



Procedure No: 46(1)  
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## Review of Academic Staff for Conversion to established posts

### 1. Scope

To define the College's procedures for confirmation of Academic staff in post, through conversion to an established post.

### 2. Eligibility

The following categories of academic staff are eligible for consideration under the terms of this procedure;

- **Ussher Assistant Professorships:** non-exchequer funded positions which are additive and in line with strategic College objectives. Offered on a 5 year contract in the first instance with the intention of opportunity for employment on a long term basis subject to satisfactory performance stipulated at the outset in their contracts.
- **Fixed Term/Specific Purpose Assistant Professors:** usually positions funded for a specific purpose or term. Where there has been ongoing funding of such posts the incumbent may have qualified for a contract of indefinite duration. Assistant Professor staff recruited to College through international competition on fixed term contracts of 3 years duration, or greater, at a time of ECF imposed restrictions on the recruitment of permanent staff, are eligible to apply<sup>1</sup> for confirmation in post through the review panel process.

- **Research appointments:** It is expected that individuals in research grades would normally enter the academic career track following an open public recruitment competition. On occasion Schools may want to consider staff in these categories for established academic appointments

It is noted that in certain circumstances involving the achievement of prestigious research awards, the College enters into a long term employment commitment to the Researcher. Individuals who have received this long term employment commitment may hold the title of Research Assistant Professor. Such Research Assistant Professors who complete their research appointment and transfer to the academic track should automatically complete one year probation as an Assistant

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<sup>1</sup> Such staff can, through their Head of School and Faculty Dean, and by agreement with the Provost, seek to have their case submitted to the Review Panel on the basis that they have demonstrated exceptional performance..

Professor to ensure they are satisfying the Academic criteria of Research, Teaching and Service to the College and Discipline.

However in the case that a School wishes to appoint an exceptional researcher (other than the award holders described above) onto the academic career track without recourse to competition, then their recommendation must be approved by the appropriate Review Panel. Similar to Research Assistant Professors above, these individuals will subsequently have to undergo a one year probation period to confirm that they are fulfilling their academic duties of Research, Teaching and Service to the College and Discipline.

### **3. Roles and Responsibilities**

Responsibility for the conduct of reviews under the terms of this procedure rest with;

- a. Head of School – to conduct annual reviews,
- b. Preliminary Review Panel chaired by Head of School – to conduct year 3 preliminary review of Ussher appointees,
- c. Final Review Panel – to consider confirmation in post as an academic staff member

Outcomes from 3 c, above are notified to the University Council and to the Board of the College.

### **4 Definitions**

4.1 Research is any or all of the following:

- the discovery, creation or critical development of new facts, ideas, theories or processes that advance knowledge or result in works of artistic accomplishment;
- the integration of the above into new syntheses;
- the application of new discoveries, creations, developments or syntheses to activities outside the university that are in consequence conducted differently;
- the publication or dissemination by other methods of any of the above for the purposes of education or informing a wider public. Publications may include books or chapters of books, journal articles, dramatic productions, conference presentations, reports, software or the development of other artifacts. Other forms of publications may be justified according to the discipline involved.

#### 4.2 Teaching is:

- the conversion of knowledge in the relevant discipline or field of study derived from research as defined above into a reciprocal process of education and learning. It may include any or all of the following:
- the introduction of the concepts, methods, and subject matter of the discipline or field of study in a manner which stimulates those taught and enables them to engage with the knowledge in a critical and independent manner appropriate to the level at which they have been taught;
- curriculum design, course management, instruction, assessment, and the creation of a social and academic environment that promotes learning;
- initiation into research by supervision of dissertations or other research projects at the appropriate level.

#### 4.3 Service to College includes:

- administrative and management activities at the level of a discipline, school, centre, faculty, or Collegewide committee or working party;
- pastoral role as a College tutor;
- management role such as Head of Discipline or School, Dean or College Officer.

#### 4.4 Service to the Discipline or Community includes:

- external examining;
- invited appearances before academic or public audiences;
- organization of workshops, seminars, conferences or other collaborative intellectual activity;
- service to the intellectual infrastructure of the discipline or field of study (editing research journals,
- conference proceedings, other scholarly publications, or web sites, refereeing submitted materials, etc.);
- contribution to academic and professional bodies;
- contribution to national and international bodies;
- consultancies;
- professional advice to government and public organizations;
- service to the community relevant to the College's mission statement.

Services unrelated to the mission statement of the College shall not be counted. Activities shall not be double counted. Postgraduate supervision shall be included under teaching. Scholarly publications relating to teaching innovation shall be counted as a contribution to research.

## 5.. Ussher Assistant Professors

5.1 An annual review of progress will be overseen by the Head of School in each of the first two years of appointment.

5.2 In year 3, a **Preliminary** Review Panel<sup>2</sup>, convened and chaired by the Head of School will meet to discuss the individual's performance in a more in-depth fashion and complete a formal performance review and evaluation.

If satisfactory then the staff member will proceed to the **Final** Review in year 4 which will consider their establishment as an academic member of staff.

If however the Preliminary Review Panel is not satisfied then performance issues are clearly flagged to the incumbent.

5.3 Not later than Hilary term in the fourth year of their appointment the Assistant Professor will be required to complete the relevant portions of Application Form B. The Head of Discipline will complete the remaining portion which will be shown to the Assistant Professor before being sent with the candidate's application to the Head of School for review and endorsement. This complete application will then be forwarded to a Final Review Panel<sup>3</sup>. Not later than the final term of the fourth year of appointment, the Review Panel will consider the application.

The Review Panel may decide that:

- (a) the appointee be confirmed in post or
- (b) the appointment be terminated at the end of the final term of the appointment.

The decision of the Panel, will be communicated to the Assistant Professor and his/her Head of Discipline in writing. The Chair of the Panel or his/her nominee shall

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<sup>2</sup> The Preliminary Review Panel established by the Head of School will comprise the relevant senior academic staff of the School.

<sup>3</sup> The Final Review Panel will be chaired by the Faculty Dean, and will comprise the Head of School, two senior members of the Academic staff of the School (including the Head of Discipline or Senior member of the academic staff within the Discipline in multi disciplinary Schools), a senior Academic from the Faculty, and the Faculty HR Adviser.

provide feedback to unsuccessful candidates and make recommendations which may assist the candidate in their future career

#### **5.4 Early Applications for Review**

Provided there is sufficient *prima facie* evidence, either the post holder or the Head of School can seek to make a once-off early application to the Final Review Panel. It is not envisaged that a second application would be subsequently made or that application be made on an annual basis.

#### **5.5 Criteria**

Ussher Assistant Professors 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.

For confirmation of appointment, an Assistant Professor shall demonstrate satisfactory performance in both teaching and research. The Review Panel may take into consideration unusually active contributions to College, the discipline or the community.

### **6. Fixed Term/Specific Purpose Assistant Professors**

6.1 An annual review of progress will be overseen by the Head of School in each year of appointment.

6.2 Fixed Term/Specific Purpose Assistant Professors through their Head of School and Faculty Dean, and by agreement with the Provost, can seek to have their case for appointment to an academic post submitted to the Review Panel on the basis that they have demonstrated exceptional performance.

6.3 In such circumstances the following process will apply. The applicant will complete the relevant portions of Application Form B. The Head of Discipline will complete the remaining portion which will be shown to the Assistant Professor before being sent with the candidate's application to the Head of School for review and endorsement. This complete application will then be forwarded to a Final Review Panel<sup>4</sup>

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<sup>4</sup> The Review Panel will be chaired by the Faculty Dean, and will comprise the Head of School, two senior members of the Academic staff of the School (including the Head of Discipline or Senior member of the academic staff within the Discipline in multi disciplinary Schools), a senior Academic from the Faculty, and the Faculty HR Adviser.

The Review Panel may decide that:

- (a) the appointee be confirmed in an academic post or
- (b) the application for appointment be rejected.

The decision of the Panel, will be communicated to the Applicant and his/her Head of Discipline in writing. The Chair of the Panel or his/her nominee shall provide feedback to unsuccessful candidates and make recommendations which may assist the candidate in their future career

#### **6.4. Criteria**

Assistant Professors appointed on fixed term contracts are normally at the beginning of their academic careers. For their application to succeed they will 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.

For confirmation of appointment, an Assistant Professor shall demonstrate satisfactory performance in both teaching and research. The Review Panel may take into consideration unusually active contributions to College, the discipline or the community.

### **7. Research appointments**

7.1 It is noted that in certain circumstances involving the achievement of prestigious research awards, the College enters into a long term employment commitment to the Researcher<sup>5</sup>. Such individuals may hold the title of Research Assistant Professor.

A Research Assistant Professor who completes their research appointment will transfer to the academic track, but will be required to complete one year probation as an Assistant Professor to ensure they are satisfying the Academic criteria of Research, Teaching and Service to the College and Discipline

7.3 Exceptional Researchers

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<sup>5</sup> The College will only enter into such a commitment where the rigour of the Research award is analogous to the international recruitment process for academic staff.

Research staff (other than the award holders described above) through their Head of School and Faculty Dean, and by agreement with the Provost, can seek to have their case for appointment to an academic post submitted to the Review Panel on the basis that they have demonstrated exceptional performance.

- 7.4 In such circumstances the following process will apply. The applicant will complete the relevant portions of Application Form B. The Head of School will complete the remaining portion which will be shown to the Applicant before being forwarded to a Review Panel<sup>6</sup>.

The Review Panel may decide that:

- (a) the appointee be confirmed in an academic post or
- (b) the application for appointment be rejected.

The decision of the Panel, will be communicated to the Applicant and his/her Head of Discipline in writing. The Chair of the Panel or his/her nominee shall provide feedback to unsuccessful candidates and make recommendations which may assist the candidate in their future career

Similar to Research Assistant Professors above, these individuals will subsequently have to undergo a one year probation period to confirm that they are fulfilling their academic duties of Research, Teaching and Service to the College and Discipline.

- 7.5 Criteria – Exceptional Researchers

Exceptional Researchers will show independence in research and will have demonstrated the ability to work independently in teaching, having contributed in particular to successful supervision of students.

For confirmation of appointment as an Assistant Professor, they shall demonstrate excellent performance in research. The Review Panel may take into consideration unusually active contributions in teaching, and to College, the discipline or the community

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<sup>6</sup> The Review Panel will be chaired by the Faculty Dean, and will comprise the Head of School, two senior members of the Academic staff of the School, a senior Academic from the Faculty, and the Faculty HR Adviser

**Application Form B**  
**University of Dublin**  
**Trinity College**  
**Review of Academic Staff for Conversion to established posts**

Candidates should read Procedures Document A above before completing this application.

**Section A – General Information (to be completed by the Applicant)**

a. Name \_\_\_\_\_ b.

Department/School \_\_\_\_\_

c. Telephone extension \_\_\_\_\_ d. E-mail address \_\_\_\_\_

e. Date of Appointment \_\_\_\_\_

f. Earned degrees received in chronological order beginning with the most recent (specify date, subject, institution and grade of Honours)

g. Other qualifications received in chronological order beginning with the most recent (e.g. professional qualifications, honorary degrees)

h. Awards and distinctions in chronological order beginning with the most recent since your appointment

i. Career to date, including any previous appointments in Trinity College, in chronological order beginning with the most recent.



**j. List any special considerations which the Review Panel should take into account**

**Section B – Teaching (to be completed by the Applicant)**

**a. List courses taught since appointment** (use indicated format)

Indicate with an \* those courses for which you are the only teacher or for which you are the Coordinator.

Indicate with an \*\* those courses you have designed yourself. Include both undergraduate and postgraduate courses.

**Course Title Level Number & type of class (enrolment)**

**Year**

<i>Example</i> Advanced Theory */**	Junior Freshmen		50 Lectures (60) 20 Tutorials (15 ea)	2003-04
Practical*	SF	50 Lab sessions x 3hrs (20)		2002-03
Clinical Training	JS	150 Clinical supervision (48)		2003-04

**b. Number and level of research students supervised**

**1) RESEARCH POSTGRADUATES COMPLETED**

**Research Masters:**

Student	Date of Award	Individual/joint supervision

**PhD:**

Student	Date of Award	Individual/joint supervision

**Taught Masters:**

Student	Date of Award	Individual/joint supervision

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**2) CURRENT RESEARCH POSTGRADUATES**

Student	Date of initial registration	Qualification	Anticipated completion date	Individual/joint supervision

**c. Other teaching responsibilities** (teaching consultancies etc)

**d. Approaches to teaching** (Give an account of your philosophy of teaching and learning including reasons why you choose your methods of instruction and assessment)

**e. Comment on any student feedback received and on how you used that feedback to improve your teaching** (student feedback results may be included as an attachment to this Form but please note that the written consent of any person, other than the applicant, who is named in a Student Survey must be obtained by the applicant before the submission of Student Survey Forms to the Panel).

**f. List any professional development activities you have undertaken to help you improve your teaching.**

**Section B – Research (to be completed by the Applicant)**

**a. Describe your research interests and programme *since your appointment*. Discuss the significance of your research and its place within the field**

**b. List any research grants you have received *since your appointment*.** (Indicate the source and value to College of the grant. Indicate your role in obtaining each grant – e.g. Principal Investigator, Co-Principal Investigator, Research Strand Leader)

**c. List your publications *since your appointment*, in each case in chronological order beginning with the most recent** (do not include publications which have yet to be accepted)

***Note: a complete list of your publications may be attached to this Form. Please use the layout below***

*1. MATERIALS SUBJECT TO PEER REVIEW OR EQUIVALENT EDITORIAL PROCESSES*

- (a) Books (single or joint author)
- (b) Edited books or special issues of journals
- (c) Chapters/articles in books
- (d) Journal articles
- (e) Papers in conference proceedings
- (f) Book reviews
- (g) Other materials subject to external evaluation (e.g. computer software, professional dramatic or music productions)

*2 . PUBLICATIONS NOT SUBJECT TO EDITORIAL REVIEW*

- (b) Books (single or joint author)
- (b) Edited books or special issues of journals
- (c) Chapters/articles in books
- (d) Journal articles
- (e) Papers in conference proceedings
- (f) Book reviews
- (g) Other materials (e.g. computer software, professional dramatic or music productions)

d. If you have been involved in forms of academic activity which have not been detailed above and which you feel are relevant to your case for advancement (e.g. practical applications in health sciences, social services, computer science, or the arts; language learning; other study not leading directly to publication or formal qualifications), please give details here:

e. List any professional development activities you have undertaken to help you improve your research

**Section C – Service to College (to be completed by the Assistant Professor)**

Note: It is not expected that Applicants will either have the opportunity, or be expected, to take a significant role in College administration but the Panel may take into account any unusually active contributions to College.

a. List any activities which could be classed as service to College (e.g. committee service but excluding routine administration associated with your teaching or research). Describe the nature of your contribution.

**Section D – Service to the discipline or to the community (to be completed by the Applicant)**

Note: It is not expected that Applicants will either have the opportunity, or be expected, to take a significant role in serving the discipline or the community but the Panel may take into account any unusually active contributions in these areas.

- a. List any activities which could be classed as service to the discipline or the community. Describe the nature of your contribution.

Signature\_\_\_\_\_ Date\_\_\_\_\_

**Section E – Report by Head of Discipline/School**

If necessary, Heads should seek information from other senior members of staff.

*Note: If you believe that a member of staff other than your Head of Discipline may be a more appropriate person to write commentary, please consult with the Faculty Dean’s office*

Having due regard for College’s criteria for confirmation of appointment please comment on the following:

- a. Teaching – achievement and potential**
- b. Research – achievement and potential**
- c. Service to College (not a requirement for confirmation)**
- d. Service to the discipline/community (not a requirement for confirmation)**

I have shown this report to the candidate.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

**Head of Discipline**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

**Head of School**

