TECHNOLOGICAL UNIVERSITY DUBLIN - CONTRACT OF EMPLOYMENT

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1. **Post:** Senior Lecturer 1

2. **Name of Employee:** First-name Last-name

3. **Name of Employer:** Technological University Dublin (hereinafter called "TU Dublin")

4. **Commencement Date:** Insert commencement date here

5. **Location:** TU Dublin, XXXXXXXX but may be reassigned at the discretion of TU Dublin[1]

6. **Reporting to:** Head of School or designated nominee

7. Nature of Position

This is a full-time, permanent and pensionable appointment subject to satisfactory service during the probationary period, and to this contract of employment.

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

7. Remuneration

The salary and allowances payable in respect of this position will be as authorised by the Minister for Further and Higher Education, Research, Innovation and Science from time to time. Payment is made electronically to the appointee's nominated bank.

[1] TUI members will maintain their current location/place of work. The Department of Education and Skills guarantees that staff will not be re-assigned to one of the other TU Dublin campuses unless procedures for such re-assignments have been agreed with the trade union. (Ref. DES letter to TUI 12 May 2017)

9. Duties

The appointee will act as advisor to management in quality assurance issues and will participate in quality assurance procedures such as progression assessments, complaints processing etc. The appointee will have a leading role in the academic direction of courses including teaching, research, academic assessment and academic administration.

The appointee shall carry out such appropriate duties as are assigned including but not limited to:-

a) Teaching such assigned classes, day or evening, up to 560 hours per annum including supervision of post-graduate students where appropriate. There will be a norm of 16 class contact hours per week, which may be varied by TU Dublin management from 14 to 18 following consultation with the post holder. A weighting of 1.5[2] will apply to hours worked after 6 p.m.;

   (These arrangements are subject to collective agreements arrived at from time to time and authorised by the Minister for Further and Higher Education, Research, Innovation and Science.)

b) Carrying out assessment, monitoring and evaluation of examinations work, and providing an academic and consultative support to students in their learning activities;

c) Providing academic leadership and scholarship on existing and new courses and course development; and course co-ordination;

d) Playing a pivotal role in research, consultancy and development;

e) Participating in committees appropriate to courses and meetings convened by management;

f) Maintaining appropriate records and making available information as required by management;

g) Acting in an advisory capacity and as a professional support in academic matters to colleagues;

h) Playing a leading role in development, implementation and maintenance of academic quality assurance arrangements;

i) Participating in appropriate activities necessary to the development of their department/school and TU Dublin;

j) Directing and supervising the work of Tutor/Demonstrator and taking academic responsibility for the academic standards of this work. When a Senior Lecturer I (Teaching) is supervising a Tutor/Demonstrator a reduction in teaching hours will be applied on the basis of one hour reduction per three hours demonstration/tutorials supervised.

The performance of these duties will require attendance in addition to class contact hours during the normal working week.

The appointee shall carry out the lawful instructions of the President or authorised Officer and comply with the requirements and regulations of the Minister for Further and Higher Education, Research, Innovation and Science.

[2] Reduced to 1.25 under the provisions of the Haddington Road Agreement which may be subject to change under a future agreement

10. Probationary Period

A probationary period of at least 12 months will apply to this post. At the end of that period the appointee may be confirmed in their 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 performance during the probationary period and will be given not less than 1 months' notice of any extension of probation or termination.

11. Superannuation

[SELECT A, B OR C AS APPOPRIATE]

Option A

The appointee will become a member of the **Education Sector Superannuation Scheme** as they have served in a public service body on or before **31st March 2004** and have not had a break in service of 26 weeks or more. The minimum retirement age is **60** and the compulsory retirement age is the 31st of August after their 70th birthday.

Or

Option B

The appointee will become a member of the **Education Sector Superannuation Scheme** as they have served in a public service body on or after **1st April 2004** and up to an including **31st December 2012** without a break in service of 26 weeks or more. The minimum retirement age is **65** and there is no compulsory retirement age.

Or

Option C

The appointee will become a member of the **Single Public Service Pension Scheme** as they have not served in a public service body prior to **1 January 2013**. The scheme is also applicable to former public servants returning to the public service after a break in service of 26 weeks or more. The minimum retirement age is **[66/67/68 PLEASE SELECT AS APPROPRIATE]** and the compulsory retirement age is **70**.

The provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 and any Act amending or replacing it apply in the context of the retirement age for this post.

12. Professional Development

The professional standards expected of the appointee will require a continuing attention to scholarship and to the updating of knowledge which may involve attendance at courses. TU Dublin will, as far as possible, facilitate the appointee in this regard.

13. Annual Leave

Leave will be in accordance with the collective agreements approved by the Minister for Further and Higher Education, Research, Innovation and Science from time to time for permanent whole-time Senior Lecturer I (Teaching).

14. Sick Leave
Sick Leave will be in accordance with the arrangements authorised by the Minister for Further and Higher Education, Research, Innovation and Science from time to time.

15. Maternity/Adoptive/Parental/Force Majeure/Paternity/Carers' Leave
The provisions of the relevant Acts will apply in accordance with the arrangements authorised by the Minister for Further and Higher Education, Research, Innovation and Science from time to time. Other special leave may be granted in accordance with arrangements authorised by the Minister for Further and Higher Education, Research, Innovation and Science from time to time.

16. Resignation
The appointee may terminate this appointment on not less than one month's notice in writing to Human Resources.

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

18. Disciplinary Procedure
TU Dublin shall have the power to suspend the appointee, to impose disciplinary sanctions on the appointee and to terminate the appointment in accordance with such disciplinary/dismissal procedures as are collectively agreed from time to time and subject to the Technological Universities Act 2018 and any other applicable employment legislation.

19. Health and Safety
The relevant provisions of the Safety, Health and Welfare at Work Act 2005 and any subsequent Acts amending or replacing it applies to all employees of TU Dublin. Staff should familiarise themselves with the requirements as set out in the Act and TU Dublin's Health & Safety policy.

20. 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 TU Dublin.

Any external employment, self-employment, working partnerships or consultancy work entered into by the appointee must not conflict with the interests of TU Dublin and must have the prior written approval of the President or designated nominee of TU Dublin. Approval may be given where this activity is deemed by TU Dublin not to interfere with the fulfilling of the appointee's duties and responsibilities to TU Dublin and/or where the activity is deemed not to interfere within the interests of TU Dublin. Any approval/refusal will be subject to ongoing review by TU Dublin.

21. Intellectual Property
Any discovery or invention or secret process or improvement in procedure made or discovered by the appointee while discharging duties in relation to this post is the property of TU Dublin or of such

companies as TU Dublin 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.

22. Academic Freedom

TU Dublin recognises that the principle of academic freedom is essential for the achievement of TU Dublin's functions.

23. Confidentiality

TU Dublin 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.

24. Declaration and Signatures

I have read and fully understand the foregoing Contract of Employment and I agree to abide by the terms of this contract and further warrant that all statements and representations, which I have made to TU Dublin in application for this appointment, are true and accurate.

Signed: _____ **Date:** _____

(Appointee)

Signed: _____ **Date:** _____

(On behalf of TU Dublin)