



**Polasaí agus Nósanna Imeachta / Policies and Procedures**

<b>Code</b>	QA 270
<b>Title</b>	Resourcing Planning Policy – Guidelines for the approval process by Colleges and Professional Services Units
<b>Date</b>	12 <sup>th</sup> June 2023
<b>Approved By</b>	University Management Team

**1. Purpose**

This guidance document is to provide clarity to staffing resource planning at College and Professional service unit. All staffing requests and approvals, including the creation of new post must be within the approved staffing plans as set out in the College/Unit plans and within the budgetary allowance of the College or Professional service unit.

To maintain a whole-university perspective on budgets and headcount, all 5-year strategic plans should be aligned in the annual operational planning process. Professional services will also review their resource planning against operational plans.

The detail of headcount planning will be for the relevant UMT member to manage, within the parameters of the available budget, this will include the creation and re-filling of all posts, in the context of the strategic needs of the University. **All new posts** outside the existing headcount and budget should be considered as part of the annual budget planning cycle.

**2. Principles of Resource Planning**

The detail of headcount planning at College level is primarily a matter for Executive Deans of College to manage, within the parameters of the available College budget. The decentralisation of resource planning to the Colleges includes the creation and / or re-filling of all Professorial Level posts, in the context of the strategic needs of the University and of the College, as well as all other academic, professional services and technical support posts. The following principles apply to resource planning in the Colleges:

- Colleges should consider all new posts outside the existing headcount and budget of the College as part of the annual budget planning cycle of the college
- For new or existing academic posts, the core subject / disciplinary area of the post shall map to an integral subject area within a school of the College



- For new or existing academic posts, Colleges shall normally appoint academic staff to a core subject / disciplinary area of the respective college.
- Where a new or existing academic post is interdisciplinary in nature, and in particular, where the inter-disciplinarity spans subject expertise in another college, the Colleges will consult and engage with each other on the most appropriate school affiliation for the post, with due regard to the possibility of a joint appointment, where relevant. As a general principle, this means that academic posts will normally be appointed to their core subject/discipline.
- For new or existing College-based professional services posts, where the support function of the post maps to a central support unit, the College shall consult and engage with the relevant central support unit to explore possibilities for a hub and spoke relationship. This is to facilitate good communication, sharing of best practice, and peer-to-peer learning and the professional development of the appointee.

## 2.1 Annual Central Planning Process

2.1.1 On an annual basis, budget plans and staffing plans for all units within the University are approved through an annual budget planning process overseen by UMT, aligned to College 5-year strategies and Operational Plans. The budget Plans are presented to UMT by the Bursar and are signed off annually following Governing Authority approval.

2.1.2 Budgets are allocated to colleges and professional services units, based on University agreed resource allocation model (currently known as RIGRAM).

2.1.3 All Units are required to operate within the limits of the allocated budget.

## 2.2 Planning process

2.2.1 The relevant UMT member will be responsible for considering staffing requests for permanent and temporary, new and existing posts supported by the relevant structures in the areas.

2.2.2 Any vacancy that arises will be considered in terms of the strategic priorities and business needs, and budgetary availability of the unit overall, as well as the appropriate senior-to-junior staff ratios in the Discipline and School.

2.2.3 **For existing posts**, where no change to the post is proposed and where the post is fully in budget and head count, the Head of the Unit/School may complete an *Application to Fill a Post* form, and submit the request for consideration by the relevant UMT line manager

2.2.4 Where the Head of the Unit/School wishes to make a change to the job description of a vacant post. The job description must be sent to the Grading Committee for evaluation. If the revised job description is graded at a higher grade than the existing post, then the Head of Unit/School must be able to fund the financial differential from within existing approved



finance budgets. The details must be sent to Management Accounts for review and sign off by the Bursar.

2.2.5 The Head of Unit/School shall formally advise HR, and Management Accounts (through the CF&BM), of any decisions taken with regard to posts, to include confirmation of approval of the post by the relevant UMT member.

2.2.6 To facilitate the set-up of a post on Core, HR shall maintain a summary of all decisions related to the approval of posts.

### **2.3 Temporary Teaching Support/Graduate Teaching Assistants**

A Temporary Teaching Support (TSS) or Graduate Teaching Assistant (GTA) contract is a temporary contract of employment, generally a Fixed-Term contract, and those employees have the same employment rights as any other group of employees. While work continues on the review of the policy and process associated with the employment of Teaching Support Staff and Graduate Teaching Assistants, there are clear processes now in place for the approval and engagement for both of these categories. Pending the development and approval of any recommendations arising from the review, the University Policy, with respect to the Employment of Part-time Teaching Assistants ([QA107](#)), and QA 135 Engagement of Graduate Teaching Assistants shall continue to apply with minor modifications as listed below.

Where the Discipline/Unit/Programme Director is intending to employ a Teaching Assistant for **any duration**:

- The Head of Discipline/School will, in consultation with HR, justify appropriately the rationale for employing a TA.
- HR will advise the Head of Discipline/School on appropriate objective grounds under which a TA can be employed.
- The Head of Discipline/Unit will seek approval from the Executive Dean of College. The Executive Dean of College/Director of Strategic Development will confirm to HR that there is budget for the post and that the salary will be paid from the existing TA budget or an identified alternative source. The approval of the Executive Dean of College will be noted at the next meeting of the College Executive.
- When completing the online form for the engagement of either TSS or GTA, the Head of School and College Finance & Business Manager must both approve the request for same in order for it to proceed.
- HR will then review and approve for processing as appropriate.



### 3. Reporting Requirements

University of Galway has an on-going requirement to provide statutory returns to the Higher Education Authority. These include:

- **HEA Student Return** – Bi-annual return of Student numbers and Courses
- **RGAM Return** – Annual return of student FTEs and the Book of Modules
- **Staff headcount** – Quarterly return of staff headcount, including core and non-core posts
- **HEA Compact** – Annual report of performance against targets

Under the new model, these returns will continue to be completed and validated centrally and will depend on each of the Colleges following the guidelines presented herein. This will enable the University to maintain and provide absolute, up-to-date and accurate data to the HEA.

### 4. Responsibilities

Name	Responsibility
Director of Human Resources	Policy owner and responsible for updating policy every three years
University Management Team members	Responsible for the implementation of the document