

## Maynooth University Post Requisition Form

Name: \_\_\_\_\_ Ext: \_\_\_\_\_

Department / Institute: \_\_\_\_\_ Cost Centre: \_\_\_\_\_

Nature of Post:  New  Replacement\*  Renewal\*  Increase in Hours\*\*

Type of Post:  Permanent  Contract  Full-Time  Part-Time: \_\_\_\_\_  
(3 days pw / half-time etc.)

Employee Category:  Admin  Academic  Technical

Post Title: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Lecturer\Executive Assistant) (if different from Post Title)

*A written rationale for your request should also be included with this form*

*\*If Replacement or Renewal, please provide the following details:*

Previous Post Holder: \_\_\_\_\_ Grade: \_\_\_\_\_

If Post is being filled on a contract basis: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Objective grounds for fixed /specific term contract: \_\_\_\_\_

*\*\*If Increase in Hours, please provide the following details:*

Current Post Holder: \_\_\_\_\_ Grade: \_\_\_\_\_

Details of increase in hours: From: \_\_\_\_\_ To: \_\_\_\_\_

Duration of increase in hours: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

*Type of Advertisement for Post:*

Maynooth University Website (Internal)  Universities Vacancies  HEAnet

Maynooth University Website (External)  Other - please state: \_\_\_\_\_

Request Authorised by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Head of Department\Unit)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Dean\Vice President)

Approved:  Yes  No Date of UET meeting: \_\_\_\_\_

*Requests will be reviewed weekly. All appointments are subject to the terms of the 'Employment Control Framework for the Higher Education Sector'.*