



**Maynooth
University**

National University
of Ireland Maynooth

FAQs – SEA to AOII Promotions Call

(UPDATED: 12 April 2023)

1. Who should I choose to complete the reference letter?

You should ask your Head of Department/ Immediate Manager, or another nominated senior colleague within your department/business area. This person must know your current day-to-day work.

2. Does my referee need to see my application form?

Your referee will be assessing your suitability for promotion on the basis of your demonstrated competencies, and therefore will need access to your application form.

3. Who should complete the reference letter if I am on secondment at AOII currently. Do I ask someone from the Department in which I was a SEA in?

The application should be based on the substantive post as SEA and therefore, you should ask the Head of Department/ Immediate Manager, or another nominated senior colleague who would have known your day-to-day work when you worked in the SEA role.

4. If I am on secondment to a different SEA role, which manager should I choose to be my reference?

You can choose either manager if both roles are at the grade of SEA. It would be dependent on the examples provided.

5. Should my referee submit the reference form, or should I submit it with my application?

You should submit the reference form with your application.

6. Who should I contact to find out the date I was appointed to SEA Grade?

You should contact promotionschemes@mu.ie, who can confirm this date with you.

7. Will MU provide me time to complete the application form?

Your application must be completed in your own time.

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8. What if I exceed the word count?

Please adhere to the word count. Any words over the word count will be redacted (this will occur at the end of the first sentence after the word count has been exceeded).

9. Should I include my employment history before Maynooth University?

Your employment history should only refer to your employment at Maynooth University.

10. Do I need formal qualifications to apply for promotion?

As stated in the Memorandum of Understanding, relevant relative qualification **and/or** relevant relative experience is valued. You will not be penalised for not having a formal qualification.

11. Can I submit a handwritten application?

You must type your application and submit it, by email, to promotionschemes@mu.ie. Please PDF the Word document before sending.

12. If I am on secondment to a role that is AOII or higher, can I use my current role to illustrate my competencies?

Candidates who hold a substantive post at the grade of SEA but are currently on secondment to a role at the grade of AOII or higher, must illustrate their competencies based on their SEA post.

13. I worked as an AOII on a temporary contract from January 2020 to December 2023. I am now an SEA, on a permanent contract from January 2023. Am I eligible to apply?

Your combined periods of service at the grades of AOII and SEA meet the eligibility requirement, which is a minimum of three years' service over the last five years (by the closing date for applications) and therefore, you may apply for promotion to the grade of SEA under the current call.

14. I have over three years' service at the grade of SEA on an affiliate contract. Am I eligible to apply for promotion?

Time worked as affiliate staff is not reckonable in determining length of service with the University and therefore, you do not meet the eligibility requirement to apply for promotion.

15. I am a permanent EA, currently on secondment as an SEA for over three years. Am I eligible to apply for promotion?

As your substantive post is at the grade of EA, you do not meet the eligibility requirement to apply for promotion.

16. I am a permanent SEA with over three years' service, currently on secondment as an AOII. Should I apply for promotion?

The application should be based on the substantive post as SEA and therefore, you should apply for promotion to the grade of AOII.

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17. I am a permanent SEA with over three years' service, currently on secondment as an AOII. Should my application include examples from both roles?

The application should be based on the substantive post as SEA and therefore, should not include examples from your AOII role.

18. If I was 2.5 years in a SEA role and am now 0.5 years in a different SEA role, which Manager signs off my application?

You should provide a summary and self-assessment of how you display each of the competencies in your current day-to-day role and therefore, your current manager should sign off on your application.

19. If I have worked as an SEA in the same role and department for many years, would I be seen as less favorable than those SEAs who have completed roles in more than one department?

Those who have been working in the same SEA role/ department will not be treated differently to those who have worked in many departments.

20. How do I know what AOII level is when talking about competencies?

Applicants should refer to the generic role profile on the last page of the Application Form (Appendix 1) and Competencies outlined in the Call to Promotion Document (Appendix 1).

21. How many core competencies do I select?

You are required to select all four core competencies. Please note that all competencies carry the same weight.

22. What level do I demonstrate for the core competencies?

You are required to demonstrate that you are skilled in all four of the core competencies.

23. How many non-core competencies do I select?

You are required to select three of the four non-core competencies, which are most relevant to your SEA role. Please note that all competencies carry the same weight.

24. What level do I demonstrate for the non-core competencies?

You are required to demonstrate that you are skilled in all three of the non-core competencies that you selected.

25. Can I select a fourth non-core competency?

You are required to select three of the four non-core competencies. Additional text provided for a fourth non-core competency will be redacted and will not be considered by the Board.

26. Are there external board members, or are they all internal board members?

It is intended to have a panel of people internal to Maynooth University.

27. When should I know the outcome of my application?

Outcomes will be released a week or two after the final assessment of the Board. The date for the Board Assessment has yet to be finalised.

28. Why does the promotion not take effect until October 2023?

The start date of promotion is based on precedent. All academic, technical, and administrative promotions take effect from 1st October each year.

29. If I am currently employed on a temporary contract that is due to end prior to October 2023, how will the promotion to AOII take effect?

If your current contract ends prior to October 2023, the promotion will not be applicable.

30. If my current role ends prior to October 2023, and I am then successful at interview for a different SEA role, would the promotion apply to this new role if I was successfully promoted?

The promotion would only apply if your current role was extended.

31. If I am successful, will I stay in the same SEA role and department?

You will stay in the same role (substantive post) and department, unless you are currently on secondment to a higher grade. In this case, the promotion will apply to your substantive SEA role. In your application form, you will demonstrate how you are already working to the AOII level in the SEA role.

32. If I am successful, will my annual leave entitlements change?

Employees appointed to administrative grades before 7th January 2014, are entitled to twenty-nine annual leave days, five of which must be taken at Christmas. These employees retain their annual leave entitlements on promotion.

Employees appointed to administrative grades on or after January 2014, have annual leave entitlements as follows:

Grade	Annual Leave
Executive Assistant	23 days (5 of which must be taken at Christmas)
Senior Executive Assistant	25 days (5 of which must be taken at Christmas)
Administrative Officer II	27 days (5 of which must be taken at Christmas)

Full details are available in the [Annual Leave Policy](#).

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33. I do not meet the eligibility requirement to apply for promotion under the current call, will there be an opportunity to apply for promotion next year?

Currently, it is expected that the promotion scheme to the grade of AOII will be reviewed again before the end of 2024. We expect that the forthcoming strategic plan will provide a context for future administrative processes in terms of frequencies and quotas.

34. How long do I have to appeal?

An appeal must be submitted within 20 *working days* of the date of issue of the letter of notification to the candidate.

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