



Retention Scheme for Academic Staff

University of Galway is proud to be an equal opportunity employer and holder of an Athena SWAN Bronze award. We celebrate the diversity of our staff and students and work to support an inclusive environment free from discrimination and harassment.

1. Retention Scheme

1.1 Purpose of Scheme

The Scheme is designed to provide University of Galway with a mechanism to retain staff who are of strategic importance to the realisation of University of Galway's mission and objectives as set out in its Strategic Plan, and who have been offered posts at equivalent institutions. Under this scheme they will be considered eligible to apply for promotion to: Senior Lecturer/Associate Professor, Professor in, or appointment to Established Professor, as appropriate, having regard to their academic standing and the level of post offered to them, and the strategic importance for the College and University of retention in each individual case.

The Scheme is required to enable the University to respond rapidly to such circumstances.

1.2 Eligibility

Academic staff members who have been offered an appointment above the grade of their existing appointment are eligible to make application under this Scheme for promotion/appointment to the grade at which they have been offered an appointment elsewhere.

Candidates for promotion will not have reached the normal retirement age ¹ prior to the effective date of promotion. Normally, a period of continuous employment of three years in an academic post at the University of Galway is expected prior to applying for promotion under this scheme. Simultaneous applications for promotion to different levels are not permitted. Re-application within two years of an unsuccessful application is only permitted in certain clearly defined circumstances (see section [7.2 of the academic promotions scheme](#)).

1.3 Principles of the Scheme

1.3.1 Standards

¹ A candidate should refer to their contract of employment and relevant national legislation for details on their retirement age.



The standards of the Scheme shall be identical to the standards applied by the Promotions Committee to the grade at which retention is sought. Details of this scheme and the competency framework for academic roles at University of Galway can be accessed at the following website:

<https://www.universityofgalway.ie/academicpromotions/>

1.3.2 Operational Structure

The operational structure of the scheme shall be that used by the Promotions Committee in all respects, except that:

- i. the normal deadlines for application do not apply;
- ii. a determination of eligibility is required (outlined in paragraph 3.1 below);
- iii. eligibility so established by dint of an equivalent offer shall obviate the need for external assessment following the consideration of the application by the Promotions Committee.

1.4 Criteria

The criteria used shall be those used by the Promotions Committee for promotion to the grade at which retention is sought.

2. Application

2.1 Timing

An application may be made at any time to the Promotions Committee, via the Director of Human Resources.

2.2 Documentation

The application must include

- 2.2.1 All of the documentation that is appropriate to promotion to the relevant grade at the point at which application is made, including a personal career plan and three referees' (one internal and two external) supporting statements;
- 2.2.2 A copy of the letter of offer received from the other institution, to include information on the grade of post offered, salary and the conditions attaching to the post;
- 2.2.3 A short statement from the Executive Dean of the relevant College



indicating the strategic importance of retention for the University.² This should be made in the context of the University, College and/or School's published strategic plans and KPIs, indicating clearly how retention meets this strategic imperative. This statement shall only be used to assist in determining eligibility for retention, and will not be part of the subsequent assessment of the candidate's application;

3. Assessment

The Assessment Procedure shall have two stages:

3.1 Determination of Eligibility:

The Promotions Committee shall review the offer of a post elsewhere in order to determine eligibility under the retention scheme.

To assist the Committee, the Director of Human Resources shall provide a statement of comparability, stating

- whether the offer is at equal level to that for which retention is sought, and
- whether the offer is from an institution or department/discipline that is of comparable standing in teaching and research to University of Galway or the School/discipline in which retention is sought, as determined by recognised University and/or specific subject league tables such as QS, THE etc.
- Confirmation that the salary offered is comparable to the grade at which retention is sought.

If eligibility is accepted on both accounts, the candidate's application shall proceed to full assessment in line with the normal assessment procedures used by the Promotions Committee. Where eligibility is not accepted, the candidate shall be informed in writing, outlining the reason(s) for the decision.

3.2 Assessment

The assessment procedure shall be that which applies to all applications to the Promotions Committee, except that external assessment following consideration by the Promotions Committee is not necessary (see 1.3.2.iii above). The documentation to be considered shall only be that which is submitted under section 2.2.1 and 2.2.2 above. Due to the nature of retention applications, the Committee will endeavour to consider all such applications as expeditiously as possible.

² In the event that the candidate indicates a conflict of interest with the Executive Dean, the Vice-President for Research will be asked to complete this statement. Where the candidate's role is split between two Colleges, then short statements will be required from both Executive Deans.



In the event that the decision of the Promotions Committee is not to offer retention, this may be appealed under the normal process outlined in the Academic Promotions Policy.

3.3 Composition of Committee

The Academic Promotions Committee shall function as the Retention Committee for all retention applications below the level of Established Professor.

The Established Professor Promotions Committee shall function as the Retention Committee for applications at the level of Established Professor.

Gender disaggregated data in term of access to and success in applications for promotion via the retention process shall be monitored and reported to EDICC, UMT and EDIHRC on an annual basis.