



UNIVERSITY COLLEGE CORK

Coláiste na hOllscoile Corcaigh

Memorandum on Statutory and other provisions relating to full-time Statutory Posts

(a) PROFESSORSHIPS

(b) ASSOCIATE PROFESSORSHIPS

(c) SENIOR LECTURESHIPS

Introduction:

An appointment to a Professorship, Associate Professorship or Senior Lectureship is made in accordance with the statutes of University College Cork and in accordance with the provisions of the Universities Act, 1997. While some extracts from the University statutes are contained in the following paragraphs, all the relevant statutory provisions apply to an appointment as Professor, Associate Professor or Senior Lecturer. The statutes of University College Cork can be viewed at <http://secretary.ucc.ie/statutes/Consolidation/index.asp>

2. **Please note that the terms relating to full-time posts also apply to part-time posts.**

Extracts from Statutes

3. Principal Statute, Chapter F.2. provides as follows:-

"F.2.a. Duties of academic staff. The duties of the academic staff are as determined by their individual contracts of employment and as lawfully directed by, or under the authority of, the Governing Body. The duties of Professors, Associate Professors, Senior Lecturers and Lecturers include the following:

- (1) to give the **students** attending his/her ordinary lectures assistance in their studies, by advice, by informal instruction, by occasional and periodical examination, and otherwise, as s/he may judge to be expedient; also, to make such arrangements as s/he sees fit to make to meet students who have individual queries;
- (2) to give instruction to his/her students and assist them in the pursuit of knowledge;
- (3) to engage in **research** and scholarship and to contribute to the advancement of knowledge;
- (4) to carry out **administrative** and other appropriate duties lawfully allocated to them within their department or other academic unit;
- (5) if a member of the Academic Council, to attend its meetings;
- (6) to serve upon all the **committees** to which s/he may be appointed by the Governing Body or the Academic Council, and to assist and co-operate with the Governing Body in such other reasonable ways as the Governing Body may prescribe, for the maintenance of discipline and good conduct among the students, or for the general business of the University;

- (7) to hold, or assist at, all University **examinations** in the subjects with which s/he is an examiner;
- (8) not to engage in any employment or profession which the Governing Body shall judge to be inconsistent with his or her duties; and
- (9) not to undertake systematic instruction of any kind outside the University, unless the Academic Council, on the recommendation of the President, shall permit him or her so to do; nor shall s/he undertake any teaching in a secondary school, or in any college or institution which prepares students for school examinations.

The duties of other members of the academic staff may include duties listed above, as determined by their individual contracts of employment and as directed by, or under the authority of, the Governing Body.

F.2.b. Duties of Professors. In addition to the duties listed above, the duties of Professors include the following:

- (1) if appointed deputy to the President, to discharge the duties of the President during his or her absence, or until a successor shall have been appointed;
- (2) to demonstrate academic leadership through teaching, research and scholarship, and in any other appropriate manner;
- (3) to foster the research and scholarship of other individuals and groups within their academic unit and the University; and
- (4) to make a distinguished personal contribution to teaching at all levels, and to play an active role in the maintenance of academic standards and in the development of the curriculum within his/her subject areas.

F.2.c. Duty of residence. The President, any officer, and any full-time member of the academic staff shall reside within reasonable and convenient distance of the principal location of his/her duties, unless the Governing Body otherwise permits. The Governing Body may from time to time, after considering recommendations of the Academic Council in that behalf, determine what is for this purpose a reasonable and convenient distance.

F.2.d. Leave of absence. The Governing Body may, on the recommendation of the President, give leave to be absent for a specified period for the purpose of delivering lectures or giving instruction or undertaking special study to any member of the staff of the University on such conditions as the Governing Body shall determine.

F.2.e. Absence or vacancy. The President shall have power to appoint some suitable person to act during a vacancy in, or during the temporary absence of, the holder of any office or post in the University.”

4. Principal Statute, Chapter F.3., provides as follows:-

“F.3.a. Officers. Each officer of the University who has successfully completed their period of establishment shall, unless otherwise provided in any contract of such officer or governing the holding of such office and subject to any statute or other law concerning such office, hold office until s/he attains the age for the time being prescribed in law or agreed in contract as the ordinary retirement age for the holder of such office, unless:

- (1) s/he retires from office earlier, resigns, dies, or becomes incapable by reason of physical or mental infirmity from continuing in office before attaining such age; or
- (2) s/he is dismissed in accordance with procedures specified in a statute of the University before attaining such age.

For this purpose, an “officer” is the President, a permanent full-time member of the academic staff of the University, or any other employee whose position the Governing Body has for the time being determined is an office of the University. The period of establishment referred to relates only to Senior Lecturers and Lecturers, and shall be two years.

F.3.b. Other full-time employees. All other full-time permanent staff shall, subject to good conduct and the due fulfilment of their duties, be retained in the service of the University until they shall have attained the age of 65 years....

...F.3.d. Retirement: “New entrants”. Notwithstanding the previous provisions, an employee of the University who is a “new entrant” to the public service (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004) shall not be entitled to retire before attaining the age of 65 years, and shall not be obliged to retire on the grounds of having attained the age of 65 years.

At least three months before the term of office expires, the President shall report to the Governing Body the fact of such officer approaching the end of their term; and shall state at the same time his or her opinion as to the fitness of such officer for continuance in office; and the President shall furnish to the officer concerned a copy of such report.”

Headships of Schools/Disciplines

5. The Headship of Academic Schools/Disciplines is governed by the University’s statutes, policies and procedures in relation to same. All members of the academic staff of a department are required to carryout their duties under the general direction of the relevant Head.

E.4.c. Departments or Disciplines. The units within each School that have responsibility for both teaching and research in particular academic branches of learning (whether they are named “Departments” or “Disciplines” or otherwise) shall each have a Head, whose duty shall be to manage the academic, administrative and other activities of the unit. The duties of each other member of the academic staff in the unit (including the Professors) shall be carried out under the general direction of the Head.

Professors and Associate Professors are required to accept an appointment as Head of School if so appointed by the Governing Body for such period or periods as the Governing Body may decide or until the appointment is terminated by the Governing Body.

Appointments as Head or Acting Head shall be made by the President, for such period or periods as s/he may decide, or until terminated by the President. The following rules apply to the appointment of a Head (or Acting Head):

- (1) Where there is more than one full-time Professor in the unit, then the Head shall be appointed from among those Professors, unless all of them consent to waive this entitlement;
- (2) In all other cases, the Head shall be appointed from the membership of the academic staff of the unit at Senior Lecturer level or above;
- (3) A Professor or Associate Professor is obliged to accept an appointment as Head, but a Senior Lecturer is entitled to decline.

Probation and Promotion

6. Where the appointment to the post of Senior Lecturer is a permanent appointment, the new appointee thereto is required to serve a **probationary and establishment period** on the satisfactory completion of which he/she shall be established in the grade by the Academic Board on the recommendation of the Lecturer Promotions and Establishment Board. The period of probation is one year from date of taking up duty, which will normally be followed by a two year Establishment period prior to tenure for Senior Lecturers.

For fixed term contract appointments, the **probationary period** shall be as detailed in the contract of employment. Please refer to the policy at <http://www.ucc.ie/en/hr/progression/academic/probation/policy/> for further information.

The following document sets out the structure and general procedures of the Academic Promotions Scheme for promotion from Senior Lecturer to Associate Professor (*currently under review*).

Remuneration

7. The salaries of University staff are determined having regard to the policy relating to pay and conditions in the public service as determined from time to time by the Government. Salaries in the public sector are subject to the concept of “total remuneration” i.e. a single rate of remuneration should apply in respect to all the duties attaching to an appointment. The present guidelines in regard to the provision of consultancy services which may be provided by members of staff are set out in section 11 below and may be reviewed from time to time in the light of the concept of “total remuneration”
8. Membership of the **Income Continuance Plan** is compulsory. It provides additional payment where salary is reduced or ceased because of long-term illness or injury. Contributions amount to 0.8 % (gross) of salary and tax relief is deducted at source.
9. Membership of the **Group Personal Accident Scheme** is compulsory. This scheme applies to all employees of the University. It provides cover 24 hours a day, 7 days a week, worldwide, specifically in relation to accidents. Each employee contributes by way of monthly (or weekly) deductions from salary at the rate of .08 of 1%. In addition, Insurers will provide cover for a career break of up to one year's duration. If cover is required, the full premium for the year must be paid in advance.
10. **Pay-Related Social Insurance Scheme (PRSI)** at Class A1 Rate will apply.

Currently 6% with earning ceiling of €75,036 plus a Health Contribution of 4% and a 5% Health Contribution for earnings above €75,036

11. Salaries are payable monthly in arrears, ordinarily on the last working day of the month. Monthly salaries are transferred directly to a bank account nominated by the staff member.

Annual Leave

12. Annual leave will be in accordance with the University's custom and practice but ordinarily shall not be more than a total of seven weeks per annum inclusive of Christmas and Easter College Closure days. All leave arrangements must be agreed in advance with your Head of [Department/Discipline/School].

Resignation

14. Written Notice of Resignation should be given as far in advance as possible but in any event no less than 3 months notice is required. Any period of notice required to be given must be in writing.

Consultancy

13. The following are the present guidelines adopted by the Governing Body in regard to **consultancy, which** may be provided by members of staff. Full details of the ***Policy on Consultancy*** is available from the Office of the Vice President for Research as detailed on
<http://www.ucc.ie/en/SupportandAdministration/PoliciesandProcedures/Research/PolicyonConsultancy/>

- a) An implicit assumption underlying this Policy is that outside professional activities are a privilege and not a right and must not detract from a staff member's full-time obligation to the work for which he/she is contractually obliged to the University.
- b) It is permitted for a staff member to engage in consultancy work relating to the work for which he/she is contractually obliged to the University up to a maximum of 20% of his/her time. In certain circumstances lectures within the University or contributions to University training courses may be regarded as consultancy.
- c) Each staff member engaged in consultancy or other external commercial activity is required to declare such activity in writing to his/her Head of Department and to the Vice President for Research
- d) Staff members engaged in consultancy activities or other external activities must also comply with the terms of the University's policy on Conflict of Commitment and Conflict of Interest.

Pension Scheme

14. A full-time Professorship, Associate Professorship or Lectureship is a pensionable office under the provisions of the College **Pension Scheme**. Membership of this scheme is compulsory. The scheme is contributory and you will make a contribution

of 3% of Salary plus 3.5% of Net Pensionable Salary (members of the scheme paying Class D PRSI make a contribution of 1.5% of Salary).

Income Tax:

15. It is at present the practice of the Inspector of Taxes to allow a sum of €471 in the case of Professors as an expense for income tax purposes; in the case of full-time Senior Lecturers the amount allowed is €402.

Patents:

16. The ownership of any invention, device, product, method or technology arising out of the research or other work of University staff is vested in the University. The University has determined a detailed policy on **Technology Transfer and Patents** and this includes provision for the distribution of any income arising in this area as between the inventor, the inventors' department and Central University funds.

Other Provisions:

17. The University operates a **housing loan scheme** under which, in certain circumstances a loan not exceeding 75% of salary may be granted: the repayment period is ten years. (*currently suspended*)
18. The University operates a scheme whereby **financial assistance towards the cost of house removal** may, under certain conditions, be granted.
19. The University operates a scheme for the payment of **stipend during sick leave**, subject to certain conditions.
20. **Academic staff** may also be entitled to receive a subvention towards travel costs involved in attending conferences, etc., under the terms of the **Academic Travel Grant Scheme** approved by the Governing Body (*currently suspended*).
21. **Voluntary Health Insurance:** A VHI/Quinn Direct/ Hibernian Aviva group scheme is in operation and contribution may be deducted from salary on request.
22. **Additional benefits:** We offer progressive employment and training policies including opportunities for further studies. Staff can avail of membership of a variety of clubs and societies and a wide range of facilities on campus, including a leisure centre. For details on our comprehensive employment benefits please visit <http://www.ucc.ie/en/hr/benefits/>
23. An employee of University College Cork (UCC) is governed by the UCC **employment policies and procedures** as detailed in the **Human Resources Manual** and **Staff Handbook**. These policies are also detailed on the **Human Resources website**. Staff members are required to adhere to and co-operate with the University at all times with regard to these policies and procedures. UCC reserves the right to make changes to these policies or to introduce new policies from time to time. Notification will be given of any such new policies or changes to existing policies.

24. Minimum Retirement Age is 65 and new entrants to the Public Sector on/after 1st April 2004 will be subject to the terms of the *Public Service Superannuation (Miscellaneous Provisions) Act, 2004*. You will be required to furnish the Pensions Office with any information required for the efficient administration of your benefits.

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