



An outline of the Fellowship Process 2024-25

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 2023-24 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 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”.

Statutes update October 2023

In October of this year, the College Statutes were amended to expand the cohort of persons who are eligible to apply for Fellowship to include colleagues who do not have a contract of employment with Trinity, but who hold an academic position and whose work - in terms of research, teaching and administration - is deemed to be equivalent to that of someone who does have a permanent full-time or part-time contract of employment. **Statutes 7(4)(f) (iv)**

Applications from persons who have academic appointments but do not have contracts of employment with College shall, in the first instance, be reviewed by a sub-committee of Board comprising the Provost (or their nominee), the Chair of the Fellows, the relevant Faculty Dean and a representative from Human Resources which shall make a determination as to whether the candidate's work is equivalent to that of a permanent full-time or part-time employee (having regard to factors including research, teaching and administrative workload) and thus, whether their application may proceed.

Should this sub-committee determine that the candidate's work is equivalent to that of a permanent full-time or part-time member of staff, then the application can proceed to be considered in the normal fashion. A decision by this sub-committee that a person's work within Trinity is not equivalent to that of a permanent full-time or part-time member of the academic staff may be appealed to the Visitors.

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 her or his participation in the work of her or his Discipline or School, and an effective record in teaching)
- Contribution to the development of her or his subject nationally and internationally

All complete applications (nomination form and publications) are compiled for a meeting of the Central Fellowship Committee. Members of the Committee will consider the applications in light of the **criteria** for Fellowship (listed above).

If the application does not meet the criteria, candidates will be advised in a letter from the Provost with reasons why their application will not progress further in the Fellowship Process.

If the application does meet the criteria, the Proposer will be contacted (in writing) and will be asked to suggest several external reviewers (national and international) to consider the application. The Office of the Provost will then write to those reviewers, requesting that they review the application. Feedback from reviewers is compiled and considered by the Central Fellowship Committee in early February. Nominations for election to Fellowship are decided at this meeting.

If candidate is not selected for election to Fellowship at this stage, Provost will write to them to advise and will indicate reasons why the application was not progressed. The Provost is happy to meet with unsuccessful candidates.

If candidate is selected for election to Fellowship, Provost will write to them to request their assent to submit their name to the Fellows and Board for consideration for Fellowship.

Once an assent is received, the 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, candidates should not advise anyone other than their Proposer of the progress of their 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: claire.tracey@tcd.ie

Chair of the Fellows

Cliona O'Farrelly Fellows.Chair@tcd.ie

Secretary to the Fellows:

Ciarán Mc Goldrick: Fellows.Secretary@tcd.ie