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## Academic Promotion – Retention Procedures

In exceptional circumstances such as the need to retain a member of staff, the Provost may convene the Senior Promotions Committee or the Personal Chairs Sub-Committee of the Senior Promotions Committee at any time throughout the year to consider a candidate.

In the case of candidates to be considered for promotion to Associate Professor, Professor or Personal Chair outside the annual process, the procedure employed annually will apply and,

1. On receipt of an offer from another organisation of comparable reputation or on notification of the award of a European Research Council grant, the Provost will decide whether a *prima facie* case exists to warrant convening a meeting of the Senior Promotions Committee in the case of a candidate for Associate Professor or Professor, or the Personal Chairs Sub-Committee of the Senior Promotions Committee in the case of a candidate for a Personal Chair, with the advice of senior academics in the candidate's area, e.g., the Head of School, Dean of Faculty, or Chair in the discipline.
2. If a *prima facie* case exists, the Provost will convene a special meeting of the Senior Promotions Committee in the case of a candidate for Associate Professor or Professor, or the Personal Chairs Sub-Committee of the Senior Promotions Committee in the case of a candidate for Personal Chairs, to consider the candidate's application and academic references.

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Original document approved by Council / Board Feb 2007

Amendment to include Senior Lecturer (Council/Board Mar 2011)

Senior Lecturer/Associate Professor recommendations via Senior Promotions Committee (Council/Board January 2012)

European Research Grant Awards recommendation via Senior Promotions Committee (Council/Board February 2013)



3. In the case of a candidate for a Personal Chair, the candidate will be invited to meet with the Provost and the Personal Chairs Sub-Committee. Given the need for timely decision-making in such circumstances, the meeting may proceed provided 50% of the members of the Personal Chairs Sub-Committee attend.
4. The Personal Chairs Sub-Committee makes a recommendation about the nomination of the candidate for a Personal Chair to Council and Board.
5. The Senior Promotions Committee makes a recommendation about the nomination of candidates for Associate Professor and Professor to Council and Board.

The procedure is intended to be complementary to the regular annual promotions procedures for Personal Chairs, Professorships and Associate Professorships. It is designed to ensure that standards of promotion are maintained equitably and that the same criteria are applied to applications via the annual route and those outside the annual route. There are no quotas for either promotion. It is expected that this mechanism will be employed sparingly. It will ensure that assessment of retention risks is carried out in a rigorous and transparent manner yet one that is responsive to the need to act swiftly in such cases.

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## **OPERATIONALLY, THE FOLLOWING PROCESS SHOULD BE USED:**

### **Process**

When you become aware of a potential case you should contact the Manager Staff

Performance and Review to discuss - [lpower@tcd.ie](mailto:lpower@tcd.ie); [Senpromo@tcd.ie](mailto:Senpromo@tcd.ie), 01 8968489.

Step 1 - The Dean collates all the documentation outlined below and forwards to the Staff

Performance and Review Manager, Louise Power – [lpower@tcd.ie](mailto:lpower@tcd.ie);

[Senpromo@tcd.ie](mailto:Senpromo@tcd.ie)

Step 2 – HR review the documentation and include a cover sheet with relevant pay information

Step 3 – HR presents collated papers to the Provost for Review

Step 4 – Provost Reviews the documentation and decides whether a “*prima facie* case exists to warrant convening a meeting”.

Step 5 – Provost’s Office gives response to HR for returning to the Dean and candidate.

Step 6 – If a case is made, HR gathers externs as appropriate, and convenes a meeting of the relevant committee.

### **Paperwork required**

- Letters of support from the Dean; the Dean of Research; and from Head of School or Chair in the School, as appropriate. Letter should include the staff member’s current grade, and grade applied for.
- For Professor of (Personal Chair) - External Assessors reports must be sought in advance at the stage of assessment – discuss with the Manager, Staff Performance and Review
- For Associate Professor and Professor in a list of proposed external assessors to be sought if a *prima facie* case is established.
- application form for next grade/ Curriculum Vitae, as appropriate
- For retention based on an offer include the letter of offer from the other organisation
- In the case of awards of the ERC Grant please include the notification of the award of a European Research Council grant.