Hay Evaluation Policy

1.   Purpose

Hay Evaluation is the methodology used to evaluate new and existing roles above the Senior Administrative IV Grade (or equivalent). Hay Evaluation can also be used to assess non-scale or hybrid posts.

Posts will be evaluated if they are fully authorised and submitted with support from both local and College / Vice President level management. New posts may on occasion require an additional layer of authorisation at university level and this process will be communicated as necessary.

2.   Scope

This Policy applies to the evaluation of all new roles above SAO4 and the re-evaluation of an existing role at SAO4 or above prior to advertising. It will also apply to non-scale or hybrid roles on request.

3.   Principles

3.1 The Head of School/Unit will complete the Hay Evaluation form and submit it along with associated documentation including a job description and organisation chart to the Resourcing Manager.

3.2 HR will then convene a Hay Evaluation Committee to evaluate the role. The committee contains a minimum of three evaluators who have all been trained in the Hay Evaluation methodology.

3.3 On occasion it may be determined by HR that a role will require external evaluation and any cost associated with this will be borne by the School or Unit.

3.4 On completion of the technical evaluation process, the Head of School/Unit will be advised by HR of the outcome.

3.5 Non-scale or hybrid roles may be aligned to an appropriate administrative scale following evaluation.

4.   Roles and responsibilities

Head of School/Unit: Will prepare and submit requests in line with the details above.

Evaluation Committee: Trained member of staff in HR who will collectively undertake the evaluation process.

5.   Related documents

Hay Evaluation Form ([HR Forms A-Z page](#))

6.   Version history

Version	Date	Description	Author
2.0	March 2012	Policy Versioning Implemented	UCD HR
3.0	07/07/2020	Policy moved to new template	S Raleigh
4.0	03/11/2022	Title changed. Use new document headings Removed references to Employment Control Framework and BRC. Updates to the submission process to reflect the role of Resourcing.	E Hassett