



Local Recruitment Guidelines Hourly paid Teaching Roles

Context:

The Teaching Workstream of the hourly paid project was set up to ensure that UCD

- will have a best in class contractual framework for engagement of non-faculty teaching staff
- is attractive for external personnel to engage in teaching activity,
- is legally compliant as well as enabling more transparency and certainty for employees and managers.

Setting up this workstream will provide the Schools with more clarity around the appropriate engagement and contractual practice related to the delivery of teaching related activity by non-faculty personnel.

As part of this vision it is important to have clear, equitable and consistent resourcing practices where relevant in place across the University.

Purpose:

The purpose of these guidelines is to ensure that all the Schools and Colleges across the University are complying with their responsibilities when hiring hourly paid occasional / part time module teachers / lecturers in relation to employment legislation and best practice recruitment. This in turn will allow UCD to attract suitably skilled, qualified, experienced, motivated and student-focused hourly employees to fulfill these roles that are essential to the delivery of our University curricula.

Scope:

All hourly paid workers conducting “teaching / lecturing” activities across the University that are paid through the hourly paid system - Non Faculty.

Conditions of Employment:

- All appointments are subject to funding and are temporary by nature. Permanent and long-term appointments should go through the normal channels of the University [Recruitment and Selection Policy](#).
- All hourly paid hires must meet the minimum qualification and experience requirements for the role.
- All hourly paid hires are expected to carry out the responsibilities and duties as highlighted in the relevant job advertisement available on the school website / socials.
- Any ongoing or long term needs for hourly paid candidates should be discussed with your Head of School / Unit, Finance Manager and HR Partner and [Resourcing Consultants](#) to explore alternative options.

Role Profiles:

To identify which occasional hourly paid role you are hiring, please see the role profiles for:

- 1. Occasional Lecturer**
- 2. Occasional Teacher**
- 3. Part - Time Lecturer**
- 4. Part - Time Teacher**

**(Please note all the documents and templates are attached in the detailed role profile section)*

Hiring Process:

It is acknowledged that these roles are occasional by nature and arise on some occasions due to unforeseen circumstances, e.g. illness, injury, death or when an unexpected resignation / reassignment has occurred. In such circumstances there is flexibility to be exempt from undertaking a detailed hiring process that would have a negative impact on the curricula delivery and the student needs.

Where feasible schools / units should undertake at a minimum a “light touch” recruitment process to ensure that a fair and transparent process is undertaken and recorded.

The following templates are available to assist with these records and requirements

- An advertising template (where the role is being advertised) Occasional and Part Time Module Teaching and Lecturing Hourly Paid Advertisement Template.
- The 4 role profiles.
- A selection form (to record the applicants / interview process and the successful hire) Recommendation Letter Template Hourly paid Occasional and Part Time Module Teaching and Lecturing role.

Should you require any further assistance with your local recruitment process for this hourly paid cohort please do not hesitate to contact the hrheldesk@ucd.ie

Roles and Responsibilities in the recruitment process:

School / Unit

- Ensuring local hiring practices are followed where appropriate.
- To ensure that hours and the rate of pay are agreed with the new hire and are within the parameters of our hourly paid policy.
- Initiating the process of setting up the hourly paid employee making sure the employee has all the required details to complete the online set up form.
- Liaising with HR on any queries / issues arising during the recruitment process
- Onboarding any new employee in a timely and effective manner.
- Ensuring new starters have all the necessary resources to complete their role effectively as well as being familiar with the relevant UCD policies that apply to their employment.

Hourly Paid Employee

- Completion of the online hiring form where relevant
- Abiding by the terms of their employment with UCD.
- Ensuring they are familiar with and are available for the duties and responsibilities of their role.
- Signing and returning their contract of employment in advance of commencement in the role.

Human Resources

- Providing guidance and support to Schools and Units on the local recruitment best practice process.
- Ensuring that contracts of employment are in compliance with policy and legislative requirements
- Set up the relevant hourly paid employees on CoreHR in a timely manner