



Polasaí agus Nósanna Imeachta/Policies and Procedures

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|---------------------|---------------------------------|
| Code | QA136 |
| Title | Progression for Technical Staff |
| Policy Owner | - |
| Date | - |
| Approved By | - |

1.0 Entry Requirements

1.1 Technical Officer:

Entry to the profession will require a relevant Honours degree or equivalent.

1.2 Senior Technical Officer:

Entry to the profession will require a Master's Degree qualification or equivalent. A Senior Technical officer appointed prior to June 2006 will require the requisite qualification (NCEA Diploma or equivalent) and have at least three years' experience as a Technician; or by direct recruitment with an NCEA Diploma or equivalent qualification and at least three years' work experience as a qualified technician. Technical Officers will be eligible for consideration for progression to the position of Senior Technical Officer, after having successfully completed their probation period within the University; they must also have the necessary qualifications and have three years' experience employed as a technician/Technical Officer either within the University or elsewhere.

1.3 Chief Technical Officer

Entry to the profession will require a Master's Degree qualification or equivalent. Chief Technician posts, where established, are open to internal competition. Senior Technicians are eligible to apply for such posts. Senior Technicians appointed prior to June 2006 will require the requisite qualification (NCEA Diploma or equivalent) and have at least three years' experience employed as a technician/Technical Officer either within the University or elsewhere.

2.0 Progression of Technical Officer to Senior Technical Officer

The Technical Staff Advisory Group is responsible for assessing qualification requirements and progression eligibility for technical staff. Technical Officers will be eligible for consideration for progression to the position of Senior Technical Officer, after having successfully completed their probation period within the University, having the necessary qualifications and have three years' experience employed as a technician/Technical Officer either within the University or elsewhere.

3.0 Procedure for progression to Senior Technical Officer

What you must do:

1. Discuss Progression with your Head of School.
2. Submit your up to date CV to Human Resources (preferably by email to HR@universityofgalway.ie).
3. Request that your Head of School submits a letter of recommendation to the Technical Staff Advisory Group.



4.0 Outcome

1. Technical Staff Advisory Group convenes and decides whether or not the candidate is eligible to apply for progression.
2. Following approval from TSAG, the Human Resources Office will instigate the process and will then advise the applicant.