



Polasáí agus Nósanna Imeachta/Policies and Procedures

Code	QA136
Title	Progression for Technical Staff
Date	November 2025

ENTRY REQUIREMENTS TO TECHNICAL GRADES

1. Technical Officer

Entry to the profession will require a relevant Honours degree or equivalent. Equivalence of qualifications, and/or acquired experiential learning combined with other qualifications, will be determined by a Board consisting of the Head of the relevant School/Unit, CTO in the relevant School/Unit and a nominated CTO from another School/Unit within the University.

2. Senior Technical Officer:

Entry to the profession will require a Master's Degree qualification or equivalent. Equivalence of qualifications, and/or acquired experiential learning combined with other qualifications, will be determined by a Board consisting of the Head of the relevant School/Unit, CTO in the relevant School/Unit and a nominated CTO from another School/Unit.

3. Chief Technical Officer Grade

Entry to the profession will require a Master's Degree qualification or equivalent. Chief Technical Officer posts, where established, are open to competition. Senior Technical Officers are eligible to apply for such posts.

NOTE: *Senior Technical Officers appointed prior to June 2006 will require the requisite qualification (NCEA Diploma or equivalent) and have at least three years' experience employed as a Technical Officer either within the University or elsewhere.*



PROGRESSION OF TECHNICAL OFFICER TO SENIOR TECHNICAL OFFICER

1. **Eligibility criteria for progression:**

A Technical Officer must:

- Have successfully completed their probation period within the University,
- Have a minimum of one year's satisfactory experience as a Technical Officer within the University,
- Have the necessary qualifications (i.e. a Master's Degree qualification or equivalent), and
- Have three years' **total** satisfactory experience employed as a Technical Officer either within the University or elsewhere. An application may not be considered where there are ongoing performance issues.

2. **Application requirements:**

What you must do:

- Complete the [Application for Progression to Senior Technical Officer – Fill out form](#)
- Attach a letter of recommendation from your Line Manager,
- Attach a copy of your up-to-date CV, and
- Provide confirmation of your qualifications, including (if necessary) confirmation of equivalence on the National Framework of Qualifications (NFQ) from the awarding body.

3. **Progression Review Process:**

- The Technical Officer Progression Board will meet on a quarterly basis (i.e. March, June, September, and December) to review applications.
- The Board includes:
 - Head of School/Unit/Director of Research Institute
 - Two CTO's one from the relevant school, and another from outside the school (where there is no CTO in the School, another CTO in the College or another College will be asked to consider the request). However, if a CTO from another College is not familiar with the area, then the Head of School may appoint a Deputy Head of School.
 - The Board will be required to declare any conflict of interest prior to each meeting.
- The HOS will act as Chair of the Board.
- HRBP for the relevant college will be in attendance to ensure the process is implemented.
- The Board will discuss and evaluate each application.

4. **Outcome**

- The TO Progression Board will consider applications and make a recommendation to the relevant Dean.
- The Dean will ratify the decision made by the Board and notify Human Resources of the outcome.
- The Human Resources office will advise the applicant and make the necessary contract amendments (if applicable).
- Where the TO Progression Board deems the TO **ineligible** for progression to STO, the line managing CTO will provide feedback to the TO directly, clearly stating the reasons for their decision and making recommendations for how to overcome shortfalls.
- The TO can choose to reapply for progression at a future date, taking on board the recommendations of the TO Progression Group.

5. Appeals

- Appeals against the outcome of the progression hearing will be made at Stage 3 of the University of Galway Grievance Procedure.