Introduction/Revision of Section Structure and Appointment Process for Head of Section

University Secretariat   **SMT Academic 4 November 2008**

1. Introduction

The introduction / revision of Sections and the appointment of Heads of Sections will be conducted as outlined below.

2. Section Structure

2.1. Basic Criteria for Assisting Schools in Assessing their Suitability for Establishing Sections

In order to appropriately assess the need for establishing Sections, Schools must meet the following criteria:

- Have a critical mass of academic staff. In order to justify a Section a minimum of ten members of Academic staff are necessary.
- Fall into the category of a 'large School'. It is recommended that a School of fewer than 30 full-time Academic staff should not be sub-divided into Sections.
- Currently have complex internal organisation structures within the School.
- Schools must also have completed the following activities:
  - Initial benefits analysis supporting the establishment of Sections.
  - Initial exploratory discussion with their College Principal.
  - Organisation design analysis with the Organisation Development Manager and relevant HR Partner, and other stakeholders as appropriate, e.g. Office of the Registrar.

2.2. Introduction of Sections Structure to Schools

2.2.1. The Head of School completes the analysis outlined in the basic criteria assessment above.

2.2.2. The Head of School consults within the School.

2.2.3. Following consultation, the Head of School proposes the Section(s) structure to the College Principal.
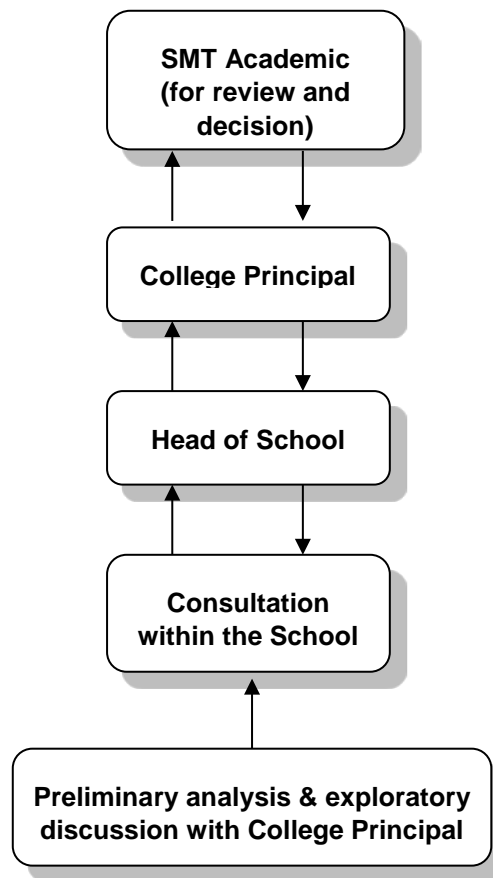
2.2.4. The College Principal discusses the proposal with the Head of School, and ensures that appropriate consultation has taken place within the School.

2.2.5. The College Principal advises SMT Academic of the proposed Section(s) for review and decision.

Note:

- A review will be scheduled for the end of the first year following the introduction of Sections to a School, with a follow-up review taking place as agreed to be required by the College Principal and the Head of School.

- A separate process exists for the appointment of the Head of Section role (see Section 3.0 below).
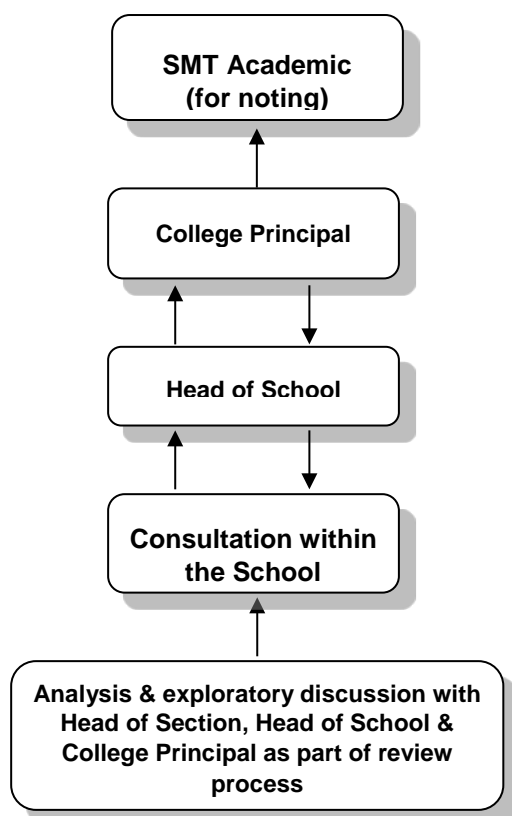
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2.3. Revision of Internal Section Structure

This section outlines the review process where a revision to the Section structure is desired. Typically, a review will be scheduled for the end of the first year following the introduction of Sections to a School, with a follow-up review occurring thereafter as agreed to be required by the College Principal and the Head of School.

2.3.1. The Head of School has an exploratory discussion with the existing Head of Section regarding the functioning of the Section within the School.

2.3.2. The Head of School completes the analysis outlined in the basic criteria assessment above. In order to propose a revision of the Section structure, the case must be established that the current organisational structures are not optimal. The Organisation Development Manager, HR Partner and any other relevant stakeholders can provide support in conducting this assessment.

2.3.3. The Head of School consults with the Head of Section and the College Principal on the basis of the analysis conducted.

2.3.4. Where deemed appropriate to proceed by the College Principal, the Head of School consults within the School regarding a possible revision of the Section(s) structure.

2.3.5. The Head of School proposes a revised structure for the Section(s) to the College Principal.

All policies and policy related documents and forms are subject to amendment. Please refer to the UCD Governance Document Library website for the official, most recent version.

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2.3.6. The College Principal discusses the proposal with the Head of School, and ensures that appropriate consultation has taken place with the existing Heads of Section and within the School.

2.3.7. The College Principal advises SMT Academic of the proposed new Section(s) structure, for noting purposes.

2.3.8. A letter of confirmation is sent by the Head of School to the Head(s) of Section: The letter will include details of the revised structure/ removal of their Section(s) and any changes to their terms of appointment.

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     │ College Principal as part of │
     │ review process              │
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3.   Appointment of Head of Section

3.1. The Head of School consults within the School regarding candidature for the role of Head of Section.

3.2. Following consultation, the Head of School proposes a candidate for the role of Head of Section to the College Principal.

3.3. The College Principal discusses the proposal with the Head of School, and ensures that appropriate consultation has taken place within the School.

3.4. The College Principal advises SMT Academic of the proposed candidate for the role of Head of Section, for review and decision.

3.5. Upon approval by SMT Academic, a letter of appointment is sent by the Head of School to the Head(s) of Section: The letter will include the role description for the Head of Section and details of the term of appointment.

Note: A review of the appointment will be conducted one year after the appointment to the Head of Section role, with a follow-up review occurring thereafter as agreed to be required by the College Principal and the Head of School.

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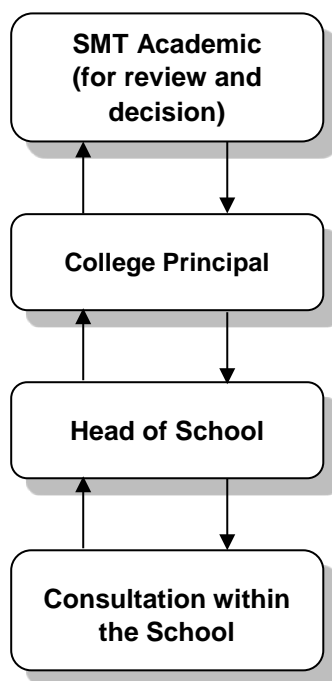
4.   Maintenance of a Register of Sections and Heads of Section

4.1. On notification of the approval of a new Section or the appointment of a Head of Section UCD Registry (Academic Secretariat) will update the Register of Sections and Heads of Section.

4.2. UCD Registry (Academic Secretariat) will notify HR of the appointment of Heads of Sections.

4.3. A regular review of the Register of Sections and Heads of Section will be carried out to ensure that it is accurate. UCD HR will input to this review from an organisation design perspective.