ASSISTANT PROFESSOR
DEVELOPMENT PROGRAMME
YEAR 1 2017

Learning and Development Team
Human Resources
Learning & Development Approach

Coaching & Mentoring (20%)
- Formal Mentor and Peer Support
- Head of School support

On the Job Experience (70%)
- Areas of assessment
- Research / Teaching / Engagement & Service

Formal Learning (10%)
- Master Class Series
- CAPSL Lunch Events / Professional Skills /
  Certificate Academic Practice

Performance Management
- Setting Objectives / Performance
  Review / Goals
MENTORING

‘Off-line help by one person to another in making significant transitions in knowledge, work or thinking’

Mentoring in Action - Megginson and Clutterbuck

Your Mentor is recommended to be:

- In your Faculty
- Not in your School (unless multi disciplinary)
- Not in your Discipline
- More Senior in the Organisation

Approach

- Help the Assistant Professor to do the right things—guidance on what is expected
- Transfer knowledge, skills, experience
- Support preparation for reviews
- Support Performance Improvement
- Participate in Networking events

Timing

- Regular Meetings set up by the A.P.
- At key intervals, and in between e.g.
  - Introductory Meeting:
    To set objectives; and work through teaching & research plans;
    to prepare for review
PERFORMANCE MANAGEMENT CYCLE

- **August 2018**
  - Agree Year 2 objectives with Head of School and submit to HR

- **July 2018—August 2018**
  - Meet your Mentor; draw up objectives for year 2

- **September—November 2017**
  - Meet your Mentor, Head of School & Discipline
  - Prepare plans; Set objectives & agree with HOS

- **November 2017—February 2018**
  - Review programme, document as you go

- **February—April 2018**
  - Meet your Mentor; Head of School, self reflection, and complete probation

Ongoing coaching, feedback and personal
AREAS FOR ASSESSMENT

Key Assessment Areas

Research will require excellence, originality, rigour and significance. Measurement will be faculty specific and a balance between qualitative and quantitative.

Teaching will require vision and flair. Measurement will be via feedback; portfolio, awards; innovation; publication of educational texts.

Engagement & Service will require Impact. Measurement will include: invited talks/conferences; external links; memberships; engagement with discipline bodies.
SAMPLE MASTER CLASSES

HARNESSING THE H-INDEX

5th October 2017
Speaker Niamh Brennan

Face time with the key people in FSD who work with Principal Investigators, Project Sponsors / Project Managers to provide a professional post-award management service for both research and capital projects
Date: November 2017—tbc

RESEARCH & GRANT ACCOUNT MANAGEMENT

A.P. Co-Ordinator
Michael O’Riordan
Email:
Phone:

INDUSTRY PARTNERING - BUILDING AND MAINTAINING RELATIONS WITH PARTNERS

Date: January 2017—TBC

A.P. Co-Ordinator
Michael O’Riordan
Email:
Phone:

STORYTELLING FOR IMPACT

You will gain insight into the tools / techniques in impactful storytelling / narrative and work with Science Gallery Dublin team members as well as expert mentors to craft narratives for your work and experiment with different formats for different audiences.

A.P. Co-Ordinator
Michael O’Riordan
Email:
Phone:
SAMPLE MASTER CLASSES

STUDENT PASTORAL CARE AND SUPPORTS

E.g. careers/student learning supports
Date: March 2018—tbc

TIME MANAGEMENT

Date: November 2017—tbc

VOICE COACHING

And Voice Protection for Lecturing

NEW LEARNING TECHNOLOGIES

To be confirmed
## OTHER LEARNING OPPORTUNITIES

### YOURHR 2017

Seminar series for all staff.
[https://www.tcd.ie/hr/our-services/yourhr/](https://www.tcd.ie/hr/our-services/yourhr/)

### YOURTRINITY DAY

Expo of all services for staff in the University

Date to be announced

### GENERAL LEARNING CATALOGUE

Full learning and development programme. Online Resources—Vitae; Lynda.com

See [https://www.tcd.ie/hr/our-services/](https://www.tcd.ie/hr/our-services/)

### YOURHR MANAGER SERIES

[https://www.tcd.ie/hr/our-services/yourhr/research-management-series.php](https://www.tcd.ie/hr/our-services/yourhr/research-management-series.php)

Staffdev@tcd.ie

### PROFESSIONAL SKILLS FOR RESEARCH LEADERS

[https://www.tcd.ie/hr/our-services/learning-and-development/](https://www.tcd.ie/hr/our-services/learning-and-development/)

Jill Galvin; galvin-ji@tcd.ie; Ext 2018
CAPSL supports the professional development of academic staff and those supporting teaching and learning in Trinity throughout their career. We offer a wide variety of research-led programmes, workshops, consultancies and events in academic practice and eLearning. https://www.tcd.ie/CAPSL/professional-development/

https://www.tcd.ie/CAPSL/
ASSISTANT DEVELOPMENT PROGRAMME

NEXT STEPS:

SETTING OBJECTIVES

Form: [https://www.tcd.ie/hr/our-services/learning-and-development/](https://www.tcd.ie/hr/our-services/learning-and-development/)
Return by date: 10th November 2017

GET A MENTOR

Important part of your development Programme. Talk to your Head of School.

YOUR RSS PROFILE

Register for RSS and get started filling in your RSS profile / downloading / connecting from ORCHID.
Access via the local home page ([https://www.tcd.ie/local/](https://www.tcd.ie/local/))

PROBATION

You will be using the data from the RSS profile to output to a CV as part of your probation application.

CONTACT

Your Head of School, and your Mentor

[https://www.tcd.ie/research/dean/rss/](https://www.tcd.ie/research/dean/rss/)
hrprob@tcd.ie
Thank You

For further information contact your Co-Ordinator, Michael O'Riordan, Learning and Development Specialist