

1 Policy Summary

The Policy on Additional Payments to Staff relates to additional teaching related duties (as defined in the policy) undertaken by academic staff of the University. The policy was approved by the Governing Authority on 8 February 2000, with an amendment in December 2002 and a further amendment in March 2006.

2 Principles

- 2.1 The principle of additional payments to staff is based on the clear understanding that staff have, in the first instance, a full-time commitment to the duties of their post and enhancing the reputation of the University. Any additional duties undertaken must not to the satisfaction of their Head of School, in any way interfere with or detract from their performance of those duties or the reputation of the University.
- 2.2 It is proposed that any such additional payments payable to permanent and temporary full-time staff will be subject to the following conditions:
- (a) Payments are either in respect of activities, courses or programmes which have been specifically authorised, in advance, by the Finance, Remuneration and Asset Management Committee on an annual basis, or in respect of executive education activities as defined in paragraph 3.2 below.
 - (b) The Head of School in which the staff member is located, together with the College Principal, will be required to verify that the work involved does not constitute normal duties (see 3.1 below) and that an adequate contribution is being made by the staff member to research, teaching and academic administration. Moreover, the Head of School will be requested to identify such contributions annually.
 - (c) It is normally expected that staff members engaged in these additional duties are research-active, as evidenced by ongoing publication activity in peer-reviewed outlets. If other staff members are engaged, the Head of School will be expected to verify that the staff member concerned is undertaking sufficient additional duties in the teaching and contribution domains to compensate for inadequate research activity. Moreover, the Head of School will be requested to identify such additional contributions annually.
 - (d) Under the University's policy on Consultancy and External Work, staff are required to obtain the prior approval of the President for any external work and to make an annual return of those activities. Payments may be withheld if these disclosure requirements are not observed.

- (e) The University may require that work for UCD attracting additional payments may be included in calculating an applicant's capacity for external work.
 - (f) Additional payments for approved accredited courses will be limited to a maximum of €7,000 per module (normally 36 hours), and subject to a maximum of three modules per annum. Only in exceptional circumstances, when the explicit prior approval of the Finance, Remuneration and Asset Management Committee has been granted, can the above limited be exceeded.
 - (g) The Head of School, in conjunction with the Bursar's Office, will be required to prepare a statement on an annual basis outlining the contribution of such activities to the University, showing total revenue generated, less direct costs and variable overheads.
- 2.3 No payments can be made for additional duties unless the agreed procedures have been followed and the appropriate authorisation given.

3 Definitions

- 3.1 Normal duties include research, teaching and contribution to School, College and University. As part of research duties, academic staff are required to engage in research, scholarship and other creative and innovative activity as appropriate to their discipline. They are required to disseminate research in academic publications, other outlets as appropriate and to participate in postgraduate supervision. They are encouraged to engage in initiatives to seek research funding, as appropriate. They are also encouraged to promote and engage in the development of research across disciplines as well as in their own area of research.

As part of normal teaching duties, academic staff are obliged to give instruction and supervision, as directed by the Head of School, to students of the University in courses and programmes organised by their School or to which the School contributes as a service to another School or College. Such duties include curriculum and course design, preparation and delivery of lectures, tutorials and general examination and other assessment duties. Staff are also expected to be available to students for academic counselling and advice. In some disciplines, academic activities may also include laboratory, workshop or clinical instruction, supervision of fieldwork, site visits and other off-campus activities.

As part of their contribution to the School, College and University academic staff are required to participate in academic administration at School, College and University levels. In representing the University externally, they are expected to maintain the highest professional standards so that the reputation of the University is enhanced.

Staff are expected to work flexibly and efficiently and to maintain the highest professional standards in discharging their responsibilities.

- 3.2 Executive education activities refer to the curriculum and course design, preparation and delivery of lectures, seminars, counselling, advice and assessment duties related to programmes targeted at corporate entities or individuals who are not registered students of accredited programmes at UCD.

4 Procedures

- 4.1 Heads of School will prepare a list of executive education activities to be undertaken by the School that will qualify for additional payments, to be endorsed by the College Principal and forwarded to UCD HR.
- 4.2 The Registrar shall annually prepare for the approval of the Finance, Remuneration & Asset Management Committee a comprehensive list of the accredited courses/programmes for which additional payments may be made to full-time members of staff in the following academic session. The list shall indicate the basis on which payments will be made and the rate of payment proposed for each activity.
- 4.3 Payment in respect of executive education activities and programmes specified by the Head of School and endorsed by the College Principal and accredited courses which have been approved in advance by the Finance, Remuneration & Asset Management Committee may be authorised by UCD HR provided that the programme director or other authorised person vouches that the work has been carried out and the Head of School has certified that the activity does not constitute normal duties.
- 4.4 All payments made to staff under this policy will be reported to the Finance, Remuneration & Asset Management Committee for noting on a regular basis.
- 4.4 Payments in respect of additional work, other than for work covered by the policy, shall be considered by the Finance, Remuneration & Asset Management Committee on a case-by-case basis.

5 Appendices – application forms/check lists etc

Appendix I

Guidelines for Heads of Schools/College Principals on Payments to Staff in respect of Additional Duties.

This document must be read in conjunction with the Policy on Payments to Staff in respect of Additional Duties, which was revised and approved by the Governing Authority in March 2006.

The Policy relates to additional teaching related duties (as defined in the policy) undertaken by academic staff of the University. It is the policy of the University that all academic staff are required to carry out teaching, research, other academic related duties and academic administration as part of their normal duties.

Academic staff are not normally entitled to any additional payments in respect of any of these duties.

In exceptional circumstances, under the strict criteria laid down in the Policy, staff may be entitled to certain additional payments in accordance with rates agreed in advance by the Finance, Remuneration and Asset Management Committee (FRAMC).

1) The Registrar will prepare a list annually of all accredited courses/programmes which qualify for additional payments, for the approval of the FRAMC. If Heads of School wish to have accredited programmes in their School included in this list, they should forward details to the College Principal for endorsement and onward transmission to the Registrar's Office.

2) Heads of School are required to prepare a list of executive education activities qualifying for additional payments to be undertaken during the academic year by the School. This list should be endorsed by the College Principal and submitted to UCD Personnel in August of each year. Some executive education initiatives will be developed and delivered during the course of the year and in such cases, details should be provided to UCD Personnel as they are agreed.

3) The Head of School in which the staff member is located is responsible for ensuring that payments comply with the criteria outlined in 2.2 of the Policy on Payments to Staff, and specifically that additional payments for approved accredited courses are limited to a maximum of €7,000 per module and a maximum of three modules per annum (September to August basis). These limits should not be exceeded.

4) Any request for payment that does not adhere to the guidelines will not be processed and will be returned to the Head of School.

5) The Head of School in which the staff member is located is required to provide an annual report in August identifying the contributions made by the staff member to research, teaching and academic administration. This report should be submitted to the Vice President for Staff through the College Principal.

6) The Head of School, in conjunction with the Bursar's Office, is required to prepare an annual statement outlining the contribution of executive education activities to the University, showing total revenue generated, less direct costs and variable overheads. This report should be submitted to the Vice President for Staff.

7) All claims for additional payments must be submitted on the attached claim form which can be downloaded from www.ucd.ie/hr/forms

Definitions:

Accredited Programmes: Accredited programmes include all courses which are provided to registered students of the University who receive formal accreditation/certification. In the limited circumstances where accredited courses are regarded "outside of normal duties" and thus qualify for additional payment, they must be approved in advance by the FRAMC.

Executive Education: Executive education refers to activities which are custom designed for specific groups, who are not registered students and receive no formal University accreditation.