



Academic Titles in Trinity College Dublin

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* These titles are awarded following nomination using the relevant form, to be found at this link

http://www.tcd.ie/hr/assets/doc/Nomination_for_Appointment_Form.docx

1.0 INVENTORY OF ACADEMIC TITLES

Arising from an amendment to Schedule 1 to the Chapter on Academic Staff in the 2010 Consolidated Statutes of Trinity College Dublin and of the University of Dublin (the 2010 Statutes) as approved by Board (June 29, 2011), the College has amended the academic titles previously held as detailed below.

Professorial Titles	Previous Title pre Academic Year 2010/11	Other Approved College Titles
Professor holding established or personal chair	Professor	Senior Research Fellow
Professor	Associate Professor	Research Fellow
Professor (part-time)	Professor or Associate Professor (part-time)	Research Senior Lecturer
Research Professor	Research Professor	Research Lecturer
Adjunct Professor	Adjunct Professor	Research Assistant
Honorary Professor	Honorary Professor	Teaching Fellow
Visiting Professor	Visiting Professor	Professor Consultant
Associate Professor	Senior Lecturer	Associate Professor Consultant
Associate Professor (part-time)	Senior Lecturer (part-time)	Senior Lecturer Consultant
Adjunct Associate Professor	Adjunct Senior Lecturer	Clinical Professor
-	-	Clinical Associate Professor
Assistant Professor	Lecturer	Clinical Senior Lecturer
Assistant Professor (part-time)	Lecturer (part-time)	Clinical Lecturer
Adjunct Assistant Professor	Adjunct Lecturer	Lecturer – Registrar
Adjunct Teaching Fellow		Specialist - Registrar
Professor Emeritus		Visiting Academic
Research Associate Professor	Research Senior Lecturer	Visiting Research Fellow
Research Assistant Professor	Research Lecturer	Visiting Research Assistant

2.0 PROFESSORIAL TITLES

2.1 Professors holding established chairs

Professors holding established chairs are specifically provided for in section 2 of the 2010 Statutes, and they are listed in Schedule 1 to that Chapter. They are generally permanent. They are full-time employees of Trinity College, except for a small number of part-time staff who work a defined percentage of their time, usually 50% but not less than 20%, for the College. They have a salary on a defined pay scale (normally pro rata for part-time).

- a. Criteria for appointment: They are deemed appointable after an international competition involving presentations and interview.
- b. Nomination and appointment: The nomination committee is appointed by the University Council and includes, *inter alia*, at least two members external to the University. It is chaired by the Provost. The nomination committee makes its recommendation directly to the University Council and the University Council makes the appointment. The procedures and protocol are laid out in the document approved by Council and Board in October 2008 (appendix to the recruitment procedures).

- c. The role and responsibilities: Professors holding established chairs are senior members of the College. Through exemplary performance of their duties in research, teaching and administration, they provide leadership at the Discipline, School, Faculty and College levels.
- d. The term of appointment is generally permanent.

2.2 Professors holding personal chairs

Professors holding personal chairs are specifically provided for in section 3 of the 2010 Statutes. They are generally permanent. They are full-time employees of Trinity College, except for a small number of part-time staff who work a defined percentage of their time, usually 50% but not less than 20%, for the College. They have a salary on a defined pay scale (normally pro rata for part-time).

- a. Criteria for appointment: They are appointed through the Academic and Senior Administrative Staff Promotions Committee or through the Procedures for appointment of exceptional external candidates.
- b. Nomination and appointment: Candidates may be appointed to Personal Chairs under procedures given in the document "Procedure for the Nomination of Exceptional External Candidates to Personal Chairs" which was approved by Council in the academic year 2008/2009 (appendix to the recruitment procedures) or through promotion procedures as approved by Board and Council (most recent procedures in November 2008).
- c. The role and responsibilities: Professors holding personal chairs are senior members of the College. Through exemplary performance of their duties in research, teaching and administration, they provide leadership at the Discipline, School, Faculty and College levels.
- d. The term of appointment is generally permanent.

2.3 Professors

Professors (previously titled Associate Professors) may be permanent or on contract. They are full-time employees of Trinity College, except for a small number of part-time staff who work a defined percentage of their time, usually 50% but not less than 20%, for the College. They have a salary on a defined pay scale (normally pro rata for part-time).

- a. Criteria for appointment: They are deemed appointable after an international competition involving presentations and interview or are appointed through the Academic and Senior Administrative Staff Promotions Committee.
- b. Nomination, appointment, and promotion procedures: Where the appointment is through external competition, the nomination committee is appointed by the University Council and includes, inter alia, at least two members external to the University. It is chaired by the Dean of the Faculty. Where a nomination is made through the College promotion process, it will follow the procedures as approved by Board and Council (most recent procedures in November 2008).
- c. The role and responsibilities: Professors are senior members of the College. They demonstrate excellence in research, teaching and administration, and will normally undertake senior leadership roles in the Discipline, School, Faculty or College.
- d. The term of appointment may be permanent or on contract.

2.4 Associate Professors

Associate Professors (previously titled Senior Lecturers) may be either permanent or on contract. They are full-time employees of Trinity College, except for a small number of part-time staff who work a defined percentage of their time, usually 50% but not less than 20%, for the College. They have a salary on a defined pay scale (normally pro rata for part-time).

- a. Criteria for appointment: They are deemed appointable after an international competition involving presentations and interview.

- b. Nomination, appointment, and promotion procedures: Where the appointment is through external competition, the nomination committee is appointed by the University Council and includes, *inter alia*, at least two members external to the University. It is chaired by the Faculty Dean. Where a nomination is made through the College promotion process, it will follow the procedures as approved by Board and Council (most recent procedures approved in November 2008).
- c. The role and responsibilities: Associate professors are senior academics with an ongoing programme of scholarly activities in research, teaching and administration. They may undertake leadership positions at Discipline, School, Faculty or College level.
- d. The term of appointment may be permanent or on contract.

2.5 Assistant Professors

2.5.1 Assistant Professors above the merit bar

Assistant Professors (previously titled Lecturers) above the merit bar may be either permanent or on contract. They are full-time employees of Trinity College, except for a small number of part-time staff who work a defined percentage of their time, usually 50% but not less than 20%, for the College. They have a salary on a defined pay scale (normally pro rata for part-time).

- a. Criteria for appointment: Progression beyond the merit bar is usually available to Assistant Professors following the recommendation of the Junior Academic - Promotions Committee. In cases where direct appointment is made above the merit bar, individuals are deemed appointable after an international competition involving presentations and interview.
- b. Nomination, appointment, and promotion procedures: For direct appointment above the merit bar through external competition, the nomination committee is appointed by the University Council and includes, *inter alia*, at least one member external to the University. It is chaired by the Faculty Dean (or Pro-Dean). The nomination committee makes the appointment and seeks endorsement from the University Council. Where a nomination is made through the College promotion process, it will follow the procedures as approved by Board and Council (most recent procedures approved in December 2005).
- c. The role and responsibilities: Assistant Professors having passed the Merit Bar work independently in research and teaching. They may undertake administrative roles such as Course, Year or Programme Coordinator, and may be involved in other activities at College level. They shall not normally be appointed to leadership positions at Discipline, School, Faculty or College level.
- d. The term of appointment may be permanent or on contract.

2.5.2 Assistant Professors below the merit Bar

Assistant Professors (previously titled Lecturers) who have not advanced beyond the merit bar may be either permanent or on contract. They are full-time employees of Trinity College, except for a small number of part-time staff who work a defined percentage of their time, usually 50% but not less than 20%, for the College. They have a salary on a defined pay scale (normally pro rata for part-time).

- a. Criteria for appointment: They are deemed appointable after an international competition involving presentations and interview. For specific purpose appointments of one year or less, appointment may be made through direct nomination.
- b. Nomination, appointment, and promotion procedures: The nomination committee is appointed by the University Council and includes, *inter alia*, at least one member external to the University (unless the appointment is for less than one year). It is chaired by the Faculty Dean (or Pro-Dean). The nomination committee makes the appointment and seeks endorsement from the University Council. Promotion procedures are approved by Board and Council (most recent procedures approved in December 2005).
- c. The role and responsibilities: Assistant professors on probation are normally at the beginning of their academic careers. They show increasing independence in research and teaching. They are entitled

to receive the support of more senior members of staff and they shall not be required to undertake excessive teaching and/or administrative loads. Normally, they will not undertake the duties of Course or Programme Coordinator, nor should they undertake the role of College Tutor. They are entitled to staff development support to develop their professional competencies.

Assistant Professors who have been confirmed in post but who have not advanced beyond the Merit Bar work independently in research and teaching. They may undertake roles such as College Tutor or other activities at College level, but they should not normally be expected to undertake the roles of Course, Year or Programme Coordinator. They shall not be appointed as Head of Discipline or School, Dean or College Officer.

The term of appointment may be permanent or on contract.

3.0 CLINICAL TITLES

Clinical titles are considered titles of national understanding, and therefore will retain the previous nomenclature.

3.1 Clinical Professor

A Clinical Professor is an acknowledged title of esteem within the Faculty of Health Sciences. Clinical Professors are not holders of personal chair or established Chairs. Clinical Professors are hospital based staff who provide part-time unremunerated teaching at undergraduate or postgraduate level within the Faculty of Health Sciences.

- a. Criteria for appointment: The applicant will be a senior clinician with a consultant contract, or equivalent, in a hospital associated with Trinity College. Clinical Professors will hold a registered professional qualification in the field in which they teach or supervise as well as a higher academic degree or professional diploma related to specialist higher training awarded by examination from a recognised university or one of the Royal Colleges. In addition, they will have an international reputation in his or her field and will be expected to play a leadership role within the College, their clinical discipline, and their own teaching hospital appropriate to the level of the appointment.
- b. Nomination and appointment: The appointment is made by the University Council on foot of a nomination received from the Senior Promotions Committee.
- c. The role and responsibilities: Clinical Professors teach on undergraduate and/or postgraduate programmes and carry out hospital-based research.
- d. Term of appointment: Tenure of the title of Clinical Professor is normally co-terminus with the holders HSE consultant (or equivalent) appointment in a hospital associated with the College or institutions affiliated to the Schools in the Faculty.

3.2 Clinical Associate Professor¹

A Clinical Associate Professor is an acknowledged title of esteem within the Faculty of Health Sciences. Clinical Associate Professors are hospital based staff who provide part-time unremunerated teaching at undergraduate or postgraduate level within the Faculty of Health Sciences.

- a. Criteria for appointment: The applicant will be a senior clinician with a consultant contract (or equivalent in other Schools in the Faculty) in a hospital associated with Trinity College, or institutions affiliated to the Schools in the Faculty. The applicant is expected to have research, teaching and a leadership record superior to a Clinical Senior Lecturer and will have held the title of Clinical Senior Lecturer for seven years. In exceptional circumstances, an application for promotion may be considered at an earlier stage, subject to the approval of Head of Discipline and Head of School. The promotion will be seen as a step toward achieving full Clinical Professor status. Clinical Associate Professors will hold a registered professional qualification in the field in which they teach or supervise

¹ See Appendix 1 re **Minute from Council meeting of 13th January 2016: CL/15-16/082 Proposed Revisions to Academic Titles: Clinical Track**

as well as a higher academic degree or professional diploma related to specialist higher training awarded by examination from a recognised university or one of the Royal Colleges. In addition, they will have an international reputation in his or her field and will be expected to play a leadership role within the College, their clinical discipline, and their own practice appropriate to the level of the appointment and the School to which they are associated.

- b. Nomination and appointment: The appointment is made by the University Council on foot of a nomination received from the Senior Promotions Committee following approval by Head of School and School Executive.
- c. The role and responsibilities: Clinical Associate Professors teach on undergraduate and/or postgraduate programmes and carry out hospital-based research.
- d. Term of appointment: Tenure of the title of Clinical Associate Professor is normally co-terminus with the holders HSE consultant (or equivalent) appointment in a hospital associated with Trinity College, or institutions affiliated to the Schools in the Faculty.

3.3 Clinical Senior Lecturer¹

Clinical Senior Lecturer is an acknowledged title of esteem within the Faculty of Health Sciences. Clinical Senior Lecturers are usually, but not always, hospital based staff who usually provide part-time unremunerated teaching at undergraduate or postgraduate level within the Faculty of Health Sciences.

- a. Criteria for appointment: The applicant will be a senior clinician with a medical or dental consultant contract, or equivalent, in a hospital associated with Trinity . In addition, high value clinical personnel in a hospital associated with Trinity, or institutions affiliated to the Schools in the Faculty of Health Sciences, are also eligible for direct nomination by a Head of School to this title.
- b. Criteria for promotion (excluding medical and dental consultants): There is an expectation that Clinical Lecturers with suitable expertise and experience will apply for promotion to Clinical Senior Lecturer and, in such circumstances, the Senior Promotions Committee may take into account professional qualifications in the field in which they teach or supervise and their research experience relative to their profession. Clinical Senior Lecturers will hold a registered professional qualification in the field in which they teach or supervise as well as a higher academic degree or professional diploma related to specialist higher training awarded by examination from a recognised university or one of the Royal Colleges. They must demonstrate a commitment to research and scholarship in their field with a proven track record of publication. All new medical and dental consultant posts in hospitals associated with Trinity College can be appointed at Clinical Senior Lecturer level providing there is College representation on the appointment committee.
- c. Nomination, appointment and promotion procedures: The appointment is made by the University Council on foot of a direct nomination received from the Head of School or via the promotion process as per item b) above.
- d. The role and responsibilities: Clinical Senior Lecturers teach on undergraduate and/or postgraduate programmes and carry out hospital-based research.
- e. Term of appointment: Tenure of the title of Clinical Senior Lecturers is normally co-terminus with the holders HSE consultant (or equivalent) appointment in a hospital associated with the College.

3.3 Clinical Lecturer¹

Clinical Lecturers are not normally remunerated by College and are usually, but not always, hospital based staff that provide part-time unremunerated teaching at undergraduate or postgraduate level within the Faculty of Health Sciences.

- a. Criteria for appointment: Clinical Lecturers will hold a registered professional qualification in the field in which they teach or supervise as well as a higher degree or professional diploma related to specialist training awarded by examination from a recognised university or one of the Royal Colleges. They will have demonstrated commitment to research and scholarship in the form of publications appropriate to appointment at the Assistant Professor Grade within College.

- b. Nomination, appointment and promotion procedures: The appointment is made by the University Council on foot of a nomination received from the Head of School to the University Council. The University Council has approved procedures for promotion to Clinical Senior Lecturer as above. Clinical Lecturers will be eligible to apply for promotion to the next grade after three years on their existing grade subject to meeting standards of that title.
- c. The role and responsibilities: Clinical Lecturers teach on undergraduate and/or postgraduate programmes in the Schools within the Faculty of Health Sciences and carry out hospital-based research.
- d. Term of appointment: The term of appointment is coterminous with the holder's appointment in a hospital associated with the College.

3.4 Professor Consultant / Associate Professor Consultant / Senior Lecturer Consultant¹

Academic Consultant posts are generally permanent and are a joint appointment between the College and an Associated Hospital(s). They have a salary on a nationally defined Academic Consultant pay scale.

3.5 Lecturer Registrar / Specialist Registrar¹

Lecturer Registrar / Specialist Registrar posts are nationally recognised training schemes based within our associated teaching hospitals.

a. Criteria for appointment: Lecturer/Registrars / Specialist Registrars will hold a registered professional qualification in the field in which they teach or supervise. They are deemed appointable after an international competition and interview.

b. Nomination, appointment and promotion procedures: The appointment committee is formed and chaired by the Head of School (or their nominee, who may also be from the School). The appointment committee makes the appointment and seeks endorsement from the University Council. In some circumstances appointments may be made by one of the Royal Colleges in line with their training programme. For specific purpose appointments of one year or less, appointment may be made by the University Council on foot of a direct nomination received from the Head of School.

c. The role and responsibilities: Lecturer Registrars / Specialist Registrars teach on undergraduate and/or postgraduate programmes in the School of Medicine and/or carry out hospital-based research.

d. Term of appointment: The term of appointment is a one year renewable basis.

4.0 ADJUNCT TITLES

Adjunct academic staff are *not* appointed on the basis of a competition and, as adjunct academic staff, Trinity College Dublin is *not* their primary employer. If they are paid it is for a specific purpose in teaching and/or research and on a fee-per-item basis, which may be annualised to a fixed annual salary. Adjunct Professors, Associate Professors and Assistant Professors with sufficient academic experience may act as co-supervisors of research students, subject to the approval of the Dean of Graduate Studies. Adjunct Teaching Fellows are those who provide a teaching role only and may act as chief examiner for modules.

a. Criteria for appointment:

- (i) Holders of academic posts in other institutions will assume an adjunct title equivalent to that which they hold in their home institution (i.e. their primary employer).
- (ii) Those not employed in an academic institution (fields of commerce, business, industry, law, public administration, politics, etc.) may be appointed to the rank of:
 - i. Adjunct Professor, in which case they will have obtained clearly recognised and verifiable eminence and leadership in their chosen field of expertise.
 - ii. Adjunct Associate Professor: This title will normally be granted on the basis of applicable criteria at a level similar to those for Associate Professor.
 - iii. Adjunct Assistant Professor in which case they will have postgraduate qualifications and/or experience to qualify them for the academic role to be assigned to them by the Head of School.

iv. Adjunct Teaching Fellow in which case they will have post-graduate qualifications and/or a high-level of professional expertise.

b. Nomination, appointment, and promotion procedures: Adjunct Assistant Professor and Adjunct Teaching Fellow who are to be salaried (other than casually paid) for their services will be appointed by way of nomination, via the Faculty Executive Committee, to the University Council by the Faculty Dean; a competitive appointment process and interview are not required.

Unsalaries Adjunct Assistant Professors may be nominated by the Head of School directly to the University Council; a competitive appointment process and interview are not required.

A recommendation to the University Council for recognition of a more senior title i.e. Adjunct Professor or Adjunct Associate Professor may be made by the Senior Promotions Committee on foot of an application from the Head of School via the Faculty Dean, in keeping with the terms of criteria (a) (ii) above.

c. The role and responsibilities: Adjunct academic staff are employed for a specific purpose in teaching, research, or academic administration (which may include co-supervision of research students). They do not carry teaching/research/administration roles pro rata with full-time staff. The responsibilities of adjunct academic staff will be specified by the Head of School at the time of appointment. Adjunct academic staff may not be permanent; they are part-time and there is no specific time commitment. They may be remunerated for their adjunct role but the College is not their primary employer.

d. The term of appointment is either:

- i. for a defined period or
- ii. co-terminous with the position they hold when first appointed.

Adjunct academic appointments may be renewed.

5.0 RESEARCH STAFF TITLES

Research staff titles are for full-time employees of the College; those that are not full-time should be appointed with part-time titles, e.g. Research Fellow (part-time). This track is independent of the track involving Professors.

5.1 Research Professor

This title was created in order that College may employ, on a full-time basis, academics whose responsibilities lie in research only, though they may deliver lectures and act as examiners in consultation with the Head of School. Research Professors are employed on contract, with its costs paid by research grants; as such they are not necessarily holders of established chairs or personal chairs. Research Professors are appointed by procedures proposed by the Dean of Research in a document "Procedures for the Nomination of Exceptional External Candidates to Personal Chairs" and approved by the University Council in the academic year 2008/2009.

a. Criteria for appointment: The Research Professor will have obtained, through a competitive peer-review process, a research grant to cover his or her salary and that of his or her research team.

b. Nomination and appointment: Procedures for nomination and appointment of Exceptional External Candidates are detailed in Appendix B of the College Recruitment Procedures, and are based on the sponsorship of the Dean of Research.

c. The role and responsibilities of the Research Professor will be determined on a case by case basis on appointment, but will be primarily to fulfil the obligations in the research grant.

d. The term of appointment is determined by the grant awarded.

5.2 Research Assistant Professor and Research Associate Professor

These titles parallel Research Professor (5.1 above), and are only awarded by the Vice Provost / CAO (in the event that he/she is unable to form a view, he/she may seek a determination from the HR Committee*) to those who have won funding on the merits of their own CV through a stringent international peer-review process. Funding bodies running appropriately rigorous assessment processes (more may be added later) are:

- Science Foundation Ireland (President of Ireland Young Investigator Awards)
- Wellcome Trust (New Blood Posts)
- European Research Council (ERC)
- Health Research Board

Although Research Assistant Professors and Research Associate Professors do not normally deliver lectures, they are usually involved in the supervision of research students.

The following procedures are recommended:

- Criteria for appointment: The Research Assistant Professor or Research Associate Professor will have obtained, through a competitive peer-review process, a research grant to cover his or her salary (on the appropriate salary scale) and that of the research team.
- Nomination, appointment, and promotion procedures: The Head of School nominates to the Faculty Executive Committee via the Dean who makes a recommendation to the Vice-Provost / CAO. The ViceProvost/CAO is charged with the responsibility for determining the funding agencies whose peer-review processes are sufficiently stringent to justify conferring the title Research Assistant Professor or Research Associate Professor on awardees, and stating how the criteria for appointment are met. Promotion should be provided for in the research grant.
- The role and responsibilities of the Research Assistant Professor or Research Associate Professor will be determined on a case by case basis on appointment, but will be primarily to fulfil the obligations in the research grant.
- The term of appointment is determined by contract.

*PAC minutes 15 April 2010- PAC2009-10/20 Research Lecturer

5.3 Senior Research Fellow

This title is formally established and is not to be used informally or used other than by the procedures given here.

- Criteria for appointment: Senior Research Fellows will be holders of a PhD degree, or other postgraduate or professional qualification. They will have very significant post-qualification research experience (at least 6 years experience is expected). They will have a track record of high-quality publications in accord with the norms of their discipline as well as; a number of years of post-PhD research experience (at least 6 is expected); significant publications as assessed by the norms of the discipline, i.e. quality of academic publisher, citations, ranking of journal publications, etc; experience of successful supervision of students, including where appropriate, contributing to undergraduate project supervision and Masters dissertations on taught programmes; experience in a leadership role in a group or laboratory; and demonstrated capability to exercise independence in research as evidenced by, for example, senior authorship/sole authorship of publications, and invited presentations at conferences.
- Nomination, appointment and promotion procedures: Appointment with the title of Senior Research Fellow requires a competition involving an interview. The selection committee, which may have external membership, shall be approved by the University Council. In deciding the case for appointment the committee shall satisfy itself that the criteria in the Senior Research Fellow policy document are met; otherwise appointment as a Research Fellow is appropriate.
- For award of the title to members of staff who are Research Fellows: the applicant shall prepare the documentation as outlined in the Senior Research Fellow policy document. The Faculty Dean shall

assess whether or not a prima facie case exists having regard to the criteria given. If it is decided that a prima facie case exists, an interview, chaired by the Faculty Dean (or nominee) shall be held to reach a decision whether or not to award the title.

- d. The role and responsibilities: Senior Research Fellows are experienced researchers in the university holding leadership roles in research groups, research centres, and research institutes. In addition to the role performed by Research Fellows, Senior Research Fellows may hold research grants in their own name as lead Principal Investigator (PI); on grants where they are lead PI [not on grants where they are co-PI] they may be Principal Supervisors of research students in the same way as Professors, i.e. on the nomination of the School's Director of Teaching and Learning (Postgraduate) for appointment as a supervisor by the Dean of Graduate Studies; contribute to teaching with the agreement of the Head of School.
- e. The term of appointment is determined by contract. There is no defined College salary scale for Senior Research Fellows, and no defined implications for pay as a result of the award of the title.

5.4 Research Fellow

The title of Research Fellow is reserved for those holding a PhD qualification or other equivalent research experience. This is the official College title for research staff that may be informally called 'postdoctoral researchers' or 'research scientists' at School level. It is envisaged that, as resources become available, the first two years of holding the title of Research Fellow will be considered a postdoctoral training period.

- a. Criteria for appointment: Individuals holding this title should have a PhD degree or equivalent.
- b. Nomination and appointment: The Dean nominates, via the Faculty Executive Committee, directly to Council. An international competition is not required and interviews are not mandatory.
- c. The role and responsibilities: of a Research Fellow are to conduct research under the direction of the Principal Investigator on the research grant(s) from which their salary is paid. They are not obliged to teach, but may contribute to teaching with the agreement of the relevant Director of Teaching and Learning or Course Director. They may be appointed as Assistant Supervisors of research students.
- d. The term of appointment is determined by contract.

5.5 Research Assistant

Individuals holding this title would hold a Bachelors or Masters degree.

- a. Criteria for appointment: Research Assistants will usually have been awarded a Bachelors or Masters Degree.
- b. Nomination and appointment: The Dean nominates, via the Faculty Executive Committee.
- c. The role and responsibilities of the Research Assistant is to perform research as specified by their contract.
- d. The term of appointment is determined by contract.

6.0 TEACHING TITLES

6.1 Teaching Fellow

This title may be awarded to staff that provide a teaching role only. The College will be their primary employer.

- a. Criteria for appointment: Individuals holding this title will normally have recently completed or be close to completion of their PhD. They will be appointed on one of the first four points of the existing Assistant Professor pay-scale.
- b. Nomination and appointment: The Head of School nominates the appointment to the Faculty

Executive Committee. A competitive appointment process and interview are not required. A Teaching Fellow may only progress to an Assistant Professor role through open competition for an available Assistant Professor position.

- c. The role and responsibilities: Teaching Fellows will provide teaching in accordance with approved College timetables.
- d. The term of appointment is normally for one academic year, and can be renewed to a maximum of three years. It may be held on a part-time basis.

7.0 HONORARY TITLES

7.1 Honorary Professor

The procedures governing the appointment of Honorary Professors are already provided for in Section 2 of Schedule 1 on Titles to the Chapter on Academic Staff in the 2010 Statutes. Honorary Professors are appointed by the Board on the nomination of the University Council. It is a title that the university may give to an especially distinguished academic to associate him or her with the College. An Honorary Professor is not normally a salaried employee of the College.

- a. Criteria for appointment: An Honorary Professor should be an especially distinguished academic. He or she should be in a position to enhance the work of the nominating Faculty.
- b. Nomination and appointment procedures: Applications for Honorary Professorships are made to the Senior Promotions Committee. The appointment is made by the University Council on foot of a nomination received from the Senior Promotions Committee.
- c. The role and responsibilities of Honorary Professors, such as they are, will be specified by the Faculty Dean.
- d. The term of appointment may be up to five years, renewable. Renewal is not automatic and is contingent upon the agreement of the Faculty Dean.

7.2 Visiting Professor

This is a title that the university may give to Professors from other universities who are visiting the College for a limited time, either on sabbatical or to perform some role in teaching or research. To ensure this title is appropriately given it is proposed that:

- a. Criteria for appointment: Visiting Professors will fulfill the following criteria:
 - i. Have the title Professor (equivalent to a College held Professor holding an established or personal chair or Professor (previously Associate Professor)) in their home institution, or otherwise satisfy the College that they have the academic standing to be a Professor in the College. Otherwise, the title of Visiting Academic is appropriate (see 7.3 below).
 - ii. Intend to visit the College for a defined purpose for a limited period of time. If this is not the case they should be appointed to an adjunct position as per 3.0 above.
- b. Nomination, appointment, and promotion procedures: Visiting Professors are appointed on the nomination of a Faculty Dean to the Faculty Executive Committee. If the FEC is satisfied with the quality of the candidate the nomination is sent to the University Council for formal approval.
- c. The role and responsibilities of the Visiting Professor will be specified by the Head of School at the time of nomination. They may be full-time, and they may be co-supervisors of research students.
- d. The maximum term of appointment is three years, usually only renewable once.

7.3 Professor Emeritus

College has established the title of Professor Emeritus which may be awarded to retired Professors² of Trinity College who continue to be active in teaching or research.

- a. Criteria for appointment: It is intended that College will award this title to candidates holding the title of Professor to enable them to engage in further substantial outward facing activities in leadership roles that will contribute to the College mission in the areas of Research and Teaching after retirement. Examples of strong cases for consideration might include:

- Involvement in a leading role in a new research consortium to attract substantial funding
- Involvement in a leadership role in a new initiative in teaching
- Developing definitive teaching texts to appeal to a large number of student bodies
- Hosting and organising international events/conferences
- Principal speaker roles at high level conferences
- Relationship management in respect of internationalization or philanthropic initiatives

Examples of cases which would not warrant consideration might include:

- Continuing in a College teaching or research role or other activity under routine HEA buy-back

- b. Proposal procedure: Candidates for this award should be proposed by the Head of School to the Faculty Executive Committee (FEC). The proposal should take the form of a concise letter setting out the candidate's case for award of the title and plans for the next three years. Proposals that are successful at FEC should be forwarded (along with the Dean's written recommendation and confirmation that the proposal has been approved and reviewed by the FEC) to the Vice Provost, acting on behalf of the Provost, who will review the proposal and confirm, if appropriate, that the title may be awarded. Each case will be decided on its merit and the compatibility of the planned activities with College Mission. The decision of the Vice Provost is final. The Director of HR on behalf of the Provost and the Vice Provost will bring forward nominations to the University Council for approval.

Professors Emeriti will be formally acknowledged and recorded in the College Calendar under the School/Discipline from which they have retired.

The statutory title will be Professor Emeritus. The feminine form will be facilitated in line with international practices based on the individual's preference.

- c. The role and responsibilities: Professors Emeriti will accrue no additional privileges. The appointment is titular only and carries no implications for pay. If a Professor Emeritus is to be 'bought back' post-retirement the College's regulations in this regard, including the implications of the Employment Control Framework, must be adhered to.
- d. The term of appointment will ordinarily be for a period of three years. At the end of that time the individual may make a new case to have the title awarded based on future plans.

7.4 Visiting Academic

This is a title that the university may give to academics from other universities who are visiting the College for a limited time, either on sabbatical or to perform some role in teaching or research. To ensure this title is appropriately given it is proposed that:

- a. Criteria for appointment: Visiting Academics will fulfill the following criteria:
- i. Have an academic appointment in their home institution, or otherwise have the qualifications normally associated with an academic member of staff.

² International Titles as approved by Board June 2011
28 March 2017

- ii. Intend to visit the College for a defined purpose for a limited period of time. If this is not the case they should be appointed to an Adjunct or Part-time position as per 4.0 above.
- b. Nomination, appointment, and promotion procedures: Visiting Academics are nominated by the Head of School directly to Council. Suitably qualified candidates are formally approved by the University Council.
- c. The role and responsibilities of the Visiting Academic will be specified by the Head of School at the time of nomination. They may be full-time.
- d. The term of appointment is three years, renewable once.

7.5 Visiting Research Fellow and Visiting Research Assistant*

These titles should incorporate the title Honorary Research Fellow and Research Associate. They should normally be regarded as having an honorary position, without having formally assigned teaching duties, and are unpaid. The following apply:

- a. Criteria for appointment: Visiting Research Fellows will be senior figures with an established research record in another academic institution, or alternatively have a proven research expertise in their discipline. Individuals holding this title should have a PhD degree or equivalent. Visiting Research Assistants will have suitable research expertise but will typically be at an earlier career stage.
- b. Nomination, appointment, and promotion procedures: Visiting Research Fellows are by nomination by the Head of School directly to Council. Visiting Research Assistants* are not nominated to Council and the Head of School may make the appointment directly. A Visiting Research Fellow or a Visiting Research Assistant is not normally a salaried employee of the College.
- c. The role and responsibilities of a Visiting Research Fellow or Visiting Research Assistant such as they are, will be specified by the Head of School.
- d. The term of appointment is three years, renewable.

8.0 DISCONTINUED TITLES

8.1 Honorary Lecturer

This title is obsolete and is discontinued. An adjunct academic title should be considered for individuals of Assistant Professor standing.

8.2 Visiting Lecturer

This title is discontinued. The title of Visiting Academic should be used for all visiting academics that do not fulfil the criteria for Visiting Professor, i.e. Assistant Professor, Research Fellows, academic guests of all kinds.

8.3 Research Associate

This has been replaced with Visiting Research Fellow and Visiting Research Assistant and those previously titled as Research Associate have been re-classified into an Adjunct title, Visiting Academic or Visiting Research Fellow or Assistant.

9.0 MINOR TEACHING-RELATED TITLES

The Working Group recognised that there are other titles, such as Laboratory Demonstrator, Clinical Tutor, Teaching Assistant, etc. These have not been considered in this document.

Working Group concerning the revised nomenclature of Academic Titles:

Prof Linda Hogan (Vice-Provost, Chief Academic Officer)
Prof Graeme Watson (representative of Council)
Prof Zuleika Rodgers (representative of Council)
Prof Jeff Kallen (representative of IFUT)
Prof Dónall MacDónaill (representative of IFUT)
Prof Donal O'Donovan (representative of HR Committee)
Prof Melanie Bouroche (representative of HR Committee)
Mr. Tony McMahon (Director, Human Resources)

Reference Documentation (links included)

The 2010 Consolidated Statutes of Trinity College, Dublin and of the University of Dublin
<https://www.tcd.ie/registrar/statutes/>

The University of Dublin Calendar <http://www.tcd.ie/calendar/>

Staff Promotion and Review Procedures <http://www.tcd.ie/hr/procedures/promotion/>

Recruitment Procedures <http://www.tcd.ie/hr/procedures/recruitment/>

HR Forms <http://www.tcd.ie/hr/services/forms/>

Policy Revision History

Version	Date	Description	Author
13/04/2017	13/04/2017	Policy updated by HR Committee - Council meeting of 13 th January 2016 approved the proposed changes with respect to the clinical titles to be used in Trinity and the applicable promotions structure.	HR

Appendix 1 Council meeting of 13th January 2016 approved the proposed changes with respect to the clinical titles to be used in Trinity and the applicable promotions structure, as circulated.

“Minute from Council meeting of 13th January 2016

CL/15-16/082 Proposed Revisions to Academic Titles: Clinical Track

The Provost welcomed Professor P Browne, Head of the School of Medicine, to the meeting. A memorandum from the Head of School of Medicine and the Dean of Health Sciences, dated 6 January 2016, was circulated with a revised document on clinical academic titles.

The Dean of Health Sciences confirmed that since the discussion at the previous meeting of Council (CL/15-16/057), additional consultation had occurred in relation to the appropriate positioning of the Clinical Associate Professor grade (by promotion only). Speaking to the revisions, she noted that two particular changes had been made. Within Section 1.0, rather than referring to the re-designation of Clinical Senior Lecturers as Clinical Associate Professors, the section now refers to Clinical Senior Lecturers being eligible to apply for promotion to the grade of Clinical Associate Professor. Within Section 2.0, the Clinical Associate Professor grade is clearly mapped, as a promotion grade, to the pre-2012 Clinical Senior Lecturer title rather than against the pre-2012 Clinical Professor grade. Professor Browne confirmed that these revisions had been discussed with relevant Board and Council members and were widely supported. If approved the revised titles and the promotion step to Clinical Associate Professor would apply across the Faculty of Health Sciences, as appropriate.

Council noted the further revisions to the document and approved the proposed changes with respect to the clinical titles to be used in Trinity and the applicable promotions structure, as circulated.”