**Head of School Report**

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Head of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty/School/Discipline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To assist the Committee in evaluating the application please provide details on the following:

**Research & Scholarship**

1. What are the norms for indicating Senior Author in publications in this discipline, if any?

2. What are the most common and most important outlets of dissemination in this discipline?

3. What are the names of the top high impact journals, publications and/or publishers in this discipline?

4. What role do citations indices play in your discipline? Which if any care the most commonly used?

5. What other, if any, metrics are of importance in your discipline?

**Teaching**

1. What are the typical number of timetabled hours per member of academic staff in this discipline per year?

2. Does this applicant have a low, typical, high teaching load for the discipline?

2(a) If teaching load is low or high for the applicant please explain why this is the case?

3. What is on average the expectations in the discipline of the number of supervision hours per Masters student, if possible?

4. What is on average the expectations in the discipline of the number of supervision hours per PhD student, if possible?

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Head of School / Other delegated senior academic member of staff

(Please print name and specify title of the office held)

Guidance Notes:

1. Heads of School are only required to confirm the accuracy of information submitted by the applicant and not to make a detailed judgement on the suitability of the applicant. By signing this form the HOS confirms that the information provided by the applicant in their Senior Academic Promotion application is accurate to the best of their knowledge.
2. On completing this form, it is expected in a multidisciplinary School that the Head of School will consult with the Head of Discipline on the norms in the discipline, as required.
3. The Head of School confirms to the best of their knowledge that the list of external referees selected by the candidate meets the eligibility criteria as detailed in section 8 of Procedure 57.
4. Heads of School that intend to submit an application for Promotion in this round should not complete a Head of School Report for an applicant in their School seeking promotion to the same grade.
5. Please email [senpromo@tcd.ie](mailto:senpromo@tcd.ie) for guidance on any of the above.

## *“8. External Referees*

*8.1 The role of an external referee in relation to the Faculty Senior Academic Promotions Committee and the Senior Academic Promotions Committee is to assess research and scholarship, teaching, contribution to the discipline and international profile. Comments shall be sought on all areas of assessment and the referee shall be provided with a full copy of the candidate’s application and Head of School Report, but excluding any material relating to personal circumstances.*

*8.2 Each complete application to the Faculty Senior Academic Promotions Committee and the Senior Academic Promotions Committee shall include a list of six external referees submitted by the candidate who are experts in the candidate’s discipline, of which not more than one shall normally be based in Ireland. The candidate shall confirm at the time of submitting their application, that the six external referees listed by them, are willing to provide a reference in relation to their application for promotion to the level of promotion being sought, if required.*

*8.3 The candidate shall rank the names of all six external referees, the two highest ranked will be approached; should they be unavailable, written references will be sought from the next highest ranked referees on the list, until two references have been received.*

*8.4 Two external referees’ reports are necessary for the application to be considered complete and considered by either the Faculty Senior Academic Promotions Committee or the Senior Academic Promotions Committee.*

*8.5 Applications which do not include sufficient external references shall be deemed ineligible for consideration by the Faculty Senior Academic Promotions Committee or the Senior Academic Promotions Committee in the current round and a resubmitted application will be considered in the following year by the Faculty Senior Academic Promotions Committee or the Senior Academic Promotions Committee subject to the receipt of at least two external references.*

*8.6 All possible efforts will be made by the Secretary to the Committee to obtain referees’ reports.*

***8.7 Eligibility for the selection of external referees****:*

*8.7.1 They should not have been co-author with the candidate within the past 7 years.*

*8.7.2 They should not be, or have been, the applicant’s PhD supervisor, or vice versa.*

*8.7.3 They should not be, or have been, an examiner for a candidate’s PhD student, or vice versa.*

*8.7.4 They should not be, or have been, a co-grant holder or co-applicant for funding or with the candidate within the past 7 years.*

*8.7.5. They should not be, or have been co-members of the same research team.*

*8.7.6 They should not be an external member of the Faculty Senior Academic Promotions Committee or Senior Academic Promotions Committee.*

*8.7.7 They should not be a relation of the candidate.*

*8.7.8 They should be at the grade that the candidate is seeking promotion to or higher.”*