OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Code: **QA241**
Title: **Alleviation of duties related to public service**
Date: **09/06/2015**
Approval: **APRC**

1. The University recognises that members of its academic staff have expertise which may lead to an invitation to them to provide significant service to public bodies without, on occasion, payment of an allowance or remuneration.
2. The University further recognises that service on such bodies may, on occasion, impact on the capacity of a staff member to discharge her/his normal workload.
3. The University considers it appropriate that it support its staff to whom such invitations are extended in contributing to the national and public good.
4. The Deputy President and Registrar, in such instances, will consider applications from Heads of School for support towards the alleviation of the staff member's normal workload, provided that the Head of School shall have made an application to the relevant public body for funding towards the back fill and that no support has been forthcoming.
5. The application to the Deputy President and Registrar must be comprehensive and provide full details of the appointment, its obligations, likely time commitment and duration of the appointment. The application must also specify the duties from which it is proposed to alleviate the staff member.
6. The support provided will not exceed €10,000 per annum.
7. Adaptations to the individual staff member's workload should be made, within the School, in the same transparent manner as for the normal determination of work-loads.
8. It is the responsibility of the Head of School to ensure that any 'back-fill' arrangements are made at an appropriate level and standard, and are remunerated in accordance with University norms.
9. Appointments related to back-fill arrangements shall be made in accordance with the University's appointment procedures.
10. Arrangements agreed will be put in place for a defined period and will be reviewed annually.
11. The relevant Dean of College will be informed by the Head of School of arrangements made.
12. Any difference of opinion in relation to an application under the policy or of the implementation of arrangements under this policy will be referred to the relevant Dean of College whose decision in the matter will be final.
13. Funding provided will be transferred to the part-time assistance budget of the relevant School.