

Head of School Allowance – Operations Procedure

DES approval received 30/9/16 – extract from sanction outlined below:

This sanction is subject to the following conditions:

- The value of the allowance will be €4,000 per annum
- The allowance is non-pensionable
- The allowance is not payable to Professors
- The university should supply the names of all individuals currently in receipt of the allowance
- Should the university wish to extend the allowance to new beneficiaries, the prior written sanction of the Department must be sought
- The payment of the above allowance must be met from within existing UCD resources

In addition, the President made the following decisions:

- To give Non-Full Professorial Heads of School the option to receive a Research Grant of €4,000 per annum rather than the personal allowance.
- To allocate a Research Grant of €4,000 per annum to all Full Professorial Heads of School.

Procedure for new Non -Full Professorial HOS appointments:

- Notification received from President's Office of Head of School appointment to include period of appointment
- Review records to see if new appointment or an existing appointment, and whether or not the Head is a Non-Full Professor or Full Professor.
- If already in receipt of a personal HOS allowance, the allowance will be continued for the new appointment period based on option already chosen by HOS on initial appointment. (Check that they were on the list submitted to DES in early 2017).
- If a new HOS appointment, check who was previous HOS and ensure allowance is ended or advise Finance where relevant.
- Send email to relevant CP/VP asking them to confirm with HOS whether or not they wish to receive payment of the allowance of €4,000 per annum through the payroll or as a Research Grant – **see appendix 1 below.**
- If allowance is to be paid through payroll, seek sanction from DES to pay allowance to new beneficiaries
- On receipt of sanction set up allowance for payment, email HOS to confirm payment date etc.
- Send list of those opting for research grant of €4,000, to Vice President for Research, Innovation and Impact (VPRII) (grantreg@ucd.ie) and copy to Tony Malone. List to include dates of Headship appointment and request to pay on an annual basis for duration of appointment.
- CoreHR, UDF field is updated with HOS appointments accordingly i.e. new or ending.

Procedure for new Professorial Heads of School:

- For new Professorial appointments, send email to relevant CP/VP asking them to inform the HOS that they will be allocated a Research Grant of €4,000 per annum – **see appendix 2 below.**
- Send list of those to receive research grant of €4,000 pa, to Vice President for Research, Innovation and Impact (VPRII) (grantreg@ucd.ie) and copy to Tony Malone. List to include dates of Headship appointment and request to pay on an annual basis for duration of appointment.
- CoreHR, UDF field is updated with HOS appointments accordingly i.e. new or ending.

Head of School appointments ending before planned end date:

- For those in receipt of a personal allowance, payment will cease on the revised last date as Head of School. Should payment have continued beyond that date, the HOS will be written to and the relevant amount recouped.
- For those allocated a Research Grant, an email will be sent to grantreg@ucd.ie advising them of the ending of the appointment as HOS. In line with the HOS Scheme rules, the awardee is responsible for ensuring spending does not exceed the budgetary allocation. Where a funding amount is linked to a post for a specific period a pro-rata clawback of the budget will be transacted if the post holder leaves the post earlier than originally envisaged. Awardees are expected to exercise prudence in this regard with financial commitments. Unless the awardee can identify alternative unencumbered funds, any over-spend will be charged to the awardee's School. The Office of the VPRII will not be responsible for any over-spend on the project. The Head of School must agree to cover maintenance costs of any equipment that is purchased with funding obtained through this Scheme.

02/08/2017

Appendix 1 – communication to CP/VP for Non-Full Professorial Headships:

Dear (relevant CP/VP)

We have recently been notified by the President of the following Head of School appointment in your College:

Dr xxxxx School of xxxxx From: xx/xx/xxxx To: xx/xx/ of xxxx

Following a case submitted by UCD to the Department of Education and Skills last year regarding the payment of additional remuneration to academic staff who are appointed as Heads of School, the Department in consultation with the Department of Public Expenditure and Reform confirmed their approval of the payment of a non-pensionable allowance to non-professorial individuals who are appointed Heads of School. In effect this means an allowance is payable to all academic Heads of School with the exception of Full Professors.

This sanction is subject to the following conditions:

- The value of the allowance will be €4,000 per annum (pro rata where appropriate)
- The allowance is non-pensionable;
- The allowance is not payable to Professors (Full Professors in UCD)
- The university to supply the names of all individuals currently in receipt of the allowance; Should the university wish to extend the allowance to new beneficiaries, the prior written sanction of the Department must be sought;
- The payment of the above allowance must be met from within existing UCD resources.

In addition, the President made a decision to give Non-Full Professorial Heads of School the option to receive a Research Grant of €4,000 per annum rather than the personal allowance.

I would greatly appreciate if you could bring the two options regarding the €4000 per annum payment to the attention of xxxxx and advise me which one they wish to avail of. Should xxx opt to receive the personal allowance, we will write to DES seeking the required sanction. On receipt of relevant sanction payment will be processed through the payroll with relevant arrears and we will write to xxx to confirm payment.

If they wish to receive the research grant, we will advise the relevant person in the Office of the Vice President for Research, Innovation and Impact (VPRII) who will arrange to have the research grant set up. Any queries on the setting up of this grant should be sent to grantreg@ucd.ie.

If you have any queries on the above, do not hesitate to contact me.

With kind regards.

Appendix 2 – communication to CP/VP for Full Professorial Headships:

Dear (relevant CP/VP)

We have recently been notified by the President of the following Head of School appointment in your College:

Professorxxxxx School of xxxxx From: xx/xx/xxxx To: xx/xx/ of xxxx

Following a case submitted by UCD to the Department of Education and Skills last year regarding the payment of additional remuneration to academic staff who are appointed as Heads of School, the Department in consultation with the Department of Public Expenditure and Reform confirmed their approval of the payment of a non-pensionable allowance to non-full professorial individuals who are appointed Heads of School. In effect this means an allowance is payable to all academic Heads of School with the exception of Full Professors.

Following receipt of the approval from the DES, the President made the following decisions:

- To give Non-Full Professorial Heads of School the option to receive a Research Grant of €4,000 per annum rather than the personal allowance.
- To allocate a Research Grant of €4,000 per annum to all Full Professorial Heads of School.

As Professor xxx is a Full Professor, I would greatly appreciate if you advise him/her that he will be allocated a Research Grant of €4,000 per annum for the period of his appointment as Head of School.

We have requested the relevant person in the Office of the Vice President for Research, Innovation and Impact (VPRII) to arrange to have the research grant set up. Any queries on the setting up of this grant should be sent to grantreg@ucd.ie.

If you have any queries on the above, do not hesitate to contact me.

With kind regards.