FAQs – EA to SEA Promotions Call

(UPDATED: 24 January 2023)

1. **Who should I contact to find out the date I was appointed to EA Grade?**

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

2. **I have over one year's service at the grade of EA 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.

3. **I worked as an SEA from November 2021 to June 2022. I am now an EA, on a permanent contract since July 2022. Am I eligible to apply?**

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

4. **I do not meet the 12-month 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 SEA 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.

5. **If I am currently employed on a temporary contract that is due to end prior to October 2023, how will the promotion to SEA take affect?**

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

6. **If my current role ends prior to October 2023, and I am then successful at interview for a different EA 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.

7. **I am a permanent EA, currently on secondment as an SEA, should I apply for promotion from EA to SEA or should I wait and apply for promotion from SEA to AOII (when the call opens)?**

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

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

Your application must be completed in your own time.

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. 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).

13. 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 work.

14. 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.

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

You should ask the Head of Department/ Immediate Manager, or another nominated senior colleague who would have known your work when you worked in the EA role.

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

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

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

You should submit the reference form with your application.

18. 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.

19. What level do I identify for the core competencies?

You are required to demonstrate that you are skilled in at least two of the core competencies and proficient in the remainder.

20. Can I identify a Skilled level for all four core competencies?

You may, however, please note that you will not receive additional credit for identifying a third or fourth competency at a Skilled level.

21. Do I need to select either "Proficient" or "Skilled" at each core competency?

Yes. This is to ensure that it is clear to the Board what core competencies you are Skilled and Proficient in. You do not need to indicate same for non-core competencies as there is only a requirement to demonstrate how you are Proficient in the two chosen non-core competencies.

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

You are required to select two non-core competencies, most relevant to your EA role. Please note that all competencies carry the same weight.

23. Do I identify a skilled level for the non-core competencies?

No, you are required to demonstrate that you are Proficient in the two non-core competencies that you selected.

24. How do I know what SEA 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).

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

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

26. I am a permanent EA, currently on secondment as an SEA, should my application include examples from both roles?

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

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

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

28. 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.

29. 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.

30. If I am successful, will I stay in the same EA 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 EA role. In your application form, you will demonstrate how you are already working to the SEA level in the EA role.

31. Is there a quota on the number of promotions?

There is no quota under the current call.

32. 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.

33. 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.