**Procedure for Progression from**

**Technical Officer to Senior Technical Officer**

# **Purpose**

## This procedure sets out the requirements for progression from Technical Officer to Senior Technical Officer.

# **Required Criteria for Progression**

## For any application for progression, the applicant must satisfy the following criteria:

### A minimum of three (3) years experience at the grade of Technical Officer.

### Award of a relevant Masters Degree (relevance to be confirmed at Department and Faculty/Division Level).

## In order to progress to the grade of Senior Technical Officer, the applicant must have served a minimum of one (1) year service at the top scale point of the grade of Technical Officer. After this, eligible applicants will progress to the next scale point/the first scale point of the Senior Technical Officer grade at the next scheduled increment date.

# **Procedure for Application and Approval**

## A Technical Officer who satisfies the criteria at 2.1 may submit the attached application form to their Line Manager for approval at Department/School and Faculty/Division level as indicated in the application form.

## Fully completed and verified application forms may then be submitted to Human Resources, Compensation and Benefits office by email to compandbens@ul.ie by the relevant Head of School/Department or Division Director/Dean.

## Upon or following submission of the completed application, the applicant will be required to present an original “parchment” of the Masters Degree to the Compensation and Benefits office for copying to file before final Human Resources approval of the application.

## Where any application has been fully approved (or rejected due to unsatisfactory completion), Compensation and Benefits will confirm same by email to the applicant.

**Any queries regarding the above procedure may be directed to the Compensation and Benefits office** **compandbens@ul.ie**

**Application for Progression from**

**Technical Officer to Senior Technical Officer**

**Applicant Details**

|  |  |
| --- | --- |
| **FULL NAME** |  |
| **PERSONNEL NO:** |  |
| **TITLE/GRADE** |  |
| **DEPARTMENT/SCHOOL FACULTY/DIVISION** |  |
| **CONTACT DETAILS: EMAIL / TELEPHONE** |  |

**Relevant Masters Degree Qualification Details\*:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree/Qualification Title** | **Awarding Institution** | **Year of Award** | **Relevant to Role – Yes/No** |
|  |  |  |  |

**Verification\*:**

Applicant:

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day/Month/Year

Head of School / Department:

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day/Month/Year

Division Director / Dean:

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day/Month/Year

***\*All signatories confirm that the information provided is accurate.***

Human Resources Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_