Policy Summary

This university policy deals with research staff in UCD that have been issued with contracts of indefinite duration (CID) and who must continue to be paid from and occupied on externally funded research work – unless they secure, through the normal recruitment processes, an alternative core-funded role.

These staff are a valuable group within the university who have already made significant contribution to the development of research through their work on specific projects. This policy and procedure sets out how the university will enable this group to continue to contribute.

The university's commitment to 'CID' research staff is to:

- Maximise their opportunities for continued assignment to externally funded research projects through the use of a Skilled Resource Pool (SRP).

- Provide supports to assist them in developing their careers and skills set so they may have flexibility to transition to other roles within the university through the normal recruitment process.

This policy is divided into two parts:

Part A covers the principles that govern the operation of the SRP.

Part B outlines a generic SRP process to be used as a model for implementation in a College, subject to any local tailoring that may be appropriate

A. Key Principles Governing the Operation of the Skilled Resource Pool (SRP)

The Skilled Resource Pool (SRP) is the mechanism through which Research staff who have received contracts of indefinite duration (CIDs) continue to be assigned to work on externally funded research projects. A minimum of 3 months from the end of their current project assignment, the staff member makes their details available to PIs with vacancies for research-funded roles. PIs are required to give full consideration to SRP candidates in the filling of vacancies prior to any external advertising being approved.

The following principles apply:

1. The Principal Investigator (PI) managing the researcher at the time the CID was issued will retain responsibility for the management of the researcher through the SRP process and onto other suitable research work. This responsibility will continue indefinitely unless/until the researcher secures an alternative core-funded role through the normal competitive process, and could involve several re-assignment processes over a number of years.

2. Whilst a researcher is in the SRP they will remain the responsibility of the PI who was managing them at the time their CID was issued, in terms of ensuring that they have an appropriate place to work and have agreed activities which they can undertake. These should be agreed with the Head of School and may include activities to support the School's research objectives, the researchers own portfolio of research or to help with their re-assignment e.g. completion of papers, supporting grant applications.

3. A College level SRP mechanism will be established in each College to support and facilitate Schools with the review and management of funded assignments for these research staff in a proactive manner.

4. Researchers in the SRP must be given first consideration in relation to relevant vacancies arising in their College. This means that any PI with a research vacancy must first review the profiles of any research staff in the College Level SRP for consideration in relation to their vacancy if any.

5. Any PI with a vacancy may only advertise post doctoral post(s) outside the College level SRP if
   a. They have initially reviewed potential candidates within the SRP and this process has not provided a suitable candidate.
   b. The Head of School and College Principal/Vice President/ Head of School agree that there are no potential matches within the SRP.

6. Whilst a PI has a researcher in the SRP pending re-assignment, university policy will not permit that PI to carry out recruitment for other post doctoral posts.

7. Any shortfall between the existing salary of the researcher in the SRP and that available for a new post will be funded by the originating School budget, that is the School the researcher was attached to at the time of issue of the CID. It is not possible to reduce the salary of the

researcher and salary variations should not be a barrier to an otherwise suitable assignment.

8. Where a researcher is unassigned, a designated unfunded project code will be established in the name of the PI responsible and ongoing and cumulative salary costs of the researcher will be charged to this account for up to 6 months.

9. Career Advice will be provided through the PI and from Career Advisory Services to enable the researcher to plan for and manage their career and ultimately exit the SRP cycle.

B. The College Level Skilled Resource Pool (SRP) Process

It is proposed that each College can tailor the details of this process to their own requirements, using the following guidelines to ensure clarity of purpose and overall consistency. Recognising that suitable opportunities may exist outside the immediate School in which the researcher resides, the process should operate at the College level so that the best possible matching of candidates to potential projects will be enabled.

Process Part 1 – Managing Staff into the SRP

a. Once a month, a Resource Planning meeting should be held with dual objectives of ensuring that the necessary forward planning is applied to the management of fixed-term contracts and that any researchers are rapidly matched to available new posts. This meeting should be chaired by the College Principal/Vice-President and attended by relevant Heads of Schools, the HR Partner, Finance Manager and any other relevant staff. The meeting should focus on:

   i. The list of all staff on fixed-term contracts due to end in the following 3 months (this being the minimum window for such planning).

   ii. The status of all researchers in the SRP.

   iii. A list of all new research funded posts planned over the coming three months, with a view to enabling potential matches to be made from within the SRP.

   iv. Considering applications from PI's who are seeking permission to advertise roles under Part A - Key

Principles 5 a. and b. (A template application form will be provided)

b. Not later than 3 months prior to the end of the current assignment of a CID researcher, and where the PI themselves cannot identify an immediate alternative, the PI will notify the Head of School and the relevant College administrator that this researcher is becoming available for re-assignment and should be added to the Skilled Resource Pool.

c. In parallel, not later than 3 months prior to the end of the current assignment, the PI will inform the staff member that their assignment is coming to an end and request them to upload their up-to-date CV to the e-Recruit system where it will be viewable by other PIs in the College who are planning to fill vacancies. A special section has been set up in the e-Recruit system to facilitate this.

d. No later than 6 weeks prior to the end date of the current assignment and where no re-assignment has yet been identified, the PI will complete a the SRP From, Part A to advise UCD Finance and HR of the end of the assignment and indicating the 'unfunded' project code the researcher is to be paid from while awaiting assignment.

Process Part 2 – Managing Staff Out of the SRP

a. Where an immediate alternative assignment is identified by the existing PI, either a continuation on the current project or a move to a new project, they will fill in the relevant part of the SRP Form to notify Finance and HR so that systems and records can be updated and a new assignment letter can be issued to the staff member.

b. A PI with a research vacancy must first review the profiles of the research staff in the College Level SRP for consideration in relation to their vacancy and will not be permitted to advertise externally unless this process is completed and approval sought in line with 5 a and b above.

c. If they consider there are some potential matches they must contact the researcher to further assess their suitability for this role and ideally an appointment will follow for the duration of the funding available.

d. When a PI identifies a suitable candidate within the SRP they fill in the SRP Form Part C to notify Finance and HR so that systems and records can be updated and a new assignment letter can be issued to the staff member

e. If, after a continuous period of 6 months in the SRP, no suitable externally funded assignment has been identified for the staff member, their costs will be transferred to a cost centre within the School and future work allocation will be determined by the Head of School. The SRP Form Part A will be completed by the PI to effect this change. Restrictions on the filling of further posts will remain in force for that PI for as long as the research staff member remains unfunded.

1.1.1 Roles and responsibilities within the Process:

i. The College Principal/Vice President and potentially VP Research & Innovation or other College Research Management nominee, are responsible for putting in place and ensuring the effective operation of the College Level SRP process, and for overseeing the College level Register of researchers in the SRP with significant support provided by the HR Partner.

ii. The PI is responsible for carrying out appropriate staff planning reviews on a monthly basis, which will include proactive management of FTC roles and managing the assignments of CID researchers into/out of the SRP. PIs that do not have CID researchers are responsible for ensuring that they give full and fair consideration to researchers in the SRP before they seek any approval to advertise outside the SRP.

iii. Each CID researcher is responsible for proactively seeking alternative roles for themselves and seeking to develop their skills and qualifications with a view to competing for other roles outside the SRP process.

iv. The Head of School is responsible for ensuring that the processes established are effectively operated so that there is minimum impact on the school budget and available resources are effectively assigned.

v. The HR Partner is responsible for supporting all of the above in carrying out their functions and will work to ensure that the relevant people have easy access to appropriate staff

management reports and that the relevant HR systems operate effectively.

vi. The College Finance Manager is responsible for monitoring and reporting on the financial impacts of the process and its effective operation.

vii. A dedicated College Admin resource is responsible for maintaining the College level Register of Researchers in the SRP

Appendices – <u>Skilled Resource Pool form</u>