Post / Vacancy Approval

Introduction

Dublin City University strives to foster a culture amongst its staff and student community that is open, collegial, collaborative, student focused and ambitious. These values reflect a commitment to equality, educational opportunity, social justice, ethical behaviour and academic freedom. In applying open, transparent and merit based effective recruitment and selection procedures the University strives to attract and retain high quality staff that share and live our values.

The following procedures are designed to ensure our process is planned, organised and conducted in a way that supports an objective, transparent merit based assessment of every candidate and ensure that the best candidate has been selected on their merits and abilities.

Posts

Staff are appointed to posts which must be sanctioned by the Executive of the University.

Procedures for Sanctioning of Posts

The University Executive, on the recommendation of the Budget Committee, sanctions all posts. In all cases budgetary considerations are taken into account. Objective criteria have been developed for use in the allocation of academic posts. All other posts require the presentation of cases, including a full job description, by Heads of Schools/Units establishing the need for a post. There are guidelines for Heads on how to submit an application for a post to Budget committee together with the appropriate form at the links below.

Guidelines

Submission Form - Staffing Request to Budget Committee

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