

Guidelines for Staffing Requests to Resource Committee

Introduction

Resource Committee (RC) is a University body that provides advice to the Executive of the University on matters for decision relating to the University Budget and budgetary allocations. In particular, the Resource Committee makes recommendations in relation to the establishment of new posts and the filling of existing vacant posts.

The RC is chaired by the Deputy President and membership includes the HR Director and the Director of Finance.

The RC meets once a month (with the exception of the month of August) to consider submissions. The meetings of Executive are scheduled to take place normally two weeks following a meeting of RC. This allows for recommendations made by the RC to be considered by Executive in a co-ordinated and timely manner.

Following each meeting of RC, the Chair will communicate directly via memo to the Executive Dean/Director of Management Unit with an update on their submission as to whether it is recommended to Executive/rejected/requires further clarification and or discussion with HR/Finance.

Purpose

The purpose of this document is to provide Managers with practical advice on the completion of the RC Submission Form and to avoid subsequent referral back to the Dean/Director due to the omission of required information.

Guidelines

Please note the following when preparing a submission to Resource Committee regarding a request for staffing.

- Prior to submission, HR policy and Headcount matters shall be discussed with the HR Department and advice sought from the Director of Finance.
- Deans and Heads are asked to ensure that the privacy of individual staff members be respected. In this regard, it would be considered inappropriate to name individuals where posts or structures are being re-examined and proposals are being put forward.
- Requests from Faculties should be submitted by the Dean, and from Units by the Head.

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- Consideration of arising space requirements and any associated costs forms part of the submission process.
- A submission to Resource Committee via the Chair is required at least one week in advance of the scheduled RC meeting in order for it to be tabled. Late submissions are normally not accepted.

Please refer to the table below for the appropriate format of a submission.

Reason for Submission	Format
Request for a new post i.e. any addition to the currently established permanent/long term temporary staffing complement that involves a contract that is over 12 months in duration.	Resource Committee Submission Form to be completed in full
Request for a replacement post i.e. to fill a post vacated either on a permanent or temporary basis e.g. due to retirement/resignation/Leave of Absence/secondment etc. The requirement for a replacement post may be at the same level as the vacated post or at a different level.	Resource Committee Submission Form to be completed in full
Request for the conversion of a previously approved post to a higher grade.	Resource Committee Submission Form to be completed in full
Request for the conversion of a previously approved temporary fixed term (e.g 3 year) post to a permanent post	It is not necessary to complete a new Resource Submission Form. . Instead, a Memo detailing the ongoing need for the role together with a copy of the original BC Submission will be sufficient.
Request for a post arising out of a CID liability	It is not necessary to complete a Resource Submission Form. Instead, a Memo detailing the ongoing need for the role and the headcount implications for the University will be sufficient.

Staffing requests that fall into any/all of the categories listed below do not require a Resource Committee submission;

- Roles of less than 12 months in duration
- Externally funded roles
- Self-funded roles
- Campus Company roles

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Resource Committee Submission Form

The Resource Committee Submission Form can be found at <https://www.dcu.ie/hr/hr-forms-human-resources>

Role of HR Business Partner (HRBP)

The allocated HRBP shall be familiar with the RC submission prior to it being tabled at the relevant RC meeting. The HRBP provides the following support on BC submissions:

- The HRBP will provide advice and guidance regarding related HR policy and headcount matters to the Executive Dean/Head of School/Unit prior to the submission date of the relevant RC meeting
- The HRBP will highlight submissions that may require discussion with the Executive Dean/Director of Management Team prior to completion of the submission
- The HRBP will provide information on upcoming BC submissions to the HR Director in advance of a BC meeting.