

Voluntary Campus Transfer Standard Operating Procedure for Academic and Research staff

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Version 2.0

Academic and Research SETU Lateral transfer procedure

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1. Objective

This SOP sets out the process for application for the voluntary campus transfer of academic and research staff within SETU.

2. Scope

This SOP sets out the principles for the voluntary transfer of employees from one unit/function on another, or from one campus to a different campus in SETU. This SOP should be read in conjunction with the Voluntary Campus Transfer Policy [Voluntary-Campus-Transfer-Policy.pdf \(setu.ie\)](#)

3. Responsibility

The HR offices of SETU will be responsible for the management of the procedure.

4. Procedure

#	<i>Step description</i>	<i>Who performs the step</i>
1	Employee seeking a voluntary transfer will set out the reasons for the transfer in writing indicating their areas of expertise. Applications should be made by end of April for consideration for transfer for the following academic year (if possible).	Employee
2	The employee submits the request by completing the transfer application form and submits to the HR Manager in their respective campus.	Employee
3	HR Manager for the campus to acknowledge receipt of the transfer request and speak to the employee about areas of interest etc. Acknowledgement to be sent within 5 working days of receipt of application.	HR Manager for the campus
4	All applications to be filed in Voluntary Campus Transfer (VCT) folder on MS teams (private to HR staff). Employees lodging an application will be recorded on a transfer listing based on the date of receipt of application. The HR Manager to include any detail on the spreadsheet indicating the employee's area of interest/ discipline area.	HR Manager for the campus

#	<i>Step description</i>	<i>Who performs the step</i>
5	In advance of full-time posts being advertised internally or externally, recruitment officers to check the transfer folder for possible candidates.	Recruitment officers both campuses.
6	In the event a candidate has experience in the discipline area of the post, the Recruitment officer will contact the candidate to check their interest in the post.	Recruitment Officers
7	If the Employee indicates an interest in the post, the Recruitment Officer will set up a meeting between the staff member and the relevant manager for the area.	Recruitment Officers
8	The relevant manager for the area will meet with the staff member regarding possible transfer to ensure compatibility with the requirements of the post. The relevant manager will bring a second member of management to the meeting and will adhere to gender balance.	Relevant Manager
9	The relevant manager to advise Recruitment Officers and cc HR Manager if staff member is suitable for the post and the effective date of transfer. This should be confirmed within 5 working days of the meeting.	Relevant Manager
10	If suitable for the post, the Recruitment Officers will confirm to the employee that the transfer has been approved along with the effective date for transfer.	Recruitment Officers
11	Employees will be free to refuse any offer yet remain available for other potential transfers. In the event of a refusal of an offer to a transfer, the Recruitment officers will proceed to the next appropriate candidate on the transfer listing and repeat steps 4 to 8.	Employee and Recruitment Officers
12	In the event the employee is not approved for transfer by the relevant manager, the Recruitment Officers will confirm to the employee seeking transfer.	Recruitment Officers
13	Written feedback why they were not successful for transfer to be provided by the relevant manager to the employee within 5 working days of the meeting.	Relevant Manager
14	In the event the employee is not satisfied with the decision, they may use the agreed grievance procedure to progress a complaint. This should be lodged within 5 working days of receiving the feedback on the refusal.	Employee
15	The HR Manager to set up grievance meeting (s) in line with the procedure. The relevant manager to attend the grievance meeting.	HR Manager
16	In the event the grievance is not upheld, the HR Manager will advise the candidate and also the Recruitment office.	Recruitment Officer
17	The Recruitment officer shall proceed to the next suitably qualified candidate on the transfer listing in line with step 4 to 8 above.	Recruitment Officer
18	In the event of the grievance being upheld, the employee will be informed by the HR Manager and the transfer will be approved with an effective date for transfer.	HR Manager

#	<i>Step description</i>	<i>Who performs the step</i>
19	In the event no other candidate on the listing/no suitably qualified candidate on the transfer listing, the Recruitment Officers to advertise the post for competition in line with the R&S policy.	Recruitment officer
20	Where a transfer offer has been accepted, the Recruitment officer to advise the Employee Relations officer for the host campus.	Recruitment officer
21	Employee Relations Officer for the host campus will contact the original campus and arrange for transfer of the staff file to the new campus.	Employee Relations Officer
22	Where an application is made on humanitarian grounds and/or for urgent personal reasons, management will explore appropriate creative solutions within the constraints of academic and business requirements	HR Manager

1. Appendix A - Transfer Form for Academic and Research Staff

Name of Applicant:

Staff ID:

Email Address:

Current Position & Grade:

Are you CID / Permanent at the above grade?

If No, what is your substantive grade?

Are you currently working full-time or part-time?

Are you interested in a transfer to a full-time or part-time role?

Which campus are you interested in?

Have you completed one year's service?

Have you completed your probationary period?

Signed:

Date:

FOR HR OFFICE USE ONLY:

The new Transfer role & Grade:

Date: