



Assistant Dean Succession and Appointment Procedures

Overview

Succession planning will be utilised in filling critical roles needed for the University's future success. The Assistant Dean's role is both strategically and operationally critical to the University's continued success. Succession planning will ensure continuity and stability for this critical role and the University of Limerick.

Succession planning will ensure incoming Assistant Deans are well trained and mentored and are ready to step into these key university positions. Academic staff selected through the succession planning/appointment process will be required to commit to the development and mentoring processes.

Process

Six months prior to the end of the term of office of an Assistant Dean, the post of Assistant Dean will be advertised using the Policy and Procedures for the Recruitment of Staff. The Assistant Dean position will be advertised internally on the UL vacancy web page. The title of the post will be Assistant Dean. The appointee will ideally be an academic at Senior Lecturer or above and will remain at their current academic grade (e.g. Senior Lecturer), but will be paid on the Associate Professor salary scale. The appointee will not be entitled to use the academic title associated with the temporary salary scale. The appointment will be made as per the Policy and Procedures for the Recruitment of Staff. Adverts will make it clear that Associate Professors and Professors who are appointed to the role of Assistant Dean will retain their current salary.

The appointment will be for a period of three years exclusive of a handover period, which will commence two months prior to the incumbents end of term to facilitate the transition. The handover period will be unpaid. A letter of appointment will issue from the President's Office. The Assistant Dean appointment may be renewed for a further period of up to three years. Approval for renewals will follow the University's contract renewal process. At the end of the term of the Assistant Dean, staff will revert to their substantive [position and pay grade.

This assignment is subject to review. It will be reviewed 6 months from the start date and at such time both parties i.e. the University and the post holder has the right to conclude this assignment. In this event the post holder will return to their substantive position and pay grade.

It is only in exceptional circumstances that somebody will serve as Assistant Dean for more than two terms. A case for a further renewal or permission to reapply should be made to the Office of the President and if confirmed relayed to the Human Resources Division.

The Assistant Dean Designate will shadow the incumbent Assistant Dean prior to taking up appointment as Assistant Dean. This will allow for a smooth transition, detailed briefing and mentoring of the incoming Assistant Dean. The outgoing Assistant Dean will remain in an advisory capacity to the new Assistant Dean once they take over the academic department for a period of 1 month after the start of the term of office.