



Procedures for progression within the Assistant Professor grade

1. Context

In line with the best universities in the world, it is important that our Assistant Professors are given the opportunity to grow and progress in their roles and thus contribute to the academic mission of the College. Assistant Professors are recruited on the expectation that they shall, over time, expand their activities in education and research and increase the range and expertise that they bring to the role. This expectation is met with a system of natural career progression as well as the opportunity to be recognised for outstanding performance.

Progression along the Assistant Professor salary scale normally occurs by way of annual increments to the next salary scale point, or at other intervals in line with Public Sector pay provisions.

Where Assistant Professors are appointed on a salary scale which contains a merit bar, normal incremental progression proceeds to the merit bar point only (the merit bar point is outlined in the employment contract). The procedure for progression beyond the merit bar is outlined below. When an Assistant Professor has successfully passed the merit bar, annual incremental progression continues until the final point on the salary scale is reached.

Outside of the normal incremental progression, accelerated advancement on the salary scale may be awarded for outstanding performance. The procedure for applying for accelerated advancement on the Assistant Professor scale is also outlined below.

2. Scope

These procedures apply to all new and existing Assistant Professors employed by the University. Merit Bar review does not apply to Assistant Professors appointed on Tenure Track contracts. This procedure document supersedes Procedure No 46a: Advancement Beyond the Merit Bar and Accelerated Advancement in the Assistant Professor Grade.

3. Implementation

A call for applications for merit bar review and accelerated advancement will normally be made by Human Resources on an annual basis. When the call is made, the timeline and procedure will be clearly outlined on the HR website (www.tcd.ie/hr).

4. Merit Bar Review

4.1 Assistant Professors appointed on salary scales or employment contracts which contain a merit bar progress in increments annually until they reach the merit bar point. Progression beyond the merit bar is considered part of normal career progression, however, the Assistant Professor may not progress beyond the merit bar without successfully passing a review by the Junior Academic Progression Committee. Merit Bar review does not apply to Assistant Professors appointed on Tenure Track contracts.

4.2 Eligibility

Assistant Professors who have successfully passed their probationary period and who have reached the merit bar point must present for Merit Bar review in the academic year before they reach this point (for example, an Assistant Professor due to pass the merit bar in October 2019 must present for merit bar review during the academic year 2018/19).

If the Assistant Professor is not successful in this review, they will remain at the merit bar point on the salary scale and will not progress beyond this point until they are successfully reviewed at a later date.

Assistant Professors who do not successfully pass the Merit Bar in the year that they reach this point may present again in any future year, but must at least present again within three years of reaching the Merit Bar. Assistant Professors who have been unsuccessful in their Merit Bar review will receive feedback from the Junior Academic Progression Committee and will work with their Head of School and HR to create a personal development programme to address any areas for development.

5. Accelerated Advancement

5.1 Progression along the Assistant Professor salary scale normally occurs by way of annual increments to the next salary point, or at other intervals in line with Public Sector pay provisions. Accelerated advancement allows the Assistant Professor to progress by two increments at the next annual increment date, instead of the usual one increment. In very exceptional circumstances, the Junior Academic Progression Committee may award more than two increments.

5.2 Accelerated advancement is not considered part of normal career progression. Accelerated advancement may only be awarded following successful review by the Junior Academic Progression Committee. The Committee will only award accelerated advancement where the Assistant Professor's performance is deemed to be outstanding (see point 7 below).

5.3 Eligibility

All Assistant Professors who have successfully completed their probationary period may apply for accelerated advancement. However, an Assistant Professor may only apply for Accelerated Advancement once, regardless of the outcome of that application. To maximise their chances of a successful application, Assistant Professors must seek the advice of their Head of School/Head of Discipline when planning the timing of an application for accelerated advancement.

Where the Assistant Professor has a Merit Bar included in their terms of employment, and where the award of accelerated advancement would bring the Assistant Professor beyond the merit bar, the Assistant Professor will still be required to present for merit bar review as per point 6 below. In this instance, the

award of the additional increment(s) will not be implemented until the Assistant Professor has also been successfully reviewed for progression beyond the merit bar.

6. Procedure for Merit Bar review

- 6.1. At the start of Hilary Term each year, the Secretary to the Junior Academic Progression Committee will contact all Assistant Professors reaching the Merit Bar in that year and advise them of these procedures.
- 6.2. Applicants will be required to complete the relevant portions of the Application Form. The Head of School will complete the Head of School report (or may seek input from the Head of Discipline if required). The applicant is responsible for collating the Head of School report and any other documentation required and submitting the full application by the published closing date.
- 6.3. During Trinity Term the Junior Academic Progression Committee will interview all applicants for Merit Bar review. Based on the information given on the application form and given at interview, the Junior Academic Progression Committee will award scores for each applicant using the following scoring methodology. The Committee will award a single agreed score for the applicant in each of the three categories.

6.4 Scoring Methodology for Merit Bar Review

In order to progress beyond the merit bar, applicants will be considered under the following three categories (see point 13 below for further details on these criteria):

- i. Research and Scholarship
- ii. Teaching
- iii. Contribution to College/Discipline/Society

Applicants must achieve a threshold score of at least 'clear evidence' in all categories to progress beyond the merit bar.

Weightings

The weightings used for assessment of Assistant Professors applying to pass the merit bar are as follows:

Research and Scholarship (%)	Teaching (%)	Contribution to College / Discipline / Society (%)
40%	40%	20%

The table below indicates the way in which scoring shall be conducted using the default weightings (40%, 40% and 20%) and performance descriptors used in assessing applications for progression beyond the merit bar.

		Research & Scholarship	Teaching	Contribution to College / Discipline / Society
Performance Descriptor	Weighting (%)	40	40	20
		Scoring range	Scoring range	Scoring range
	Clearly Unsatisfactory	1-4	1-4	1-2
	Insufficient Evidence	5-15	5-15	3-7
	↓ THRESHOLD ↓			
	Clear Evidence	16-20	16-20	8-10
	Strong Evidence	21-32	21-32	11-16
	Outstanding Evidence	33-40	33-40	17-20

The minimum threshold scores therefore are:

Research and Scholarship	Teaching	Contribution to College / Discipline / Society
16	16	8

6.5 The Junior Academic Progression Committee will recommend to Council that:

- (a) The Assistant Professor proceeds beyond the Merit Bar or
- (b) The Assistant Professor does not proceed beyond the Merit Bar

The decision of the Committee, following confirmation by the Council and the Board, will be communicated to the Assistant Professor and their Head of School by the Secretary to the Committee in writing. Applicants will receive the Committee's agreed score in each of the three categories. The Faculty Dean and HR Director (or

nominee on the Committee) will be the only source of feedback to unsuccessful applicants. Feedback will assist applicants with any future applications.

The Chair of the Committee or their nominee shall provide feedback to unsuccessful applicants and make recommendations which may assist them in applying again.

6.6 The advancement beyond the merit bar shall have effect from 1st October (or next increment due date in line with Public Sector pay provisions) following confirmation of the progression.

6.7 Merit Bar Review and Accelerated Advancement

Where the Assistant Professor has a Merit Bar included in their terms of employment, and where the award of accelerated advancement would bring the Assistant Professor beyond the merit bar, the Assistant Professor will still be required to present for merit bar review as per these procedures. In this instance, the award of the additional increment(s) will not be implemented until the Assistant Professor has also been successfully reviewed for progression beyond the merit bar.

7. Procedure for Accelerated Advancement applications

7.1. No later than the end of Hilary Term each year, a call for applications for accelerated advancement will be made to all Assistant Professors by Human Resources. The procedures and timeline will be clearly outlined by Human Resources and will be published on the HR website (www.tcd.ie/hr).

7.2. Applicants will be required to complete the relevant portions of the Application Form. The Head of Discipline (in the case of multi-disciplinary schools) will complete the remaining portion, which will be shown to the applicant before being forwarded with the 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 application to the Secretary of the Junior Academic Progression Committee by the published closing date.

7.3. During Trinity Term the Junior Academic Progression Committee will meet and consider all applications for accelerated advancement. Based on the information

given on the application form, the Junior Academic Progression Committee will award scores for each applicant using the following scoring methodology.

7.4 Scoring Methodology for Accelerated Advancement

Applicants for accelerated advancement will be considered under the following three categories (see point 12 below for further details on these criteria):

- i. Research and Scholarship
- ii. Teaching
- iii. Contribution to College/Discipline/Society

In order to be awarded accelerated advancement on the Assistant Professor grade, applicants must achieve a threshold score of at least 'strong evidence' in all categories as well as a score of 'outstanding evidence' in at least one of the categories of Research and Scholarship *or* Teaching.

Weightings

The weightings to be used for accelerated advancement are as follows:

Research and Scholarship (%)	Teaching (%)	Contribution to College / Discipline / Society (%)
40%	40%	20%

The table below indicates the way in which scoring shall be conducted using the default weightings (40%, 40% and 20%) and performance descriptors used in assessing applications for Accelerated Advancement.

		Research & Scholarship	Teaching	Contribution to College / Discipline / Society
Performance Descriptor	Weighting (%)	40	40	20
		Scoring range	Scoring range	Scoring range
	Clearly Unsatisfactory	1-4	1-4	1-2
	Insufficient Evidence	5-15	5-15	3-7
	Clear Evidence	16-20	16-20	8-10
	↓ THRESHOLD ↓			
	Strong Evidence	21-32	21-32	11-16

	Required in at least one of Research & Scholarship or Teaching		
Outstanding Evidence	33-40	33-40	17-20

The minimum threshold scores for Accelerated Advancement are:

Research and Scholarship	Teaching	Contribution to College / Discipline / Society
21	21	11

The minimum outstanding evidence scores for Accelerated Advancement are:

Research and Scholarship	Teaching	Contribution to College / Discipline / Society
33	33	17

7.5 Recommendations for accelerated advancement will be made by the Junior Academic Progression Committee to the University Council and the Board.

7.6 The decision of the Committee, following its ratification by the University Council and the Board, will be communicated to the applicant and his/her Head of School by the Secretary to the Committee in writing. The Chair of the Committee or his/her nominee shall provide feedback to unsuccessful applicants.

7.7 The accelerated advancement shall have effect from 1st October (or next increment due date in line with public sector pay provisions) following confirmation of the progression.

8. Membership of the Junior Academic Progression Committee

8.1 The Junior Academic Progression Committee is the principle committee involved in reviewing progression on the Assistant Professor grade. The Committee is responsible for reviewing and making decisions on:

- i. Granting tenure to Tenure Track Assistant Professors at their final tenure review in year 4 (the Tenure Track Procedures may be viewed on the HR website:
- ii. Reviewing Assistant Professors for progression beyond the merit bar
- iii. Reviewing Assistant Professors who have applied for accelerated advancement on the Assistant Professor salary scale.

8.2 The membership of the Junior Academic Progression Committee

shall be:

	Membership of the Junior Academic Progression Committee	Scoring Responsibility	Membership Term
1	Chair: Vice-Provost/Chief Academic Officer	no	Ex officio
2	Dean of the Faculty of Health Sciences	yes	Ex officio
3	Dean of the Faculty of Arts, Humanities and Social Sciences	yes	Ex officio
4	Dean of the Faculty of Engineering, Maths and Science	yes	Ex officio
5	The Senior Lecturer/Dean of Undergraduate Studies	Yes	Ex officio
6	The Dean of Graduate Studies	yes	Ex officio
7	A member of the academic staff of the University who is an Assistant Professor above the merit bar	yes	3 years
8	A member of the academic staff of the University who is an Associate Professor, Professor in or Professor of	yes	3 years
9	A member of the academic staff of the University (of any academic grade)	yes	3 years
10	Secretary: Director of HR (or nominee)	no	In attendance

Note regarding members 7-9 of the Committee:

There will be one academic staff member from each Faculty. These members will be nominated by IFUT/ASA in consultation with the Vice-Provost/Chief Academic Officer as Chair of the Committee, to ensure gender balance and Faculty balance across the whole Committee.

8.3 In order to be quorate, at least five members of the Committee (excluding the HR Director or nominee) must be present. In addition, all three of the Faculties must be represented on the Committee and the Committee must be gender balanced (as per point 8.4).

8.4 The Committee must be gender balanced and must not comprise more than 60% of any gender. Ex-officio members of the Committee must nominate a Pro-Dean/Pro-

Vice-Provost of a different gender that can represent them on the Committee if necessary.

8.5 The membership of the Junior Academic Progression Committee, along with a list of nominated Pro-Deans/Pro-Vice-Provost of a different gender, will be proposed by the HR Director to the University Council and to the Board of Trinity for approval.

8.6 A schedule of meeting dates shall be published and it is expected that members of the Committee will attend all meetings on the dates listed. Where, for unavoidable reasons, a member cannot be present, the Vice-Provost/Chief Academic Officer can appoint a replacement and inform Council at its next meeting.

8.7 The Junior Academic Progression Committee brings its recommendations for progression to the University Council for approval and the Board for noting.

8.8 The Junior Academic Progression Committee may also, from time to time, make recommendations to the University Council on relevant matters of policy and procedures.

9. Roles and Responsibilities of the Junior Academic Progression Committee

9.1 The Committee shall be fully briefed in the exercise of its functions including the evaluation of academic performance, equity and freedom of information issues. The Committee shall maintain adequate records including reasons for its decisions in each case.

9.2 All persons involved in the process and the consideration of applications must exercise impartiality and fairness and be seen to do so.

9.3 Any person who has an interest that may be seen as prejudicial to impartiality must declare this to the Chair and the Committee.

9.4 All documentation must be treated in the utmost confidence.

- 9.5 The College's Equality Policy must be observed at all times and all members are expected to be familiar with its contents.
- 9.6 All internal members of the Committee must have completed Living Equality and Diversity (LEAD) training.

10. Feedback

- 10.1 The purpose of feedback is to provide an unsuccessful applicant with a clear sense of what they need to do in order to raise the level of their achievement to the standard required to obtain progression in a future call.
- 10.2 The nature of the Feedback to be given to unsuccessful applicants must be discussed and agreed by the Committee prior to completion of its work. Written feedback will be provided as soon as possible after applicants have been informed of the outcome of their application. Applicants will receive the Committee's agreed score in each of the three categories. The Faculty Dean and HR Director (or nominee on the Committee) will be the only source of feedback to unsuccessful applicants.

11. Appeals

- 11.1 The Appeals Committee shall be established by the Board to hear appeals arising from the decisions of the Junior Academic Progression Committee.

The only ground for appeal shall be an alleged procedural breach of the terms of the Procedure for progressions within the Assistant Professor grade. Appeals can be made in relation to decisions and recommendations made by the Committee. In the case of unsuccessful applicants, appeals can arise following the communication of the decision/recommendation of the Committee. In the case of successful applicants appeals arise following the decision by Council and Board.

- 11.2 Membership of the Appeals Committee shall be:

- Senior Dean (Chair)
- 1 IFUT/ASA Representative (3-year term)
- Two members appointed by the University Council (3-year term)

- No person may be a member of the Appeals Committee who is currently a member of the Junior Academic Progression Committee. The Senior Dean shall select two members, including if possible the IFUT/ASA Representative from a panel appointed by the University Council.
- 11.3 Appeals must be lodged in writing and received within four working weeks from the date on the letter of notification sent to staff members informing them of the outcome of their application. Appeals should be sent to the Chair of the Appeals Committee.
- 11.4 The Appeals Committee shall not make decisions or recommendations for promotion.
- 11.5 Where the Appeals Committee upholds an appeal the case shall be referred back to the Junior Academic Progression Committee for reconsideration. If the relevant Committee has been re-constituted by the time the appeal is considered then the appeal may be considered by the re-constituted Committee.
- 11.6 The Appeals Committee shall determine its own procedures and its decision shall be final. The Appeals Committee shall not conduct hearings.
- 11.7 Decisions of the Appeals Committee shall be communicated in writing to the appellant and reported in writing to the University Council and Board.

12. Special Circumstances

- 12.1 Special Circumstances (personal or professional) are considerations which the Junior Academic Progression Committee takes into account at the time of review. The process assesses an applicant's merit relative to their opportunity to accrue that merit.
- 12.2 Accommodation for Special Circumstances may be allocated to an applicant where a prima facie case for Special Circumstances is accepted by the Chair of the Committee and the Secretary to the Committee prior to the first meeting of the Committee. It shall then be incumbent upon the Chair to ensure that the Committee is aware that Special Circumstances apply to an applicant and how they might be appropriately

taken into account / their probable impact on the applicant's application for progression.

- 12.3 A range of personal or professional circumstances may be considered that have affected, interrupted or delayed the career path, performance or output of a staff member during their employment with College, which the staff member wishes the Committee to take into account.
- 12.4 The Application Form for Special Circumstances (see Appendix 1) must be used by all applicants who wish to be considered for Special Circumstances to be taken into account at the time of the progression application.
- 12.5 The Special Circumstances may include, but are not limited to, protective leave (for example, maternity, adoptive, parental, paternity or carer's leave); long-term caring responsibilities; illness; inability to travel abroad or to undertake field work; etc. They may be ongoing circumstances or situations of a fixed duration; the applicant is invited to indicate the time period involved.

13. Expectations and Criteria

- 13.1 The Junior Academic Progression Committee will consider all applications under the following three categories:
- i. Research and Scholarship
 - ii. Teaching
 - iii. Contribution to College/Discipline/Society
- 13.2 The following expectations outline what Assistant Professors may normally be expected to achieve by the time they reach the merit bar and afterwards. In addition, Appendix 1 provides examples of expectations and measurements which may be referred to for guidance purposes. These criteria provide broad guidance only and the Committee will consider each application within the context of each applicant's opportunity to achieve these criteria and within the context of the applicant's Discipline.

- 13.3 Assistant Professors who have been confirmed in post but who have not reached the Merit Bar work increasingly independently in research and teaching and should be making a contribution to curriculum development. They may be supervising research students. Their own research should be beginning to produce high quality outcomes. They should not normally be expected to undertake the roles of Course, Year or Programme Coordinator. They are normally expected to undertake the role of Tutor and may be beginning to be involved in other activities at University level. They shall not be appointed as Head of Discipline or School, Dean or University Officer. They may be contributing to their discipline or to the community. They should also be developing their own professional competencies.
- 13.4 Applicants must achieve a threshold score of at least 'clear evidence' in all categories to progress beyond the merit bar.
- 13.5 In order to be awarded accelerated advancement on the Assistant Professor grade, applicants must achieve a threshold score of at least 'strong evidence' in all categories as well as a score of 'outstanding evidence' in at least one of the categories of Research and Scholarship *or* Teaching.

Appendix 1

The following expectations and measurements outline examples of what Assistant Professors may normally be expected to achieve at the merit bar stage of their career. These criteria provide broad guidance only and the Committee will consider each application within the context of each applicant's opportunity to achieve these criteria and within the context of the applicant's Discipline.

Teaching Expectations

- Expected to be an effective and committed teacher, to support student learning and evidence skills as an educator
- Co-ordination, preparation and delivery of lectures, labs, seminars, tutorials, professional-clinical programmes
- Supervision or co-supervision of masters and doctoral students
- Development and re-development of the curriculum
- Introduction of new methods of teaching and assessment
- Enhancement of high quality teaching in the subject
- Advice and support to students
- Reflection on teaching and assessment practices and promote advanced student learning
- Evidence of professional development in teaching and learning (such as attendance at courses on pedagogy)

Teaching Measurement

- Student evaluation (sustained over time)
- Peer review (where this is used in Schools)
- Curriculum re-design e.g. new modules, programmes, pedagogies
- Teaching portfolio
- Awards/commendations for teaching
- Innovation grants for teaching/curriculum design
- Publication of educational texts/resources

- Participation in programme of events

Research Expectations

- Expected to be an active researcher with a clear vision, positive trajectory and achievement
- Clear identification of your research niche
- Having an independent research programme
- Producing discipline-appropriate high quality research
- Publishing in high quality venues
- Attracting recognition by peers as an expert in your field
- Applying for grants and exploring creative avenues for funding

Research Measurement – Arts, Humanities and Social Sciences¹

- Broad and flexible measures
- Outputs to be measured, not activities or impact
- Publication with top academic publishers/journals of high standing
- Other, more diverse outputs, not limited to published materials
- Principal Investigator on a grant application
- In the immediate past six year period be the author or co-author of a book published by a recognised publisher OR
- In the immediate past four year period have four outputs of demonstrable high quality research

Research Measurement – Engineering, Mathematics and Science

- Sustained, high quality, peer-reviewed publication record
- Benchmark of four high quality publications [one book=3 publications]
- At least two publications as first or senior/corresponding author
- Publications in at least two different calendar years
- At least one publication without previous PhD or postdoc supervisors

¹ See Appendix 3 for Promotions Protocol for Creative Arts Practitioners

- Track record of grant applications for external funding as a PI or co-PI
- 1 PhD student progressing

Research Measurement – Health Sciences

NB Indicative only: will vary from School to School

- At least four high-quality, peer-reviewed publications, two should be as first or last author [1 x patent application = 2 x original research articles]
- At least one publication without a previous PhD student or postdoc supervisor
- Track record of grant applications for external funding as a PI or co-PI
- One invited talk at local level and one invited talk at international level
- An AP working in an applied or commercial area may be expected to make at least one Invention Disclosure Form
- Evidence of a network of international collaborations
- Evidence of discipline appropriate patient and public involvement
- Invited reviewer for at least eight papers in well respected journals

Contribution to College / Discipline / Society

- Significant involvement with external communities of a sustained and mutually beneficial kind
- Engagements with disciplinary and professional bodies, including accreditation bodies, scholarly societies and professional organisations
- Invited public addresses
- Significant media contributions and involvement in public fora which enable wider dissemination of research outputs etc.
- Conference presentations, key-note lectures, participation in networks of collaborators, review panels, editorial boards, external examining etc.
- External consultancies, membership of boards etc.
- Policy development and advice to governmental and other bodies
- Administration or management activity at discipline, School or University level

Appendix 2: Guidelines and Application Form for Special Circumstances

Special Circumstances Application Form	
Staff Member's Name:	
Staff Number:	
Date of Promotion call:	

Briefly outline the impact of the special circumstances on your career trajectory to date:	To:	From:

To be completed by HR		
Date of Committee Meeting	Special Circumstances apply	Special Circumstances do not apply

Signed: _____ [to be signed by relevant Committee Chair]	Date: ____/____/____
--	-----------------------------

Information storage

The information provided shall be kept in accordance with Trinity's Data Protection Policy http://www.tcd.ie/about/policies/data_protection.php and Privacy Statement (<http://www.tcd.ie/privacy/>)

The information provided shall only be considered for the promotion review indicated at this time and for no other purpose. A new application for consideration of Special Circumstances must be made for each new promotion review to be considered.

Information provided by an applicant on their Special Circumstances to the Junior Academic Progression Committee is strictly confidential and shall be disclosed only to the Committee Secretary and the Chair of the Committee. The information shall not be shared with any third party. The Chair shall indicate to the Committee the probable impact of the Special Circumstances on the applicant's application for progression without disclosing their specific nature.

Time Limit and Completed Forms

Please return the completed form to the Manager, HR Staff Performance and Review by e-mail prior to the closing date of application for progression. By submitting your application electronically, you are declaring that the information you are providing is factually correct.

Please note: the Secretary to the Committee shall not enter any discussion verbally or informally with an applicant. All correspondence shall be by e-mail.

Confirmation of receipt of your Special Circumstances Form from the Committee Secretary shall be sent to the e-mail address you entered on this form within 2 working days.

Appendix 3: Role and Responsibilities of the Chair and the Secretary of the Junior Academic Progression Committee

The Chair of each Committee shall have the responsibilities listed below:

1. To ensure the work of the Committee is carried out in a reasonable timeline and in adherence to that agreed by Board. Under exceptional circumstances variations in the timeline may occur, and additional meetings or an extension of the timeline may be required due to unforeseen circumstances. Such variations shall not constitute a breach of the policy, and all applicants shall be informed of such changes.
2. The Committee is informed of any declarations of interest so that these may be considered before there is any evaluation of applications.
3. Evaluations and comments agreed for each applicant by the Committee in relation to the criteria for the grades for which the applicant is eligible are recorded as appropriate.
4. The minutes of the Committee are an accurate record of the consideration of business and are approved by the Committee; such approval may be obtained by electronic circulation.
5. All necessary action is taken, following approval of the minutes, in relation to the outcome of the business to be considered.
6. To ensure that principles of fairness, transparency, and equality of opportunity are adhered to throughout the process.
7. If an applicant has indicated that Special Circumstances should be taken into consideration when evaluating their teaching, research or contribution to College/ Discipline/Society, the Chair of the Committee and the Committee Secretary shall meet prior to the first meeting to assess the case. It shall then be incumbent on the Chair of the Committee to ensure that the members of the Committee are aware that Special Circumstances apply to this case (see Appendix point 13).

The Secretary of each Committee shall have the responsibilities listed below:

1. To ensure all documentation received for each applicant is complete and conforms to the guidance.
2. To prepare the agenda and papers for the Committee(s). The documentation should be circulated, electronically where possible, not less than a week in advance of the meeting. It should comprise:
 - An Agenda
 - A copy of the Procedures for progression within the Assistant Professor grade
 - The documentation received for each applicant
 - List of all applicants containing: name, School; whether the application is interdisciplinary; a memo as regard to Special Circumstances; type of progression for which the applicant is to be considered.
3. The Secretary of the Committee shall notify all applicants in writing of the decision of the Committee in relation to their application.
4. To provide the relevant Chair (or nominee) with the material for feedback as outlined in 10 above.

Appendix 4 – Promotions Protocol for Creative Arts Practitioners

Academic colleagues whose primary outputs are Creative Arts must satisfy at least one of the following requirements.

1. Work published, produced, or performed by a significant, internationally recognized body, organization, or institution. For creative writers, this would include major publishing houses for poetry or fiction (eg. Penguin, Faber, Carcanet, Bloodaxe, etc). For dramatists, this would include plays performed by major theatre companies (eg. the Abbey, Gate, or their international equivalents), or in significant theatre festivals. For film-makers, this would include films given significant international distribution, or shown in major international festivals. For composers, this would include performances of their work in major venues, or in significant festivals, or by significant orchestras or groups, or recordings of their work by significant record companies. The established, international recognition given to the dissemination of the work should be understood as a professional editorial process which is the de facto equivalent of a peer review process.
2. Work which has been widely and positively reviewed in significant journals, magazines, or the national and international press. This would include reviews in appropriate academic journals, where such exist, but also in internationally recognized periodicals or magazines (eg. the TLS, LRB, or NYRB for writers; Sight and Sound or similar for film-makers; Classical Music or similar for composers; The Stage or similar for dramatists), or in the national and international press. (Reviews in specialist blogs or fan sites would not normally be accepted, but may be considered as evidence of Service, as a form of public engagement.) This category would also include Creative Arts practitioners who are the subject of scholarly or critical scrutiny in their own right – that is, who have been the subject of critical monographs, scholarly articles and essays, or of postgraduate research, or whose work features on secondary school examination syllabi or on university syllabi.
3. A significant body of creative work, plus a significant accompanying body of work demonstrating a critical or reflective process. Either:

- i. Evidence of significant critical or reflective work in the public sphere. This could include the writing of literary or critical essays, cultural journalism, substantial reviewing, regular and significant media work, etc.

Or:

- ii. A formal and substantial, published critical statement accompanying each piece of Creative Arts work, reflecting on its significance, its genesis, its theoretical approach, its formal or ideological purpose, its place in, or against, an established tradition of Creative Arts work, etc. (These kinds of accompanying critical and reflective statements are familiar aspects of most Creative Arts PhDs.) This published reflection could take the form of scholarly articles or critical essays, or of detailed catalogue or programme notes accompanying a performance.