a HPAL following the cessation of a contract, you need to be very clear about the objective grounds in which they are been employed.

Objective grounds should not be used to simply avoid a contract of indefinite duration. They should be defensible and justifiable reasons supporting the appointment of our HPAL staff and defensible and justifiable reasons as to why TU DUBLIN is not offering a CID.

Under the Haddington Road Agreement (HRA) there are only two **agreed** objective grounds that the University can rely on where it is not issuing a CID to a HPAL, Fixed Term Wholetime and Pro-Rata Part time staff member, who has met the continuous service requirements.

The two agreed objective grounds are where the staff member was employed to cover a post where the:

10. Viability of the programme(s) on which they teach is being reviewed

This will only stand up to challenge if there **is an evidence based review underway with timelines** etc. and that these are included in the person's contract of employment.

and

11 The substantive post holder is on authorised leave of absence, eg career break, maternity leave, sick leave etc.

This will only stand if the HPAL / Pro-Rata Part-time AL are **actually covering the staff member's timetable**. For example, timetables are often rearranged in circumstances where a staff member goes on leave to meet urgent needs/exigencies. Therefore, you should be mindful when describing the specified purpose when you engage a HPAL as a result of the staff members leave. We must always be able to provide exact evidence to a 3rd party as to how the hours available (as a result of the leave of absence of a staff member) were covered by the newly recruited staff member.

The University contends that where a specified purpose (other than covering for an approved leave of absence) can be demonstrated e.g. covering for an acting arrangement, buy-out of hours, pending filling of approved vacancy, this constitutes an objective ground for not issuing a CID under the HRA although this may be challenged at national level in an IR context.

A CID will be awarded where there is evidence of continuous service requirements and the objective grounds cannot be defended. Currently it is expected that HPALs will continue to be funded from external sources, and this will remain the case for CID HPALs. In circumstances where the external funds run out, there may well be an opportunity cost to the Faculty insofar as another post may need to be forgone to fund the CID HPAL. Such decisions have been taken in the past.

Appendix J

Demonstrator – Appointment Form

Academic Session 2018/19

(To be completed by Head/Assistant Head of School/Faculty Area)

Surname: Forename:	Address:	Nationality: <i>(If the candidate is not SU/EEA or Swiss National a copy of the current GNIB/IRP Card showing eligibility to work in the State must accompany the form)</i> GNIB/IRP card expiry date:
Date of Birth:	PPS No.:	Tel No.: Email:
<input type="checkbox"/> 1 st Appointment <input type="checkbox"/> 2 nd or Subsequent Appointment <input type="checkbox"/> Currently employed by TU DUBLIN		
Cost Centre Code:	Subject:	School/Faculty:
Actual start date for18/19:	Location of appointment	Personnel No.: (completed by HR in case of 1 st Appointment)
Contract Type (indicate):	Rationale for appointment of Demonstrator:	

<input type="checkbox"/> 1yr Fixed Term <input type="checkbox"/> Specified Purpose (give details) <input type="checkbox"/> CID	<i>Note: Rationale will be used by HR to inform the individual of the objective grounds for their appointment in the context the Universities obligations under the Protection of Employees (Fixed Term) Act 2003</i>
---	--

Number of Demonstrator Hours Per Week: Semester 1: _____ Semester 2: _____	Please indicate if the appointee is currently a postgraduate student : Yes <input type="checkbox"/> No <input type="checkbox"/>
--	---

Has Garda Vetting been completed? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>As and from 1st December 2017, there is a requirement for all staff to be Garda vetted. In addition, all posts within the recruitment process is subject to Garda vetting, insofar as Garda vetting must take place prior to any offer of employment.</i>

Interviewed by:	Date of Interview:
Signature:	Signature:
Title:	Title:

To be completed by Head of School/ Faculty Area The above named candidate is recommended for Appointment.	
Signed:	Date:

Dean's approval:	
Signed:	Date:

Completed Appointment Form accompanied by the required documentation (see reverse for details) to be submitted to HR in advance of the Demonstrator commencing duty

Appendix K

Life Model – Appointment Form

Academic Session 2018/19

(To be completed by Head/Assistant Head of School/Faculty Area)

Surname: Forename:	Address:	Nationality: <i>(If the candidate is not EU/EEA or Swiss National a copy of the current GNIB/IRP Card showing eligibility to work in the State must accompany the form)</i> GNIB/IRP card expiry date:
Date of Birth:	PPS No.:	Tel No.: Email:
<input type="checkbox"/> 1 st Appointment <input type="checkbox"/> 2 nd or Subsequent Appointment <input type="checkbox"/> Currently employed by TU DUBLIN		
Cost Centre Code:	Subject:	School/Faculty:
Actual start date for18/19:	Location of appointment	Personnel No.: (completed by HR in case of 1 st Appointment)
Contract Type (indicate): <input type="checkbox"/> Fixed Term & No. of years <input type="checkbox"/> 1yr	Rationale for appointment of Life Model:	

<input type="checkbox"/> Specified Purpose (give details) <input type="checkbox"/> CIID	<p><i>Note: Rationale will be used by HR to inform the individual of the objective grounds for their appointment in the context the University's obligations under the Protection of Employees (Fixed Term) Act 2003</i></p>
<p>Number of Demonstrator Hours Per Week:</p> <p>Semester 1: _____ Semester 2: _____</p>	<p>Please indicate if the appointee is currently a postgraduate student:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Has Garda Vetting been completed? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>As and from 1st December 2017, there is a requirement for all staff to be Garda vetted. In addition, all posts within the recruitment process is subject to Garda vetting, insofar as Garda vetting must take place prior to any offer of employment.</i></p>	

Interviewed by:	Date of Interview:
Signature:	Signature:
Title:	Title:

<p>To be completed by Head of School/Faculty Area The above named candidate is recommended for Appointment.</p> <p>Signed: _____ Date: _____</p>	
---	--

<p>Dean's approval:</p> <p>Signed: _____ Date: _____</p>	
---	--

Completed Appointment Form accompanied by the required documentation (see reverse for details) to be submitted to HR in advance of the Life Model commencing duty

Appendix L

Sports Coach/Instructor/Pool Attendant

– Appointment Form

Academic Session 2018/19

(To be completed by Head/Assistant Head of School/ Faculty Area)

Surname: Forename:	Address:	Nationality: <i>(If the candidate is not EU/ EEA or Swiss National a copy of the current GNIB/IRP Card showing eligibility to work in the State must accompany the form)</i> GNIB/IRP card expiry date:
Date of Birth:	PPS No.:	Tel No.: Email:
<input type="checkbox"/> 1 st Appointment <input type="checkbox"/> 2 nd or Subsequent Appointment <input type="checkbox"/> Currently employed by TU DUBLIN		
Cost Centre Code:	Subject:	School/Faculty:
Actual start date for18/19:	Location of appointment	Personnel No.: (completed by HR in case of 1 st Appointment)

Contract Type (indicate): <input type="checkbox"/> Fixed Term & No. of years <input type="checkbox"/> 1yr <input type="checkbox"/> Specified Purpose (give details) <input type="checkbox"/> CIID	Rationale for appointment of Sports Coach/Instructor/Pool Attendant: <i>Note: Rationale will be used by HR to inform the individual of the objective grounds for their appointment in the context the University's obligations under the Protection of Employees (Fixed Term) Act 2003</i>
Number of Sports Coach/Instructor/Pool Attendant Hours Per Week: Semester 1: _____ Semester 2: _____	Please indicate if the appointee is currently a postgraduate student : Yes <input type="checkbox"/> No <input type="checkbox"/>
Has Garda Vetting been completed? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>As and from 1st December 2017, there is a requirement for all staff to be Garda vetted. In addition, all posts within the recruitment process is subject to Garda vetting, insofar as Garda vetting must take place prior to any offer of employment.</i>	

Interviewed by:	Date of Interview:
Signature:	Signature:
Title:	Title:

To be completed by Head of School/Faculty Area The above named candidate is recommended for Appointment.	
Signed:	Date:

Dean's approval:	
Signed:	Date:

Completed Appointment Form accompanied by the required documentation (see reverse for details) to be submitted to HR in advance of the appointee commencing duty

APPENDIX M

Tutor/Senior Demonstrator – Appointment Form

Academic Session 2018/19

(To be completed by Head/Assistant Head of School/Faculty Area)

Surname: Forename:	Address:	Nationality: <i>(If the candidate is not EU/ EEA or Swiss National a copy of the current GNIB/IRP Card showing eligibility to work in the State must accompany the form)</i> GNIB/IRP card expiry date:
Date of Birth:	PPS No.:	Tel No.: Email:
<input type="checkbox"/> 1 st Appointment <input type="checkbox"/> 2 nd or Subsequent Appointment <input type="checkbox"/> Currently employed by TU DUBLIN		
Cost Centre Code:	Subject:	School/Faculty:
Actual start date for18/19:	Location of appointment	Personnel No.: (completed by HR in case of 1 st Appointment)
Contract Type (indicate): <input type="checkbox"/> Fixed Term & No. of years	Rationale for appointment of Tutor/Senior Demonstrator:	

<input type="checkbox"/> 1yr <input type="checkbox"/> Specified Purpose (give details) <input type="checkbox"/> CIID	<i>Note: Rationale will be used by HR to inform the individual of the objective grounds for their appointment in the context the University's obligations under the Protection of Employees (Fixed Term) Act 2003</i>
Number of Tutor/Senior Demonstrator Hours Per Week: Semester 1: _____ Semester 2: _____	Please indicate if the appointee is currently a postgraduate student : Yes <input type="checkbox"/> No <input type="checkbox"/>
Has Garda Vetting been completed? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(As and from 1st December 2017, there is a requirement for all staff to be Garda vetted. In addition, all posts within the recruitment process is subject to Garda vetting, insofar as Garda vetting must take place prior to any offer of employment.)</i>	

Interviewed by:	Date of Interview:
Signature:	Signature:
Title:	Title:

To be completed by Head of School/Faculty Area The above named candidate is recommended for Appointment. Signed: _____ Date: _____	
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Dean's approval: Signed: _____ Date: _____	
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Completed Appointment Form accompanied by the required documentation (see reverse for details) to be submitted to HR in advance of the Tutor/Senior Demonstrator commencing