

## **GUIDELINES ON INCREMENTAL PLACINGS**

Set out hereunder are the Guidelines to be applied in the determination of incremental placing for members of academic staff recruited in open competition to posts in the university. The Academic Planning and Resource Committee will act on behalf of Údarás na hOllscoile in determining incremental placing. The Director of Human Resources will review any appeal of salary prior to it being sent to Academic Planning and Resource Committee.

### **Established Professorship**

1. Placement on the scale shall normally be at the first point.
2. A person appointed to an Established Professorship having previously held an appointment as an Associate/Personal Professor shall be given two-thirds credit for actual years spent in such service.
3. A person, appointed to an Established Professorship having previously held an appointment as an Established Professor, or equivalent, may have the actual number of years' service as an Established Professor, or equivalent, taken into account in determining placement on the scale at a point above that provided for at 1 above, subject always to the maximum of the scale.

### **Senior Lectureship**

1. Placement on the scale shall normally be at the first point.
2. A person appointed to a Senior Lectureship having previously held an appointment as a Senior Lecturer, or equivalent, may have the actual number of years' service as a Senior Lecturer, or equivalent, taken into account in determining placement on the scale, subject always to the maximum of the scale.

### **Lecturer above the bar**

1. Placement on the scale shall normally be at the first point above the bar.
2. A person appointed to a Lecturer above the bar having previously held an appointment as a Lecturer above the bar, or equivalent, may have the actual number of years' service as a lecturer above the bar or equivalent, taken into account in determining placement on the scale at a point above that provided for in 1 above subject always to the maximum of the scale.

### **Lecturer below the bar**

1. Placement on the scale shall normally be at the first point.
2. Credit may be given for relevant recognised experience as follows:
  - a. Two-thirds of actual years spent in a relevant analogous post of lower than Lecturer below the bar status.
  - b. Two-thirds of actual years spent in relevant recognised research at Post-Doctoral level.
  - c. The full number of years service as a Lecturer below the bar including as a (fixed term) Lecturer, or equivalent subject always to the maximum of the scale.

### **Lecturer (Fixed Term) Appointment**

Credit shall be calculated as for the grade at which the post is being filled. For example, if a post is advertised as Lectureship below the Bar (Fixed Term) the guidelines on Incremental Placing for that grade will apply.

In addition to this written policy a practice has always been followed where staff being promoted internally were placed on the nearest point above their current salary giving them not less than the value of an increment on the higher scale. This practice was followed in order to accommodate the fact that many of the pay scales overlapped each other and it would not be possible to promote someone and force them to take a pay cut in order to start at the first point of the higher scale.

**Further information on the University is available at:**

<http://www.nuigalway.ie/about-us/press/publications/>

