Revised Notice to Secretaries of Appointments Committees and Heads of Departments:

The Council of the School of Technology has agreed to deal with the recruitment incentive payments scheme devised by the central authorities in 1990 as follows.

The power to authorise recruitment incentive payments is invested in the Council of the School who has delegated its authority to the Head of School. Should the Head of School have a conflict of interest the longest serving Head of Department, who is not in the same Department as the Head of School, should act on his behalf.

It is to be noted that, in the words of the central authorities, “the scheme does not apply to individuals who have already been appointed to University offices and who have accepted appointment.” Therefore, it seems that for practical purposes (i.e. to act as an incentive), the Head of School of the School must authorise such a payment *in advance* so that the offer of the payment can be made at the same time as a salary. The Council of the School believes that it would be confusing to the candidate to receive two offers related to remuneration from two sources at two different times. Therefore, the preliminary work involved in deciding whether an offer should be made to a particular person (and, if so, of what magnitude) should have been completed before the Appointments Committee concerned meets.

The Council of the School has agreed to adopt the following procedure.

**Method and Criteria:**

1. If the Head of the Department concerned believes that a truly exceptional case is likely to arise, he or she should contact the Head of School of the School to put the case, *if possible before the Appointments Committee meets.* (If the Head of School of the School has a conflict of interest, the longest serving Head of Department will act on his behalf.)

2. If the Head of School approves the case, he shall inform the Secretary of the School who will consider whether funds are available.

3. If funds are available, the Secretary will inform the Secretary of the Appointments Committee.

4. If the Appointments Committee decides to appoint the person in question, the Secretary of the Appointments Committee will inform the Secretary of the School who will inform the Human Resources Division.

The sum to be offered will be up to a maximum of 50% of the highest step of a UL scale (this being the maximum sum permitted by the University); at current rates this would be £24,886.
Sources of funds:

A. At the meeting of the Council of the School of Technology on 2 May 2008 it was agreed that the financial contributions from the Departments should change to:

1. for the first £5,000, no departmental contribution
2. for the next £10,000, the Department contributes 60%
3. any amount over £15,000 will have to be paid for 100% by the Departments.

B. Subsequently, at the meeting on 1 May 2009, the Council of the School agreed that, from time to time, it would be sensible to require Departments to pay 100% of the RIP out of their departmental resources.

It was also agreed that a candidate’s potential to earn a high salary due to a highly competitive market should be taken into consideration when considering the level of RIP.

14 July 2017