



Post / Vacancy Approval

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](#)

Last Revision 14 January 2016

Document Name	Post/Vacancy approval	
Version Reference	2.0	
Document Owner	Human Resources Department	
Approved by	Executive	
Date	14-Jan-16	