Administrative Promotions Scheme 2025

Frequently Asked Questions

Question	Answer
What is the application process?	Assessment as part of the administrative promotions scheme comprised of a one stage evidence based application which will be submitted by the employee via the employee self service (ESS) portal: https://ess.ucc.ie/
Where can I find the Regulation and all other relevant documentation and templates to complete?	All documentation relating to the scheme can be found on the People & Culture Departments Administrative Promotions Scheme website: https://www.ucc.ie/en/hr/promotions/adminpromo/
Will there be different boards for each grade?	Two dedicated promotion boards will be set out. Board 1 will assess applications from promotion to SEA/ SLA to Admin II (Grade 6a). Board 2 will assess applications from promotion to Admin I (Grade 7) to Senior Admin III.
Is there a limit to the number of promotions available?	Yes, the number of promotions available for each grade are available via the People & Culture Departments Admin Promotions Scheme website.
My grade isnt included in those currently listed as open, can I still submit an application?	Applications are invited on a 'call basis' - please only submit applications for current open calls. Notification of subsequent call dates will be advised later in the year. It is expected that Call 2 will issue in September
How many years service is required to be eligble for promotion?	A candidate must have been in their current role for a minimum of 1 year by the closing date of the designated call.
I have not yet completed my probationary period, can I still apply?	No, candidates much have completed their probationary period in advance of the closing date for applications for their designated grade.
Will I have to complete an interview as part of the application process?	No, Candidates will be assessed based on their application and approved supporting documentation.
What documentation is needed to support my application?	Applicants are required to complete the relevent application template. In addition, applicant may also included completed statutory leave form and/or Personal impact Statement where applicable.

Who will see my Personal Circumstance/Covid Impact Statement and Statutory Leave Form	There is a Data Protection Statement that sits behind the Scheme, which is set out in the Guidelines published. Consent is sought as part of the Statement and it is set out that this paperwork, once you consent, is intended to be shared with People & Culture Department, the Promotions Board and External Reviewers (where applicable).
Will the Personal Circumstance/ COVID -19 Impact Statement Template be used in future rounds?	At the briefings, the Chair will state that COVID impact consideration will time out in due course but personal circumstance will continue.
Can I submit my CV as part of my application?	No supplimentary documentation can be submitted outside of those already mentioned in the scheme outline.
Do I have to make my manager aware of my intention to submit an application for considertion?	Yes, It is the candidates responsibility to discuss their intention with their line manager in advance of application submission. A readiness to apply should be discussed with both parties. It is also a requirement that an individuals Line Manager has signed the corresponding documentation to say that they have seen the application prior to submission.
Do I have to use the templates provided?	Yes. Only information provided on the relevant templates will be considered by the Board.
I have submitted an incomplete/ incorrect document, can I resubmit my application?	No. We ask that candidates carefully review their application and any supplimentary documentation as it is not possible to ammend / add any additional documentation once your application has been submitted.
My application was unsuccessful but I would like feedback what are my next steps?	Applicants will be provided with written feedback including their overall score relating to the outlined competencies. Following reciept of this, a candidate can contact adminpromotions@ucc.ie should the candidate choose to avail of in person feedback session with the chair of the board and their line manager within 20 days.
What is the composition of the promotion boards?	Two Boards will be established with separate grade dedications. (Composition will be published on the website once finalised). -Board 1: the Administrative Promotions Board (SEA/ Senior Library Assistant – Grade 6a) focusing on grades SEA/ Senior Library Assistant up to and including Grade 6a. -Board 2: the Administrative Promotions Board (Grade 7 – Senior Admin III) focusing on grades 7up to and including Senior Admin III.

Who do I contact with any queries?	Candidates should in the first instance refer to the administrative promotions scheme website and FAQ's therewithin. Should your query not be addressed in the above , a dedicated mailbox is in operation for any queries relating to this scheme: adminpromotions@ucc.ie. Please note that queries will be dealt with in order of reciept.