****

**12th May, 2016.**

**The Secretary,**

**Board of Management and**

**School Principal in**

**each Community and Comprehensive School.**

**Members of the Executive of ACCS.**

**ACCS/Info Bulletin 17/16**

Dear Secretary,

**Re: Promotion and Appeal Procedures for Posts of Responsibility**

The DES issued CL 25/16 regarding Promotion and Appeal Procedures for PORs.

Please see below some clarifications in respect of this C/L and changes to procedures for appeal.

**Part A: Promotion Procedure**

* The circular makes it clear that Programme Co-ordinators are included in the procedure.

This means that CL 18/02, paragraphs 3 and 4 do not apply. The remainder of CL 18/02, paragraphs 1,2,5 & 6 are still relevant to Programme Co-ordinator positions.

* Part A of CL 25/16 supersedes Appendix 1 of CL 42/10 for procedure for appointment to PORs.
* Seniority for every POR now has a maximum of 20 marks.
* Schools should contact ACCS for the list of independent members from the panel for the Selection Board.
* Schools are encouraged to continue to contact ACCS when calculating marks for seniority of applicants.

**Part B: Appeal Procedure**

For any school commencing the promotion procedure from **April 4, 2016** this online Appeal Procedure applies.

**Teacher Appeal Form:**

* The PDF document should be placed on the school website and a link established for ease of download for the appellant.
* The Guideline to support completion of the form should also be placed on the school’s website.
* There is a strict 1,000 word limit embedded in the Appeal Form.
* The Appeal Form, once completed and sent will automatically be forwarded to:
  + The Appellant’s Email ID supplied by the Appellant on the Appeal Form
  + The School Email ID. This should be a secure school email address that has been supplied to the unsuccessful candidate/s as per Appendix 1.
  + ACCS Appeal Secretariat. ([porappeals@accs.ie](mailto:porappeals@accs.ie))
* Any accompanying documentation from the Appellant can be emailed with the Appeal Form or supplied in hard copy to the Secretary of the Board of Management.

**Management Response Form:**

* Ensure that the Appeal Form and accompanying documentation have been received by the Appeal Date.
* Secretary to the BOM will acknowledge receipt of the appeal within three school days of the Appeal Date. See Appendix 2.
* The recommended candidate will be informed by the Secretary to the BOM that an appeal has been received. See Appendix 3.
* Secretary to the BOM will notify ACCS of the Appeal Date by email: [porappeals@accs.ie](mailto:porappeals@accs.ie)
* Secretary to the BOM will access the Management Response to Appeal Form on the following link: [Post of Responsibility Management Response to Appeal](http://accs.ie/cmsAdmin/uploads/management-response-form.pdf)
* Management Response should be completed by person administering the appeal on behalf of management (usually the Principal).
* Adobe Acrobat Reader is required for completion of this form. This is available as a free download through the internet.
* There is a strict 1,000 word limit embedded in the Management Response form.
* The Secretary to the Board of Management returns this completed form and **supporting documentation** (if any) including documentation received by you in hard copy from the Appellant(s) - either scanned as .pdf or in hard-copy, marked "Private and Confidential" within seven school days of the Appeal Date to the Appeal Board Secretariat by return of email or by Post. A copy of the Management Response must be forwarded to the Appellant.

Please find attached the following documents:

* CL 25/16: Promotion and Appeal Procedures
* Post of Responsibility Teacher Appeal Form (PDF) to be uploaded to the school website. This can also be accessed through the following link: [Post of Responsibility Teacher Appeal Form](http://accs.ie/cmsAdmin/uploads/teacher-appeal-form.pdf)
* Advice note to appellants for completion of the Appeal Form to be uploaded to the school website
* Appendices 1,2 and 3 as word documents
* Management Response to Appeal Form on the following link [Post of Responsibility Management Response to Appeal](http://accs.ie/cmsAdmin/uploads/management-response-form.pdf)

Both Teacher Appeal Form and Management Response to Appeal Form are available to download from [www.accs.ie](http://www.accs.ie) Click on About ACCS tab ACCS Services.

Is mise,

le mór mheas,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ms. Eileen Salmon,

General Secretary, ACCS.