



Appeals Policy for the decisions of the Review Committees for Administrative, Professional and Support Staff

1. Scope

The purpose of this document is to define the policy and process for appealing decisions and recommendations of the Administrative, Professional and Support staff Review Committees.

2. The Appeals Committee

A single Ad Hoc Appeals Committee shall be established by the Board to hear appeals arising from the decisions and recommendations of the following Review Committees to the Board:

- Administrative and Library Staff Review Committee
- Technical Staff Review Committee
- Secretarial and Executive Officer Review Committee
- Library Staff Review Committee

3. Appeals

The only ground for appeal shall be the alleged failure of the above Committees to follow the terms of their Procedures. Appeals may apply to all decisions and recommendations e.g. those made at the assessment stage, or following the decision by the Review Committee or Board in relation to the candidate's application.



4. Composition

The membership of the Ad Hoc Appeals Committee shall be:

- Registrar (Chair)
- Two members to be proposed to the Board by the Chair
- Secretary: to be appointed by the Chair

No person may be a member of the Ad Hoc Appeals Committee who is currently a member of any of the Review Committees under Appeal.

5. Procedure for Appealing

1. Appeals must be made in writing using the required form within eight working weeks from the date on the letter of notification sent to staff members informing them of the decision or recommendation arising from their application. No exceptions will be made, *except for the year 2014/15 when the deadline shall be eight working weeks from the date of approval by Board of this policy – [Please see Web page for further details - <http://www.tcd.ie/hr/our-services/probations-promotion/appeals/>]*
2. Appeals of recommendations arising from Administrative, Professional and Support Staff Review Committees should be submitted to the Chair of the Ad Hoc Appeals Committee.
3. The Ad Hoc Appeals Committee shall only consider the application form and supporting documentation that were originally submitted for review.
4. Appeals must be lodged by email and must have the endorsement of the Line Manager(s)
5. The Ad Hoc Appeals Committee shall determine its own procedures.
6. The Ad Hoc Appeals Committee may, in consideration of the appeal, consult with the Appellant, Line Manager(s), and/or the relevant Review Committee.



6. General Recommendations

The Ad Hoc Appeals Committee may, following the review of appeals, make recommendations to the relevant Review Committees in relation to processes and procedures generally. The Review Committees shall take these recommendations into account in the future development of policies and procedures.

7. Decisions

Where the Ad Hoc Appeals Committee upholds an appeal the applicant's original application will be referred back to the relevant Review Committee for reconsideration. If the relevant Review Committee has been re-constituted by the time the appeal is considered then the reconsideration of the application will be considered by the re-constituted Review Committee.

- Decisions of the Ad Hoc Appeals Committee shall be communicated in writing to the staff member and reported to the Board.
- The Ad Hoc Appeals Committee shall not make decisions on the recommendations for promotion.
- The Decision of the Ad Hoc Appeals Committee is final.