



Procedure for the Recruitment of Staff for Short Term Contracts (Contracts of less than 11 months duration)

Approved by Executive Committee: 27 October 2021

1 Introduction

This procedure sets out the principles for the recruitment and employment of staff members for contracts of less than 11 months in limited unforeseen circumstances. The Hiring Manager will clearly identify the reason the University Policy for the Recruitment of Staff is not being used for each of these appointments.

2 Objectives

The objectives of this procedure are to:

- Enable UL to respond to unanticipated situations which require the replacement of staff at very short notice to ensure continuation of service delivery.
- Fill an immediate urgent requirement pending the filling of the post through normal recruitment procedures.
- In certain circumstances make one-off appointments to roles of less than 11 months duration.

3 Scope

This procedure only applies to the appointment of all contracts of less than 11 months. The procedure applies to all new appointments made in such circumstances after 27 October 2021.

4 Conditions of Use

The Procedure for the Recruitment of Staff for Short Term Contracts is designed to permit the hiring of new staff for periods of less than 11 months without the necessity of holding an open competition (as detailed in Section 4).

These appointments are non-renewable, candidates who have been appointed through this procedure may not be considered for another consecutive role under this procedure. This procedure makes no distinction between part-time and full-time contracts. The individual selected must meet the minimum qualifications of the position unless the Provost/Deputy President for Academic roles and the Director Human Resources for staff roles or their nominees permits a deviation. An offer of employment may not be made, or a start date agreed until the post has been approved fully.

Contracts must have an end date of less than 11 months and cannot be extended or renewed. If a specific purpose contract is issued the grounds must clearly identify the contract will not exceed 11 months.

5 Acceptable Circumstances of Use

The following are the criteria that a role must meet to be considered for this procedure

- Immediate Unforeseen Need – e.g., where illness, injury, death or an unexpected retirement, resignation or reassignment has occurred. A Specific Purpose contract should be used in these circumstances. The specific purpose should terminate upon the successful return or replacement of the role holder, or if the requirement for the role is going to exceed an 11 month period, which ever first occurs. If the requirement to fill this role is going to exceed 11 months, then an Open Competition for the role is required.
- Pending the filling of the post through normal recruitment procedures. A Specific Purpose contract to cover the filling of the open role can be used. Hiring Managers will be expected to submit a completed approved Recruitment Pack for the open competition of this open role within 1 month of commencement of this specific purpose contract. HR will report on failure to comply to respective Division/Faculty Head.
- Filling certain Academic roles until end of the academic year/semester (LBB/TA/AT). A Fixed Term contract will be used for the remainder of the semester/academic year following the unsuccessful appointment of a candidate following an open competition for the role or where an immediate need has arisen. This procedure cannot be used for the same role for two academic years in a row so the recruitment process must continue during the duration of this fixed term to ensure the next post holder of the role is appointed through open competition in advance of next academic semester/year. For Teaching Assistants, a contract of less than 10 months originating from this process is considered as one of the two Teaching Assistant contracts allowable.
- Research Contracts that will not exceed 11 months. A Specific Purpose or Fixed Term contract can be issued for Research roles that will not exceed 11 months. For example, fulfilling a short discreet piece of work.
- Filling of roles in certain circumstances in order to make a one-off appointment to roles of less than 11 months duration.

6 Procedure

The following is the procedure for recruiting:

- The Hiring Manager completes the associated recruitment pack for Short Term Contracts. The reason that Open Competition was not used must be clearly stated. A Job Description, CV and references must be included with the pack.
- The completed recruitment pack must be submitted to the Recruitment Office. The Recruitment Manager, and Director HR, or their nominees, are required to approve. Non Research applications are presented to Recruitment Sub

Committee for approval while Research roles only require to be noted at Recruitment Sub Committee. Roles approved by Recruitment Sub Committee are forwarded to the Compensation and Benefits team to issue the respective employment contract.

7 Contract Duration

All contracts issued in accordance with this procedure cannot exceed 11 months duration. Hiring Managers cannot use this procedure to fill consecutive appointments for the same post. Subsequent appointments must be filled through normal recruitment procedures using open competition.

All contracts must be approved in advance of start date. Contracts with retrospective start dates will not be issued and no offers should be made unless HR approval is in place.

8 Termination

The contract will end in accordance with the terms of the contract but no later than 11 months after the commencement of said contract.

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