

## **Principles for the Recruitment, Selection and Appointment of Hourly-Paid Part-time Assistant Lecturers from 2025/26**

### **1. Scope**

- 1.1 These principles apply to the recruitment, selection and appointment of Hourly-Paid Part-time Assistant Lecturers (HPALs) from 2025/26.

### **2. Principles**

- 2.1 Deans should take great care to ensure that:
- i) the level of HPAL hours for their faculty in 2024/25 is not exceeded in 2025/26;
  - ii) the new hire or re-engagement of HPALs in lieu of unapproved vacancies does not take place.
- 2.1a Deans may allow for the recruitment of additional HPALs up to a limit of 100 hours (in total per Faculty) on an annualised basis to facilitate the operation of newly validated programmes, subject to a high-level of confidence in the programme generating a surplus.
- 2.1b Deans may allow for the recruitment of additional HPALs to facilitate sudden increases in student numbers (undergraduate or postgraduate). In such cases the details should be stated on the Appointment Form.
- 2.2 Recording a rationale for the new hire or re-engagement of a HPAL should be done clearly on the Appointment Form as this will be inputted by HR into CoreHR and used for future analysis on the use and cost of HPALs in the University. Each new hire or re-engagement should be considered on its own merits. There are two elements to consider i) why the HPAL is being engaged and ii) the objective grounds on which the University intends to rely on in the context of relevant industrial relations agreements and/or the Protection of Employees (Fixed Term) Act 2003. Faculty Management should consult with their HR People Partner on both matters before completing the Appointment Form.
- 2.3 New appointments or the re-engagement of a HPAL contract should be limited to providing industry expertise, sick leave cover, or pending the filling of an approved prioritised post.

The current national working definition of “Industry Expertise” is where:

*a HPAL, Guest Lecturer, Adjunct Lecturer and/or Visiting Lecturer may be engaged by a University having regard to their specific industry expertise. They are typically recognised in their field as forefront leaders or influential figures within a particular industry and they offer students optimum value through experience, expert opinions and reliable information.*

A Guest Lecturer may be defined as:

*an individual who, at the request of the University and the agreement of the individual, is willing to provide occasional lectures, at a mutually agreeable time and place. The Guest Lecturer has been invited by the University to provide these lectures on the basis of their professional and industry expertise and provide an external perspective to students.*

*A Guest Lecturer is not assigned regular teaching hours e.g. week to week, but may be engaged on an occasional basis e.g. 1-2 occasions, semester to semester, and frequently the arrangement is a once off. There can be special scenarios where a Guest Lecturer is used for a workshop across big cohorts etc. Our connectedness to industry and the particular sectors through Guest Lecturers is an important feature of our offering.*

HPAL appointments for industry expertise should be limited to 3 hours per week. Other HPAL appointments can be for up to 18 hours per week.

- 2.4 Where formal notice of a resignation or retirement is received by a Head of School during Semester 1 or Semester 2, a HPAL may be hired, re-engaged or be assigned additional hours for the remaining teaching weeks of the year on an exceptional basis. This point will also apply to sudden teaching deficits created by sick-leave. **(Refer to 2.2 above)**
- 2.5 HPALs should not be timetabled for hours covering a career break, statutory leave such as maternity leave, parental leave etc. These should be back-filled on a specified purpose whole-time Assistant Lecturer basis or through the Allocation of Hours to existing Pro-Rata Part-time Assistant Lecturers. An exception to this may be where the statutory leave of absence is part-time in nature e.g. 1 day per week parental leave etc. Note that point 2.3 above continues to apply.
- 2.6 In the case of using HPALs for emergency backfills for posts in recruitment or sudden leave the use of HPALs should be time-limited to 10 months. The normal recruitment process for the backfill should be progressed, assuming this is an approved prioritised post. **(Refer to 2.2 above)**
- 2.7 'External Funding' under HEA category 1.2 or 1.3 may be used to hire or re-engage a HPAL. The source of the external funding should be identified on the Appointment Form with a brief explanation. Such Appointment Forms will only be actioned by HR if signed by the Dean.
- 2.8 The Selection Procedures for HPALs continue to apply including the composition of the Selection Board i.e. an appropriate senior line manager from the relevant school/area plus 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.
- 2.9 The University will continue to meet its obligations under the Cush Protocol, the Haddington Road Agreement and the Protection of Employees (Part-time) Work Act 2001 and Protection of Employees (Fixed Term) Work Act 2003.

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