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**RIF**

**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.

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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/Temporary:** (please tick relevant post type) | | | | Permanent | Temporary |
| **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 | * [www.publicjobs.ie](http://www.publicjobs.ie) | | * [www.universityvacancies.com](http://www.universityvacancies.com) | * [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). | * National Newspapers - Irish Times (in line with employment permit obligations) |   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**  In order to ensure that job opportunities are made available to Irish and EEA nationals, employers must satisfy a 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 from 1 January 2020, any employment permit application where a Labour Market Needs Test is required MUST have published a EURES ad for at least 28 days BEFORE a valid application can be submitted.**  For the Labour Market Needs Test the employer must advertise the vacancy:   * with the Department of Employment Affairs and Social Protection Employment Services/EURES employment network for at least 4 weeks and * in a national newspaper for at least 3 days and * in either a local newspaper or jobs website (separate to Department of Employment Affairs and Social Protection/EURES websites) for 3 days. | | | | | |

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| 1. **Board of Assessors - Contract or Lecturer 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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| 1. **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. | | |
| 1. **Board of Assessors - Established Professorships/ Professor in** | |
| 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 | | |

**Has the Board of Assessors been approved at relevant College meeting?**

**Yes  No**

Please inform all nominees of their nomination prior to submitting this information to the Human Resources Office.

**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.**

***\*Every Assessment Board must:***

1. **Have gender balance; with a minimum of 40% women and 40% males on the interview board.**
2. **Have members who have received training in interviewing techniques.**
3. **Have members who have completed the unconscious bias training.**
4. **Be issued with the University’s Guidelines on Recruitment and Selection for the post being recruited.** [Recruitment & Selection Policy.](https://www.universityofgalway.ie/media/humanresources/policiesproceduresandforms/policiesprocedures/QA146---Recruitment-and-Selection-Policy-and-Procedure--(October-2023).pdf)

All Assessment Board members **must** be at or above the level of the advertised position (an exception may be made to this policy if there is an Assessment Board member with specific expertise);

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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 Short listing 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:** | Please confirm all board members have received training in unconscious bias training in the last year? [Unconscious Bias - University of Galway](https://www.universityofgalway.ie/equalityanddiversity/editraining/unconsciousbias/) | | 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.  Should you need further information please contact [hrgardavetting@universityofgalway.ie](mailto:hrgardavetting@universityofgalway.ie) | | 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** |
| **Confirmation that the Board of Assessors been approved at relevant College meeting?** |  |