An outline of the Fellowship Process
2018-2019

The College Statutes regarding Fellowship are available here:
https://www.tcd.ie/ registrar/statutes/

Section 7.4 of the Statutes sets out that Fellows may be elected from any of the following categories of permanent full-time or permanent part-time (at least 50% normal working hours) staff of College:

(a) members of academic staff, on the grounds of distinction in research and scholarship as shown primarily by published work, academic promise and contribution to College life, and
(b) Professors appointed prior to commencement of the academic year in which they are proposed for election.

Therefore, Fellowship is open to the following, provided they are, and have been, members of College staff for at least three years:
 - Assistant Professors
 - Associate Professors
 - Professors in AND
 - Professors who hold an established or personal chair, and who were appointed prior to the commencement of the 2018/19 academic year may also be elected to Fellowship.

Note regarding ‘permanent’ from the College Statutes 7.4 (b) (ii)

A “permanent member” of academic staff, whether full-time or part-time, includes “a member of academic staff who holds a contract of employment with College that is equivalent to a permanent contract of employment”;

A “permanent part-time” member of academic staff includes “a permanent member of academic staff who has a contract of employment with College which specifies normal hours of work that are, or are equivalent to, at 61 least 50% of the normal hours of work of a fulltime permanent member of academic staff who is a comparable employee in relation to the permanent part-time member of academic staff concerned”;

A “permanent part-time” member of academic staff also includes “a permanent member of academic staff who has a contract of employment with College which specifies working time that is, or is equivalent to, at least 50% of the normal working time of a full-time permanent member of academic staff who is a comparable employee in relation to the permanent part-time member of academic staff concerned”.

You should discuss with your Head of School, or a Fellow, well in advance of the closing date if you are considering applying for Fellowship.

This is a confidential process.

Nominations for Fellowship are assessed by the Central Fellowship Committee based on the following criteria:
- Scholarship or research achievement of a high order
- Evidence of the candidate’s contribution to the academic life of the College (as shown in particular by his or her participation in the work of his or her Discipline or School, and an effective record in teaching)
- Contribution to the development of his or her subject nationally and internationally

You should carefully complete the Fellowship 2018-19 Nomination Form (available at: www.tcd.ie/Secretary/FellowsScholars/) and submit it as follows:
- One paper copy of the Nomination form, with every section completed (including original, completed Proposer’s Form, Section K),
- One copy of the Nomination form, in electronic format, as separate clearly labelled PDFs on a memory stick or CD-ROM,
- A passport photo of yourself
- Two sets of your six most significant publications (as outlined in Section F of the nomination form), to be submitted as follows:
  - ONE set of the six publications, in electronic format, as separate clearly labelled PDFs on a memory stick or CD-ROM,
  - ONE hardcopy set of the same six publications bound into a folder.
    **Please ensure that you refer to the instructions in Section F of the nomination form.**

The deadline for receipt of complete nomination forms and publications is 17.00 on Friday, 28 September 2018. Nomination form and publications should be submitted to Claire Tracey, Office of the Provost, House 1.

After the deadline, all complete applications (nomination form, photo and publications) are catalogued and compiled for the first meeting of the Central Fellowship Committee (mid-October). Members of the Committee will consider the applications in light of the criteria for Fellowship (listed above).

The Committee meets again mid-November to decide which applications meet the criteria for Fellowship.

If your application does not meet the criteria, you will be advised in a letter from the Provost with reasons why your application will not progress further in the Fellowship Process.
If your application does meet the criteria, your Proposer will be contacted (in writing) and will be asked to suggest several external reviewers (national and international) to consider your application. The Office of the Provost will then write to those reviewers, requesting that they review your application. Feedback from reviewers is compiled and considered by the Central Fellowship Committee in late January/early February. Nominations for election to Fellowship are decided at this meeting.

If you are not selected for election to Fellowship at this stage, Provost will write to you to advise and will indicate reasons why your application was not progressed. He is happy to meet with unsuccessful applicants.

If you are selected for election to Fellowship, Provost will write to you to request your assent to submit your name to the Fellows and Board for consideration for Fellowship.

Once your assent is received, your name will be submitted to Fellows and then to Board for election for Fellowship. Fellows vote (give their assents) on the nominations. The Assents are counted before Trinity Monday.

This is a confidential process, so you should not advise anyone other than your Proposer of the progress of your application.

The names of those elected to Fellowship are notified to Board, and then to College at 10.00 on Trinity Monday from the steps of the Public Theatre.

**Useful information:**

**Nomination form:**
www.tcd.ie/Secretary/FellowsScholars/

**Administration of the Fellowship Process:**
Claire Tracey, Office of the Provost, House 1
E-mail: claire.tracey@tcd.ie
Tel: 01 896 1429

**Secretary to the Fellows:**
Philip Coleman: Fellows.Secretary@tcd.ie