

## College of Social Sciences Staffing Committee

The College Staffing Committee members are Professor Anne Anderson, (Vice Principal and Head of College), Ms Sharon McGregor (Director of College Professional Services), College Head of Finance and College Head of HR.

### 2017 College Staffing Committee Dates:

<b>14 March</b>	<b>28 March</b>	<b>11 April</b>	<b>25 April</b>
<b>9 May</b>	<b>23 May</b>	<b>6 June</b>	<b>20 June</b>
<b>4 July</b>	<b>18 July</b>	<b>1 August</b>	<b>15 August</b>
<b>29 August</b>	<b>12 September</b>	<b>26 September</b>	<b>10 October</b>
<b>24 October</b>	<b>7 November</b>	<b>21 November</b>	<b>5 December</b>

The committee normally meet every second Tuesday. The deadline for receipt of requests is close of business the previous Thursday (exceptionally we can accept late submissions). The committee are responsible for approving any new posts, replacement posts or contractual changes such as extensions, changes in hours and flexible working requests. The Committee only consider requests which are funded by general funds, externally funded posts do not require approval by Staffing Committee.

Where there any changes to the dates above, the Heads of School Administration will be notified by College HR as soon as this is known. Following the meeting, the College HR Team will scan the approved application and return to the School/College and confirm the outcome. The school should then process the approved Staff/Manager request through Core. The approved paperwork and reference number should be included in the request.

- *Requests for extensions of less than one month duration or costing less than £1,000 do not need to be approved by Staffing Committee and can be processed through Core.*
- *Where a new start has left within the 6 month probation period – the replacement post does not need to be re-approved by Staffing Committee*
- *Maternity Cover – Approval required from College Head of HR for cover up to 12 months providing there are no additional cost. (Eg– same grade/same post and same fte or lower). An email should be sent to the College Head of HR with full details of the request for approval.*

*Should you have any questions regarding College Staffing Committee, please contact the College HR Team on 0141 330 4056 or [socsci-hr@glasgow.ac.uk](mailto:socsci-hr@glasgow.ac.uk)*