Applications that require WPG approval

Workforce Planning Approval Routes & Paperwork Requirements

Type of Request	Paperwork Required	Approval Route
New post	WPG New post application / Organisation chart / Advert/Further Particulars	
Replacement (academic)	WPG Replacement post application	
Replacement (senior Professional Services)		
Extension to post ≥ 6 months	WPG Extension to post application	
Increase in hours ≥ 6 months	WPG Increase in hours application	
Change from temporary to permanent contract	WPG Temporary to permanent application / Organisation chart	
Move from external to internal funding	WPG New post application	
Re-engaged contract	WPG Re-engagement application	
Restructures	Paper	
EJRA	EJRA application	
VSER	VSER application	
Grading Review	Head of School/Unit comments form / Organisation chart	

Approval Route (all): Workforce Planning Group