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**Academic Post**

**Recruitment Initialisation Form**

**Please complete the following form in full to initiate the recruitment process.   
Please Note in advance of post advertisement**:

* The job description **must** be forwarded to the Human Resources Office via email to [recruit@universityofgalway.ie](mailto:recruit@universityofgalway.ie)
* All Academic posts **must** be approved by the Dean of College or UMT member.
* **The Human Resources Office will be unable to process/advertise the post until all correct documentation is received.**

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| 1. **Details** | | | |
| **Post Title:** | | | |  | |
| **College /Management Unit:** | | | |  | |
| **Please confirm if it is Lecturer Type A or B Contract (if applicable):** | | | |  | |
| **Pay scale:** | | | |  | |
| *Salary scales are approved by the Minister, with the exception of researcher scales which are as per IUA guideline salary scales. The default position for all new appointments is the 1st point of the relevant salary scale.  Consideration for a higher point of scale may be sought for verifiable, comparable service. The final decision on the point of scale will reside with Human Resources. Further information* [*QA321-Updated-PP-Remuneration.pdf (universityofgalway.ie)*](https://www.universityofgalway.ie/media/financialaccounting/financialaccountingoffice/QA321-Updated-PP-Remuneration.pdf) | | | | | |
| **Level of Post being filled:** | | | |  | |
| **Is this post Permanent/Fixed Term/Specific purpose (SPC):** (please tick relevant post type) | | | | Permanent | Fixed Term  SPC |
| **Is this a new post or Replacement post:** (please tick relevant post type) | | | | New Post | Replacement Post |
| **If this is a Replacement post, please provide the post number and level of post being suppressed:** | | | | Post Number | Level |
| **Is there an Irish requirement for this post?** | | | |  | |
| **FTE & Work Pattern if part time:** (please specify days/hours) | | | |  | |
| **Cost Centre that this post will be charged to:** | | | |  | |
| 1. **Reason for Post (Temporary Contracts Only)** | | |
| **Please specify the reason for the post and the objective grounds why a permanent position cannot be offered. PLEASE NOTE:** This wording will be used in contract of employment.  **Funding availability is not sufficient objective grounds**.    **DURATION OF TEMPORARY POST: FROM: TO:** | | | | | |
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| 1. Advertising |
| All permanent Academic posts will be advertised externally and on Core Portal and University of Galway website, for 6 weeks (4 weeks in the case of temporary posts).  Posts advertised externally will automatically appear on:   |  | | --- | | * University of Galway Web Portal and [Website](https://www.universityofgalway.ie/about-us/jobs/) | | * [www.universityvacancies.com](http://www.universityvacancies.com) | | * [www.publicjobs.ie](http://www.publicjobs.ie) | | * [www.jobs.ac.uk](http://www.jobs.ac.uk) | | * [www.jobsireland.ie](http://www.jobsireland.ie)   (Department of Employment Affairs and Social Protection Employment Services). **Note:** all jobs advertised on jobsireland.ie will automatically be advertised on EURES also (European Job Mobility Programme). | | * [LinkedIn](https://www.linkedin.com/talent/home)– subject to job slot being available |   Do you wish to advertise in additional publications or websites?  If Yes, please specify:  Requests are subject to HR review and approval. The Human Resources Office will cover the charge of one additional publication/website within reasonable cost.  **Employment Permit information**  In order to ensure that job opportunities are made available to Irish and EEA nationals, employers must satisfy a [Labour Market Needs Test](https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/labour-market-needs-test/) before a [General Employment Permit](https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Permit-Types/General-Employment-Permit/) or [Contract for Services Employment Permit](https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Permit-Types/Contract-for-Services-Employment-Permit/) can be issued to a non-EEA national. **Please note that the minimum working hours for a work permit is 20hours per week.** | | | | | |

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| **D: Board of Assessors** | | |
| **Please inform all nominees of their BOA nomination prior to submitting this information to the Human Resources Office. Every Assessment Board must:**   * Have gender balance; with a minimum of 40% women and 40% males on the interview board. * Have members who have received interview techniques and Unconscious bias training. * Be issued with the University’s Guidelines on Recruitment and Selection for the post being recruited [Recruitment-and-Selection-Policy-and-Procedure](https://www.universityofgalway.ie/media/humanresources/policiesproceduresandforms/policiesprocedures/QA146---Recruitment-and-Selection-Policy-and-Procedure--(October-2023)-(1).pdf) * All Board Members should be at minimum at the same level but ideally at level above the advertised position (an exception may be made to this policy if there is a need for the Board member with specific expertise). * Must not have staff members in the Board selecting their own successor or replacement. * It is recommended that due regard be had to representation from within and outside of the discipline in which the post was being filled in arriving at the internal membership of Boards. | |
| **Board of Assessors – Lecturer Specific purpose Contract or Fixed Term Posts** | |
| Chair – President (or nominee) \* |  |
| Head of School (or nominee) \*\* |  |
| Two other internal assessors (***at least one of whom shall not be a member of the school within which the appointment is to be made)*** |  |

**\*Please provide email address for any external to University of Galway board member**

**\*Normally the Dean of the College of primary affiliation**

**\*\*nominee only exceptionally and related to the non-availability of the Head**

The Coordinator in conjunction with the Dean of the College nominates the Board of Assessors and then contacts each member listed to participate on the Board to seek their agreement, before their names are nominated, the Board of Assessors nominations are approved by the Director of Human Resources.

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| **Board of Assessors - Senior Lectureship/Permanent Lectureships** | |
| Chair – President (or nominee) \* |  | |
| Head of School (or nominee)\*\* |  | |
| Two other internal assessors |  | |
| One external assessors\*Please provide email address for any external to University of Galway board member |  | |
| **\*normally the Dean of the College of primary affiliation**  **\*\*nominee only exceptionally and related to the non-availability of the Head**  The Coordinator in conjunction with the Dean of the College nominates the Board of Assessors and then contacts each member listed to participate on the Board to seek their agreement, before their names are submitted to College meeting for approval. This confirmed Board is approved at College meeting. The College informs the HR Office of the final approved Board. | | |
| **Board of Assessors - Professor in / Established Professorships** | |
| The Review Group (i.e. the group appointed by the Registrar & Deputy President, following consultation with the President, comprising of the Dean(s) of College, Head of School and, generally, the Professors of cognate subjects) nominates the Board of Assessors as follows: | | |
| Chair – President (or nominee) |  | |
| Dean of College of primary affiliation |  | |
| Two other internal assessors |  | |
| Two External assessors  \*Please provide email address for any external to University of Galway board member |  | |
| ***Nominations for Board of Assessors are to be forwarded to the President’s Office, in writing, by the Dean of the College. Following the President’s approval, the nominations go to College for approval.***  ***\*Final decision on the board is with the President.  (The president must sign off on the board before it comes to HR*** | | |

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| 1. **Accommodation** |
| Where office/other space is required for this appointment, have you agreed suitable accommodation with the Buildings & Estates Office?  If not, the start date of the appointee may have to be postponed.   Accommodation must be arranged in advance of the start date. | | YES  NO  N/A |

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| 1. **Schedule** |
| Proposed Advertising Date:  Please see further information on [Advertising Dates - University of Galway](https://www.universityofgalway.ie/human-resources/recruitment-and-selection/recruitment-and-selection/advertisingdates/): | |  |
| Planned Shortlisting Date: | |  |
| Planned Interview Date: | |  |

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| 1. **Pre- Recruitment Checks** | |
| **Interview Techniques Training:** | Please confirm all board members have received Interview techniques training. | | Yes | No |
| **Unconscious Bias Training:** | It is University policy that unconscious bias training is compulsory for all members of interview and promotion boards. Initial unconscious bias training should be in person and is available as part of the suite of EDI training scheduled each semester. Annual refresher training is available online at [Equality Diversity & Inclusion - University of Galway](https://www.universityofgalway.ie/human-resources/learning-and-development/courses/workshopsprogrammes/equalitydiversityinclusion/). Please confirm that the BOA have completed unconscious bias training in accordance with University policy. | | Yes | No |
| **Garda Vetting:** | Please confirm if Garda Vetting is a requirement of the role in accordance with the [University Child Protection Policy](https://www.universityofgalway.ie/media/humanresources/policiesproceduresandforms/policiesprocedures/QA127---Child-Safeguarding-Statement.pdf).  (Should you need further information please contact [hrgardavetting@universityofgalway.ie](mailto:hrgardavetting@universityofgalway.ie))  **Who requires Garda Vetting**?- As per advice from the [National Vetting Bureau (garda.ie)](https://vetting.garda.ie/Help/FAQ#faq-6-2) Any person who is carrying out work or activity, **a necessary and regular part of which** consists mainly of the person having access to, or contact with, children (under 18) or vulnerable adults.  Vetting is required when contact with children and vulnerable adults is necessary and regular, however where there is any doubt, we recommend that vetting is requested. For any roles within the University that require Garda vetting, please be reminded that the successful appointee **cannot commence employment in their new role until such time as Garda vetting is completed.**Current turnaround time with the Garda vetting bureau is 4-6 weeks. If required please also confirm the reason as this will be requested by the [Vetting Bureau (garda.ie)](https://vetting.garda.ie/Help/FAQ#faq-6-2) | | Yes | No |
| **Budget:** | This form must have sign-off from the College Finance Manager or Management Accounts office to confirm budget is in place.  Externally funded research posts must be accompanied by Post Proposal Form available at the following link: [Research Accounting Office - University of Galway](https://www.universityofgalway.ie/research-accounting/) | | Yes | No |

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| 1. **Signatures Required:** |
| **Hiring Manager:** | |  | Date: |
| **\* College Dean or UMT Member:** | |  | Date: |
| **Finance Manager:** | |  | Date: |

***\*College Dean or UMT member signature not required for statutory leave covers (i.e. Maternity Leave)***

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| 1. **Co-Ordinator** |
| **Post Co-ordinator:** | |  |

**The Human Resources Office will be unable to process/advertise the post until**

**all correct documentation is received.**

**Checklist of documentation to be sent to HR Recruit** [recruit@universityofgalway.ie](mailto:recruit@universityofgalway.ie)

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| * **Job Description with clear essential and desirable criteria** |
| * **Fully completed and signed RIF** |
| * **For Joint Appointments or funded posts – HR will need a copy of the agreement with the relevant body** |
| * **Relevant extract from College Exec Minutes** |