



Procedure No: 46
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Probationary and Review Procedures for Academic Staff

Review of Academic Staff on Probation (Procedures Document A)

1. Scope

To define the College's procedures for confirmation of Academic staff in post, through review of probation

2. Eligibility

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

- **Permanent Assistant Professors:** these have been appointed through an open public competition and where confirmation in appointment is subject to satisfactory completion of a probation period.
- **Senior Academic Appointments:** academic appointments above entry level such as Associate Professor and Professor

3. Roles and Responsibilities

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

- a. Head of School – (i) to conduct annual reviews, and (ii) to oversee one year probations.
- b. Preliminary Review Panel chaired by Head of School – to conduct year 3 preliminary review,
- c. Final Review Panel – to consider confirmation in post as an academic staff member
- d. Faculty Dean – to confirm one year probations
- e. Junior Academic Progression Committee - to consider appeals of Final Review Panel decisions, and applications for accelerated advancement on confirmation in post.

Outcomes from 3 a (ii), 3 c, 3 d, and 3 e 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. Assistant Professor/Professor: procedure for review during and on completion of probation

All Assistant Professor appointments shall normally be for a probationary period of four years, but in certain circumstances may be for one year. Senior academic staff shall be appointed with a probationary period of one year.

5.1. Assistant Professors appointed for a probationary period of one year

When an Assistant Professor who has been appointed for a probationary period of one year has completed two full academic terms of the appointment, the following procedure shall apply.

The Assistant Professor will be required to complete the relevant portions of Application Form A. The Head of Discipline will complete the remaining portion which will be shown to the Assistant Professor before being forwarded with the candidate's application to the Head of School for review and endorsement. The Head of School, having countersigned the Head of Discipline's report, will send it with the candidates application to the Faculty Dean for approval.

The Dean may decide that:

- (a) the appointment be confirmed or
- (b) the appointment be terminated at the end of the third term of the appointment or

- (c) the probationary period be extended for no more than one year during which the review procedure will be repeated.

The decision will be communicated to the Assistant Professor and his/her Head of Discipline in writing. The Dean or his/her nominee shall provide feedback to unsuccessful candidates and make recommendations which may assist the candidate in applying again.

5.2 Professors¹

When a Professor who has been appointed for a probationary period of one year has completed two full academic terms of the appointment, the following procedure shall apply.

The Professor will be required to complete the relevant portions of Application Form A. The Head of School will complete the remaining portion which will be shown to the Professor before being forwarded with the candidate's application, and input from the Head of Discipline as appropriate, to the Faculty Dean for approval.

The Dean may decide that:

- (a) the appointment be confirmed or
- (b) the appointment be terminated at the end of the third term of the appointment or
- (c) the probationary period be extended for no more than one year during which the review procedure will be repeated.

The decision will be communicated to the Professor and his/her Head of School in writing. The Dean or his/her nominee shall provide feedback to unsuccessful candidates and make recommendations which may assist the candidate in applying again.

5.3 Assistant Professor appointed for a probationary period of four² years,

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

In year 3, a **Preliminary** Review Panel, convened and chaired by the Head of School³ will meet to discuss the individual's performance in a more in-depth fashion and complete a formal performance review and evaluation.

¹ Professors including Associate Professors

² For the purpose of determining length of service in the case of probationary appointments of four years, if an appointment is taken up later than 1st January in any year, that portion of the academic year remaining shall not be counted as a year.

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 A. The Head of Discipline will complete the remaining portion which will be shown to the Assistant Professor before being forwarded to a Final Review Panel⁴. During the final term of the probationary contract, the Review Panel will consider the application.

The Review Panel may decide that:

- (a) the appointment be confirmed or
- (b) the appointment be terminated at the end of the final term of the appointment or
- (c) the probationary period be extended for a period of no longer than one year during which the review procedure will be repeated.

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 provide feedback to unsuccessful candidates and make recommendations which may assist the candidate in applying again in the event of a decision to extend the probationary period..

6. Criteria

- 6.1 Assistant Professors appointed 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.
- 6.2 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.

³ The preliminary review panel established by the Head of School will comprise the relevant senior academic staff of the School.

⁴ 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

7. Accelerated Advancement

The Review Panel will give preliminary consideration to recommendations for accelerated advancement on the Assistant Professor scale at time of confirmation in appointment. If the Review Panel forms the view that a case for accelerated advancement has been made, by the demonstration of exceptionally distinguished performance, then the Review Panel will refer the application for accelerated advancement to the Junior Academic Progression Committee. The Junior Academic Progression Committee will interview candidates and will bring forward its recommendations for acceleration to the University Council and to the Board.

For accelerated advancement, an Assistant Professor shall demonstrate exceptionally distinguished performance in teaching, research, and contributions to College, the discipline or the community.

Any accelerated advancement awarded shall have effect from 1st October following confirmation in appointment.

Application Form A

University of Dublin

Trinity College

Review of Academic Staff on Probation

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 (e.g. as Contract Assistant Professor), in chronological order beginning with the most recent.

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

k. If you wish to apply for accelerated advancement, you should state your case for such advancement (do not exceed 500 words).

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

| | | | | |
|-------------------------|-----------------|----------------------------------|--|---------|
| Example: | | | | |
| 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 |
|---------|---------------|------------------------------|
| | | |

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

- (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 (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 Applicant)

Note: It is not expected that Assistant Professors on Probation 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 Assistant Professors on Probation 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 Department/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 Department 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 (see Procedures Document A) 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.

Head of Discipline Name (Print): _____

Head of Discipline Signature: _____

Date: _____

Head of School Name (Print): _____

Head of School Signature: _____

Date: _____

