Guidelines for Staffing Requests to Budget Committee

These guidelines should be taken into consideration when developing a staffing request for submission to the Budget Committee. They highlight the issues requiring consideration by the Budget Committee when assessing such requests. It is anticipated that appropriate use of the guidelines will significantly streamline the decision-making process, reducing the necessity to refer requests back for additional information. Deans and Heads are asked to ensure that the privacy of individual staff members be respected. In this regard, it would be considered inappropriate to name individuals where posts or structures are being re-examined and proposals are being put forward.

Requests from Faculties should be submitted by the Dean, and from Units by the Head.

HR policy issues shall be discussed with the HR Office prior to submission of the request and the advice of the Director of Finance may also be usefully obtained.

**Academic Appointments**

Executive has decided (April 2004) that:

Deans, working within the Faculty decision-making structure, have the authority to take and implement decisions relating to the appointment to academic posts within the Faculty, subject to:

- the overall number of permanent academic posts within the Faculty remaining within the complement established during the annual University budgeting process and approved by Executive,
- the initial approval by Executive, on the basis of a strategic proposal submitted by the Dean, of plans to advertise appointments at Professor or Associate Professor level,
- all appointment processes being subject to the University’s HR policies and procedures.
- appropriate space being identified, its allocation agreed and approved, and any cost of appropriate refurbishment of that space being within Faculty budget.

**All other Appointments**

These must be submitted to the Budget Committee for prior consideration and subsequent approval by Executive.

**Issues to be addressed within a staffing request:**

- What is the staff request and why is it being made?

  **Background information**

  - What is the current Faculty/Unit staff complement:
    Schools should provide this information in respect of all permanent and contract staff in the category relevant to the request (academic, technical, secretarial). For part-time staff indicate their level of contribution.
    Units should provide this information in respect of all permanent and contract staff. For part-time staff indicate their level of contribution.
  - What functions are covered by the current complement of related staff?
  - What are the current related staffing costs?
  - Has appropriate space been identified and budgeted for and its allocation been agreed and approved?

  **The request**

  - If an addition to the currently established permanent staffing complement is being requested:
    What additional new functions are proposed to be introduced?
    What additional benefit will accrue to the university?
    What is the cost to the university of not adding the post (loss of benefit/income)?
    Will the post generate additional income, either directly or indirectly? Please quantify.
    At what grade is the addition being proposed?
    What is the additional cost involved?
    How is the post to be funded?
    Are there any other implications?
  - If a replacement post is being requested:
    Can the relevant functions be absorbed by the current staff complement?
    If not, why not?
    Previous grade of post? Proposed new grade? Can the post be replaced at a lower grade? If not, why not?
    Can the replacement be made in such a way that it can bring additional benefit/income to the university?

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