**Senior Academic Promotions Call 2024**

**Head of School Report**

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Head of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty/School/Discipline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To assist the Committee in evaluating the application please provide details on the following:

**Research & Scholarship**

1. What are the norms for indicating Senior Author in publications in this discipline, if any?

2. What are the most common and most important outlets of dissemination in this discipline?

3. What are the primary research outputs in your field and how are these evaluated?

4. What role do citations indices play in your discipline? Which if any are the most commonly used?

5. What other, if any, metrics are of importance in your discipline?

**Teaching**

1. What are the typical number of timetabled hours per member of academic staff in this discipline per year?

2. Does this applicant have a low, typical, high teaching load for the discipline?

2(a) If teaching load is low or high for the applicant please explain why this is the case?

3. What is on average the expectations in the discipline of the number of supervision hours per Masters student, if possible?

4. What is on average the expectations in the discipline of the number of supervision hours per PhD student, if possible?

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Head of School / Other delegated senior academic member of staff

(Please print name and specify title of the office held)

**Guidance Notes:**

1. Heads of School (HOS) are only required to confirm the accuracy of information submitted by the applicant and not to make a detailed judgement on the suitability of the applicant. By signing this form, the HOS confirms that the information provided by the applicant in their Senior Academic Promotion application is accurate to the best of their knowledge.
2. On completing this form, it is expected in a multidisciplinary School that the HOS will consult with the Head of Discipline on the norms in the discipline, as required.
3. Heads of School that intend to submit an application for Promotion in this round should not complete a HOS Report for an applicant in their School seeking promotion to the same grade.
4. Please email [senpromo@tcd.ie](mailto:senpromo@tcd.ie) for guidance on any of the above.