

## School of Technology Permission Approval Process

The School's permission approval process has been designed to reflect requirements from both the central University and the Departments within the School.

The process that applies currently to posts funded on all sources of funds with the exception of those funded directly on research grants, is summarised as follows:

<b>Vacancies <sup>1</sup></b>	<b>Established</b>	<b>Unestablished Permanent <sup>2</sup></b>	<b>Unestablished Fixed Term &lt; 5 yrs</b>
Academic	Needs+Council	Needs+Council	School Office <sup>5</sup>
Academic related	Needs+Council	School Office <sup>5</sup>	School Office <sup>3</sup>
Assistant	n/a	Department <sup>6</sup>	Department <sup>6</sup>

<b>New Needs <sup>4</sup></b>	<b>Established</b>	<b>Unestablished Permanent <sup>2</sup></b>	<b>Unestablished Fixed Term &lt; 5 yrs</b>
Academic	Needs+Council	Needs+Council	School Office <sup>5</sup>
Academic related	Needs+Council	School Office <sup>5</sup>	School Office <sup>3</sup>
Assistant	n/a	School Office <sup>3</sup>	Department <sup>6</sup>

<sup>1</sup> *Vacancies: Like for like filling of existing posts.*

<sup>2</sup> *Permanent: Any period with a total duration for 5 years or more.*

<sup>3</sup> *School Office: Up to grade 9: approval by the Secretary of School. Grades 10+ : approval by the Head of School.*

<sup>4</sup> *New Needs: This involves any request that incurs expenditure additional to current staffing commitment.*

<sup>5</sup> *Approval is by the Head of School on the advice of the Secretary of the School.*

<sup>6</sup> *Departments are now required to report termly on filling of assistant staff vacancies and new needs.*

In addition, the Head of School has discretion to approve **any** uncontentious urgent cases in place of the Council of the School:

This is expected to deal with many of the most urgent cases. Therefore, the default approvals strategy will be as described in the table above. However, there may be cases where, due to unexpected circumstances, permission to fill is required at short notice. Therefore, it has been agreed that for cases that are viewed by the Head of School as uncontentious, there be two further approaches that can be requested by Departments:

- (i) **Delegated approval:** Head of School provides approval with delegated authorities of the Council of the School. The School Office make the checks as part of their normal routine activities. This approach will normally result in approval in one to two weeks, subject to Departments being able to respond to queries in a timely manner.

- (ii) **Expedited approval:** Head of School provides delegated approval as in (i) above, but in this case the School Office make best efforts to complete the checks rapidly. Again this is dependent on the ability of Departments to respond to queries, but the intention is to achieve processing in as short a time as two days in some cases.

This system will only work if the Departments are able to limit the use of option (ii) to cases of genuinely unavoidable urgency. Where a vacancy can be predicted, it is much better use of staff time to begin the processing earlier and follow the School's normal process or ask for option (i).

**Delegated (i) or Expedited (ii) approval should be requested depending on the urgency of the situation by emailing Head of School and the Secretary of School requesting this at the same time the request is put on RAS.** Any approval using this route will be reported to the Council of the School at the following meeting.

Shui Lam,  
22 June 2018