**Vacancy Approval Process from 1 August 2017**

**Approval process for category 1**

1. **Posts and contract renewals which do not fall into categories 2-6 below** 
   1. Must be approved by the Dean and the Head of Faculty Finance.
   2. Post and Contract Management Forms (PCMs) must be signed by the Head of School (academic and PSS), Head of School Administration (PSS) and the Head of School Finance (academic and PSS).
   3. For PSS jobs, the approval process is predicated on jobs having been HERA evaluated at the grade stated.
   4. The sign-off process does not amount to approval of the content of job descriptions and associated person specifications.

**Approval process for categories 2-6**

1. **Academic posts and contract renewals which are wholly research grant funded (R finance code)** 
   1. Do not require the approval of the Dean and the Head of Faculty Finance.
   2. PCMs must be signed by the Head of School and the Head of School Financ. The Head of School Finance in signing the form is confirming that the grant funding is available.
2. **PSS posts and contract renewals which are wholly research grant funded (R finance code)** 
   1. Do not require the approval of the Dean and the Head of Faculty Finance **but must be signed off by e-mail by the Director of Faculty Operations in advance of the form being approved.**
   2. PCMs must be signed by the Head of School, Head of School Administration and the Head of School Finance. The Head of School Finance in signing the form is confirming that the grant funding is available.
3. **Appointments of School Directors (of Teaching & Learning, Research, Postgraduate Research, External Relations/Social Responsibility)**
   1. Do not require the approval of the Dean and the Head of Faculty Finance.
   2. PCMs must be signed by the Head of School and the Head of School Finance.
4. **Fixed term academic and PSS posts of 12 months duration or less, and extensions thereto, and which have been agreed through the budget setting process**
   1. Do not require the approval of the Dean and the Head of Faculty Finance
   2. PCMs must be signed by the Head of School, the Head of School Administration (PSS posts), the Head of School Finance, and approved by the School HR Partner.
   3. In approving the post the HR Partner is confirming that:

* The proposal does not present any issues in relation to University employment policy and practice (e.g. contracts policy, recruitment policy).
* The proposed grade of any PSS post has been confirmed by the University’s Job Evaluation Team.
  1. Any renewals beyond a third year must be referred to the Dean, the Director of Faculty Operations (PSS posts) and the Head of Faculty Finance.
  2. Heads of School Finance will provide quarterly reports of posts approved in this category to the Head of Faculty Finance.

1. **Parental Leave cover posts where the post requested is a straight-forward like-for-like replacement** 
   1. Do not require the approval of the Dean and the Head of Faculty Finance.
   2. PCMs must be signed by the Head of School (academic and PSS), Head of School Administration (PSS) and the Head of School Finance (academic and PSS).

**For PCMs in categories 2-6, it would be helpful if Schools could write at the top of the forms submitted to HR Services that “School level authorisation only is required”.**