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## Senior Academic Promotions Procedure

### 1. Context

In line with the best universities in the world, it is important that our academic staff are given the opportunity to grow and progress in their academic roles and thus contribute to the mission of the College. The Senior Academic Promotions procedure allows individuals to avail of promotion to an appropriate grade within the College in a manner that is fair and transparent for all, and that promotes the deeply held values of equality of opportunity within the College.

Academic staff are recruited with 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. Therefore, this expectation must be met with a promotions procedure that is transparent and fair.

### 2. Scope

These procedures apply to all applications for promotion to

- Professor of (Personal Chair)
- Professor In
- Associate Professor

The grade of Professor Of (Personal Chair) corresponds to the Professor salary scale; Professor In corresponds to the Associate Professor salary scale and Associate Professor corresponds to the Senior Lecturer salary scale.

This process does not apply to Clinical Academic Staff.

### **3. Implementation**

The senior academic promotions round will normally run annually, contingent on available funding. This Procedure supersedes the Review Procedures for Academic Staff for Promotion to Senior Academic Grades (Procedure No. 46b).

### **4. Eligibility**

4.1 To be eligible to be considered for promotion to as described under 2. above staff must have passed probation prior to submitting an application and have been confirmed in appointment by Council and Board.

In the case of Assistant Professors on a fixed-term contract that may lead to a tenured role/permanency, they must have successfully passed their fourth year Tenure Track Review and have been confirmed in appointment by Council and Board.

4.2 Candidates for promotion to Professor Of (Personal Chair) would normally be from the Professor In cohort.

4.3 Candidates for promotion to Professor In would normally be from the Associate Professor cohort.

4.4 Candidates for promotion to Associate Professor would normally be at the top of the salary scale for Assistant Professor.

4.5 Members of staff may submit no more than two applications for promotion in three consecutive promotion rounds. Each application shall be judged on its own merits, regardless of the outcome of any application in previous rounds.

4.6 An academic member of staff with an appointment in more than one Faculty will determine in a given promotions round which Faculty they wish to have their application reviewed.

### **5. Governance**

5.1 At the start of the academic year, Board will approve the initiation of the timeline for the senior academic promotions process. The Provost will propose the membership of the Faculty Review Committees and the Senior Academic Promotions Committee to Council for approval.

- 5.2 The Provost will seek the approval of Board for the indicative quota for promotions at each grade; this shall be formulated in the context of the available financial resources and with due concern for implementing the University's gender equality policies as well as the number of candidates who would normally be eligible for promotion to each of the grades. The final decision as to the precise number of promotions at each grade will be made by the Senior Academic Promotions Committee. In the event that the number of applications meeting the promotion criteria at a grade is less than the indicative quota for the grade the surplus funding shall be reallocated by the Committee to increase the potential number of promotions in one or more of the other grade(s) for promotion. This will be based on the relative difference between the final candidate who was listed for promotion and the next highest ranked application for promotion within a given grade as compared with the relative difference in the other grades. The surplus will be applied to the grade in which there is the smallest relative difference, subject to sufficient funding being available.
- 5.3 There are two stages of assessment for senior academic promotion.
- 5.3.1 The Faculty Review Committee<sup>1</sup> will consider the applications of all those within their respective Faculties who have applied for promotion as outlined in 2. above. The Faculty Review Committee will forward those applications which have achieved the threshold outlined in 6. below for consideration to the Senior Academic Promotions Committee.
- 5.3.2 The Senior Academic Promotions Committee will review applications for promotion as outlined in 2. above that have first been considered and forwarded by the Faculty Review Committee. This Committee has responsibility for maintaining an overall consistency in the procedure.
- 5.4 The Senior Academic Promotions Committee brings its recommendations for promotion to Council for approval and Board for noting.

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<sup>1</sup> There will be one Faculty Review Committee for each Faculty – FAHSS, FEMS and FHS

5.5 It may also make recommendations to the University Council on relevant matters of policy and procedures.

5.6 In addition, the Senior Academic Promotions Committee reviews, and makes recommendations to Council, on applications for Adjunct Associate, Adjunct and Honorary Professor Titles.

**5.7 Membership – Faculty Review Committee**

The Provost proposes the Chair and membership of the Faculty Review Committee to Council for approval (see 5.3.1 above), on the recommendation of the Faculty Dean. Members other than the Faculty Dean serve a three-year term from the date of first appointment. In order for the Committee to be quorate at least six members from those specified in 1-8 below must be present and due consideration shall be made to ensure gender balance. Where, for unavoidable reasons, a member cannot be present, the Provost, on advice of the Faculty Dean, may appoint a replacement informing Council at the next meeting.

	<b>Membership of the Faculty Review Committee</b>	<b>Scoring Responsibility</b>	<b>Membership Term</b>
<b>1</b>	Chair: A Professor (Professor of/ in) from outside the Faculty	no	3 years
<b>2</b>	Faculty Dean	no	Ex officio
<b>3-7</b>	Professors in the Faculty (Professor of/in) reflecting a range of disciplinary interests x 5	yes	3 years
<b>8</b>	Member nominated by IFUT/ASA x 1	yes	3 years
<b>9</b>	Secretary: Director of HR (or nominee)	no	In attendance
<b>10</b>	In attendance: Faculty HR Partner	no	In attendance

**5.8 Membership – Senior Academic Promotions Committee**

The Provost proposes the membership of the Senior Academic Promotions Committee to Council. Members, other than those ex officio, serve a three-year term from the date of first appointment. In order for the Committee to be quorate at least eight members from those specified in 1-12 below must be present and due consideration shall be made to ensure gender balance. Where, for unavoidable reasons, a member cannot be

present, the Provost, on advice of the Faculty Dean, may appoint a replacement informing Council at the next meeting.

	<b>Membership of the Senior Academic Promotions Committee</b>	<b>Scoring Responsibility</b>	<b>Membership Term</b>
<b>1</b>	Chair: Provost (or nominee)	no	Ex officio
<b>2</b>	Vice-Provost/Chief Academic Officer	yes	Ex officio
<b>3-5</b>	Chairs of the Faculty Review Committees x 3	yes	Ex officio
<b>6-8</b>	Faculty Deans x 3	yes	Ex officio
<b>9-11</b>	External members x 3* – distinguished academics corresponding to Faculty areas	Yes	3 years
<b>12</b>	Member nominated by IFUT/ASA at Professor Of or In grade x 1	yes	3 years
<b>13</b>	Secretary: Director of HR (or nominee)	no	In attendance

\*Drawn from a panel of external members. The same three external members will be used for a promotion round.

## 6. Criteria and Threshold Scoring Methodology

6.1 At both stages of assessment, candidates are assessed under the criteria<sup>2</sup>:

- Research and Scholarship
- Teaching
- Service to College
- Engagement with Discipline/Society

6.2 The weightings applied to the four criteria differ according to the grade:

<b>Grade/Title</b>	<b>Research and Scholarship (%)</b>	<b>Teaching (%)</b>	<b>Service to College (%)</b>	<b>Engagement with Discipline / Society (%)</b>
<b>Professor of (Personal Chair)</b>	50%	25%	15%	10%
<b>Professor in</b>	45%	25%	15%	15%
<b>Associate Professor<sup>3</sup></b>	40%	40%	20%	

<sup>2</sup> See Appendix 4 for definitions

<sup>3</sup>

- 6.3 Each of the Faculty Review Committees and the Senior Academic Promotions Committee shall apply a Threshold scoring methodology. Committees would expect to see a rising trajectory, particularly for promotion to a Personal Chair and to Professor in. The table in Appendix 1 indicates the way in which scoring shall be conducted.
- 6.4 In order to be forwarded by the Faculty Review Committee for consideration by the Senior Academic Promotions Committee for promotion, a candidate must achieve a threshold score as detailed in Appendix 1 of at least 'clear evidence' in all criteria and an 'outstanding evidence' score in at least one of the research and scholarship or teaching criteria.
- 6.5 In order to be recommended by the Senior Academic Promotions Committee for promotion, a candidate must achieve a threshold score as detailed in Appendix 1 of at least 'clear evidence' in all categories and an 'outstanding evidence' score in at least one of research and scholarship or teaching.
- 6.6 Personal Circumstances are considerations which the relevant Faculty Review Committee and the Senior Academic Promotions Committee take into account. The process assesses a candidate's merit relative to their opportunity to accrue that merit. See Appendix 2 for further details.

## **7. Roles and Responsibilities<sup>4</sup>**

- 7.1 All persons involved in the process and the consideration of applications must exercise impartiality and fairness and be seen to do so.
- 7.2 Any person who has an interest that may be seen as prejudicial to impartiality must declare this to the relevant Chair and relevant Committee.
- 7.3 All documentation must be treated in the utmost confidence.
- 7.4 The College's Equality Policy must be observed at all times and all members are expected to be familiar with its contents.

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<sup>4</sup> See also Appendix 5

7.5 All internal members of Committees must have completed Living Equality and Diversity (LEAD) training and external members of the Committees shall be encouraged to do so.

#### **7.6 Faculty Review Committee**

Prior to the meeting of the Faculty Review Committee each scoring member of the Committee shall review and score the applications independently. Each scoring member shall then submit their scores to the Committee Secretary in advance of the meeting. The scores will be collated by the Secretary and a consolidated score only will be presented to the Faculty Review Committee. Following review, the Committee will agree on a single agreed score for each candidate. There is no quota at this stage of the process. The agreed shortlist of those who have reached the threshold shall be forwarded to the Senior Academic Promotions Committee.

Each complete application to the Faculty Review Committee shall include a Head of School signed report (see Appendix 7).

#### **7.7 Senior Academic Promotions Committee**

##### **7.7.1 Professor of**

Prior to the meeting of the Senior Academic Promotions Committee each scoring member of the Committee shall review and score the shortlisted applications (including references and Head of School Signed Report) forwarded by the Faculty Review Committee. Each scoring member shall then submit their scores to the Committee Secretary in advance of the meeting. The scores will be collated by the Secretary and a consolidated score will be calculated for each candidate.

The Senior Academic Promotions Committee will interview candidates for promotion to the grade of Professor of. Following interviews, the consolidated score for each candidate along with anonymised individual scores will be presented to the Senior Academic Promotions Committee for review and to agree a collective score for each of the candidates for promotion will be agreed by the Senior Academic Promotions Committee taking into account the performance at interview.. The Senior Academic Promotions Committee shall not receive the scores from the Faculty Review Committee's evaluation of the applications.

### 7.7.2 Professor In and Associate Professor

Prior to the meeting of the Senior Academic Promotions Committee each scoring member of the Committee shall review and score the shortlisted applications (including references and Head of School Signed Report) forwarded by the Faculty Review Committee. Each scoring member shall then submit their scores to the Committee Secretary in advance of the meeting. The scores will be collated by the Secretary and a consolidated score along with anonymised individual scores will be presented to the Senior Academic Promotions Committee for review and to agree a collective score for each of the applications for promotion. The Senior Academic Promotions Committee shall not receive the scores from the Faculty Review Committee's evaluation of the applications.

## **8. External Referees**

- 8.1 The role of an external referee in relation to 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 material, including the candidate's teaching portfolio, but excluding any material relating to personal circumstances.
- 8.2 Each complete application to the Senior Academic Promotions Committee shall include a list of four 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.
- 8.3 A list of four external referees will be provided by the Faculty Dean, in consultation with the relevant Head of School.
- 8.4 The Provost (or nominee) shall rank the names of all eight 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.
- 8.5 Two external referees' reports are necessary for the application to be considered complete and considered by the Senior Academic Promotions Committee.



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

8.7 All possible efforts will be made by the Secretary to the Committee to obtain referees' reports.

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

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

8.8.2 They should not be, or have been, the applicant's PhD supervisor, or vice versa.

**9. Feedback**

9.1 The purpose of feedback is to provide an unsuccessful candidate with a clear sense of what he or she would need to do in order to raise the level of his or her achievement to the standard required to obtain promotion in a future call.

9.2 The nature of the Feedback to be given to unsuccessful candidates must be discussed and agreed by the relevant Promotions Committee prior to completion of its work. Written feedback on all unsuccessful candidates based on the relevant committee's minutes shall be provided to unsuccessful candidates. The written feedback will be provided as soon as possible after candidates have been informed of the outcome of their application.

9.3 All unsuccessful candidates will be given the feedback on the same basis as follows:

- Written feedback statement.
- Single agreed Committee score under each of the four headings.
- Ranking of their application according to quartile.
- Extract of minutes of relevant Committee meeting pertaining to the candidate.
- Positioning of their application e.g.
  - Strong case for promotion, and given competitive nature of the process was not promoted.

- Candidate on a positive trajectory for promotion, and more work and evidence required in specified areas.
- More work and evidence required in named areas if promotion to be sought in the future.

At Faculty Review level, the first of these positioning indicators shall not apply.

Candidates shall not be provided with individual scores of Committee members or related information and shall not be provided with information pertaining to other candidates.

#### **9.4 Faculty Review Committee – Feedback to unsuccessful candidates**

Following the Faculty Review Committee stage, the Faculty Deans are responsible for providing feedback to unsuccessful candidates. The Faculty HR Partner will provide written feedback on all unsuccessful candidates based on the minutes of the relevant Faculty Review Committee. The documentation prescribed under 9.3 above shall be provided by the Secretary of the Faculty Review Committee to the Faculty Dean for each individual. The relevant Faculty Dean and the Faculty HR Partner shall meet with unsuccessful candidates requesting feedback, having provided written feedback as outlined in advance of that meeting.

#### **9.5 Senior Academic Promotions Committee – Feedback to unsuccessful candidates**

Following the Senior Academic Promotions Committee stage, the Chair, or their nominee, of the Senior Academic Promotions Committee shall nominate a committee member (normally the Faculty Dean) to provide feedback to unsuccessful candidates based on the minutes of the Senior Academic Promotions Committee meeting. The Secretary of the Senior Academic Promotions Committee shall provide the documentation prescribed under 9.3 above. The relevant Faculty Dean (or the Chair's nominee) and the Director of HR (or nominee) shall meet with unsuccessful candidates requesting feedback, having provided written feedback as outlined in advance of that meeting.

### **10. Disclosure of documents**

All candidates shall be provided with copies of their external references should they wish to receive them.

## **11. Appeal**

11.1 The Appeals Committee shall be established by the Board to hear appeals arising from the decisions of the Senior Promotions Committees.

The only ground for appeal shall be an alleged material breach of the terms of the Senior Academic Promotions Committee Procedure. Appeals can be made in relation to decisions and recommendations made by Faculty Review Committees and by the Senior Academic Promotions Committee. In the case of unsuccessful candidates, appeals can arise following the communication of the decision/recommendation of the relevant Committee. In the case of successful candidates 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 Faculty Review Committees or of the Senior Academic Promotions 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 relevant 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.

## Appendix 1: Examples of scoring methodology

At both stages of assessment, candidates are assessed under the criteria:

- Research and scholarship
- Teaching
- Service to College
- Engagement with Discipline/Society

The descriptors set out below shall be used to summarise the description of achievement in relation to the criteria:

- Clearly unsatisfactory
- Insufficient Evidence
- Clear Evidence
- Strong Evidence
- Outstanding Evidence

In order to be forwarded by the Faculty Review Committee for consideration by the Senior Academic Promotions Committee for promotion, a candidate must achieve a threshold score of at least 'clear evidence' in all criteria and an 'outstanding evidence' score in at least one of the research and scholarship and teaching criteria. In order to be recommended by the Senior Academic Promotions Committee for promotion, a candidate must achieve a threshold score of at least 'clear evidence' in all categories and an 'outstanding evidence' score in at least one of research and scholarship or teaching.

## For promotion to Professor of (Personal Chair)

The weightings to be used for promotion to Professor of (Personal Chair) are as follows:

### Weightings

Grade/Title	Research and Scholarship (%)	Teaching (%)	Service to College (%)	Engagement with Discipline / Society (%)
Professor of (Personal Chair)	50%	25%	15%	10%

The table below indicates the way in which scoring shall be conducted using the weightings and performance descriptors in assessing applications for promotion to the grade of Professor of (Personal Chair)

		Research & Scholarship	Teaching	Service to College	Engagement with Discipline / Society
Performance Descriptor	<b>Weighting (%)</b>	<b>50</b>	<b>25</b>	<b>15</b>	<b>10</b>
		<b>Scoring range</b>	<b>Scoring range</b>	<b>Scoring range</b>	<b>Scoring range</b>
	Clearly Unsatisfactory	1-5	1-3	1-2	1
	Insufficient Evidence	6-19	4-9	3-5	2-3
	<b>↓ THRESHOLD ↓</b>				
	Clear Evidence	20-25	10-14	6-8	4-5
	Strong Evidence	26-44	15-22	9-13	6-8
	<b>Required in at least one of Research and Scholarship, and Teaching</b>				
	Outstanding Evidence	45-50	23-25	14-15	9-10

The minimum threshold scores are:

Research and Scholarship	Teaching	Service to College	Engagement with Discipline / Society
20	10	6	4

The minimum outstanding evidence scores are:

Research and Scholarship	Teaching	Service to College	Engagement with Discipline / Society
45	23	14	9

For promotion to Professor in

Weightings

Grade/Title	Research and Scholarship (%)	Teaching (%)	Service to College (%)	Engagement with Discipline / Society (%)
Professor In	45%	25%	15%	15%

The table below indicates the way in which scoring shall be conducted using the weightings and performance descriptors in assessing applications for promotion to the grade of Professor In

		Research & Scholarship	Teaching	Service to College	Engagement with Discipline /Society
Performance Descriptor	<b>Weighting (%)</b>	<b>45</b>	<b>25</b>	<b>15</b>	<b>15</b>
		<b>Scoring range</b>	<b>Scoring range</b>	<b>Scoring range</b>	<b>Scoring range</b>
	Clearly Unsatisfactory	1-8	1-3	1-2	1-2
	Insufficient Evidence	9-17	4-9	3-5	3-5
	↓ THRESHOLD ↓				
	Clear Evidence	18-26	10-14	6-8	6-8
	Strong Evidence	27-40	15-20	9-12	9-12
	Required in at least one of Research and Scholarship and Teaching				
	Outstanding Evidence	41-45	21-25	13-15	13-15

The minimum threshold scores are:

Research and Scholarship	Teaching	Service to College	Engagement with Discipline / Society
18	10	6	6

The minimum outstanding evidence scores are:

Research and Scholarship	Teaching	Service to College	Engagement with Discipline / Society
41	21	13	13

## For promotion to Associate Professor

### Weightings

The weightings to be used for promotion to Associate Professor are as follows:

Grade/Title	Research and Scholarship (%)	Teaching (%)	Service to College / Discipline / Society (%)
<b>Associate Professor</b>	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 promotion to the grade of Associate Professor

		Research & Scholarship	Teaching	Service to College / Discipline / Society
Performance Descriptor	<b>Weighting (%)</b>	<b>40</b>	<b>40</b>	<b>20</b>
		<b>Scoring range</b>	<b>Scoring range</b>	<b>Scoring range</b>
	Clearly Unsatisfactory	1-4	1-4	1-2
	Insufficient Evidence	5-15	5-15	3-7
	<b>↓ THRESHOLD ↓</b>			
	Clear Evidence	16-20	16-20	8-10
	Strong Evidence	21-32	21-32	11-16
	<b>Required in at least one of Research and Scholarship and Teaching</b>			
	Outstanding Evidence	33-40	33-40	17-20



The minimum threshold scores are:

<b>Research and Scholarship</b>	<b>Teaching</b>	<b>Service to College / Discipline / Society</b>
16	16	8

The minimum outstanding evidence scores are:

<b>Research and Scholarship</b>	<b>Teaching</b>	<b>Service to College / Discipline / Society</b>
33	33	17

## **Appendix 2: Guidelines and Application Form for Personal Circumstances**

Personal Circumstances are considerations which the relevant Faculty Review Committees and the Senior Academic Promotion Committee take into account at the time of promotion. The process assesses a candidate's merit relative to their opportunity to accrue that merit.

A range of personal circumstances may be considered that have affected, interrupted or delayed the career path, performance or output of a staff member during their employment with the University, which the staff member wishes the Faculty Review Committee and the Senior Academic Promotions Committee to take into account.

This form must be used by all candidates who wish their Personal Circumstances to be taken into account at the time of a promotion application.

The Personal Circumstances may include but are not limited to protective leave (for example, maternity, adoptive, parental, paternity or carers' 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 candidate is invited to indicate the time period involved.

### **Faculty Review Committee**

Accommodation for Personal Circumstances may be allocated to a candidate where a prima facie case for Personal Circumstances is accepted by the Chair of the relevant Faculty Review Committee and the Secretary to the Senior Academic Promotions Committee prior to the meeting of the relevant Faculty Review Committee. It shall then be incumbent upon the Chair of the relevant Faculty Review Committee to ensure that the Faculty Review Committee are aware that Personal Circumstances apply to a candidate and how they might be appropriately taken into account / their probable impact on the candidate's application for promotion.

### **Senior Academic Promotions Committee**

Accommodation for Personal Circumstances may be allocated to a candidate where a prima facie case for Personal Circumstances is accepted by the Chair of the Senior Academic

Promotions Committee prior to the meeting of the Senior Academic Promotions Committee. It shall then be incumbent upon the Chair to ensure that the Senior Academic Promotions Committee are aware that Personal Circumstances apply to a candidate and how they might be appropriately taken into account / their probable impact on the candidate's application for promotion.

### **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](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 Personal Circumstances must be made for each new promotion review to be considered.

Information provided by a candidate on their Personal Circumstances to the Faculty Review Committee and the Senior Academic Promotion Committee is strictly confidential and shall be disclosed only to the Committee Secretary and the Chair of the relevant Faculty Review Committee and Senior Academic Promotions Committee, as required. The information shall not be shared with any third party and shall not form part of the applicant documentation sent to external referees.

The Chair shall indicate to the Committee the probable impact of the Personal Circumstances on the candidate's application for promotion without disclosing their specific nature.

### **Time Limit and Completed Forms**

Please return the completed form to the Secretary of the Senior Academic Promotions Committee by e-mail to: [senior.promotions@tcd.ie](mailto:senior.promotions@tcd.ie) prior to the closing date of application for promotion. By submitting your application electronically, you are declaring that the information you are providing is factually correct.

Please note:

Confirmation of receipt of your Personal Circumstances Form from the relevant Committee Secretary shall be sent to the e-mail address you entered on this form.

If you have concerns about disclosing details of your personal circumstances because of its sensitive nature, please contact the Secretary to the Senior Academic Promotions Committee.

<b>Personal Circumstances Application Form</b>	
<b>Staff Member's Name:</b>	
<b>Staff Number:</b>	
<b>Promotion call:</b>	

<p>Briefly outline the Personal Circumstances that you wish taken into account when evaluating your promotion application (for example, caring responsibilities, periods of maternity/paternity/adoption leave, bereavement, ill health or injury, or disability), giving details of the impact on your career trajectory to date.</p> <p>Any individual declaring a health or disability issue may wish to provide a current occupational health assessment where appropriate.</p>	<b>From:</b>	<b>To:</b>
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<b>To be completed by HR</b>		
<b>Date of FRC / SAPC</b>	<b>Personal Circumstances apply</b>	<b>Personal Circumstances do not apply</b>

<b>Signed:</b> _____ [to be signed by relevant Committee Chair]	<b>Date:</b> ____/____/____
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## Appendix3: Definitions

**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 College that are in consequence conducted differently;
- The publication or dissemination by other methods of any of the above for the purpose of education or informing the wider public;
- Publications related to the conduct of consulting activities
- Patents and licenses.
- The founding, promotion and direction of (campus) companies whose primary business applies new discoveries, creations, developments or syntheses.
- Performances and recitals conducted for research purposes
- See Appendix 6 on Promotions Protocol for Creative Arts Practitioners.

**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, instruction, assessment and the creation of a social and academic environment that promotes learning;
- initiation into research by supervision or dissertations or other research projects at the appropriate level;
- supervising students to completion.

**Service to College** includes:

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

**Engagement with the Discipline and Society** 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, web sites, refereeing submitted materials etc.);
- contribution to academic and professional bodies;
- contribution to national and international bodies;
- pro bono consultancies resulting in publication;
- professional advice to government and public organizations;
- societal engagement relevant to the University's mission statement.

Societal engagement unrelated to the mission statement of the University 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.

## **Appendix 4: Role and Responsibilities of Chairs and Secretaries of Faculty Review Committees and Senior Academic Promotions 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 candidates 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 candidate by the Committee in relation to the criteria for the grades for which the candidate is eligible are recorded as appropriate.
4. The minutes of the Committee are an accurate record of the consideration of business and are approved 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. In the case of the Chair of the Faculty Review Committee, there is a further responsibility in relation to Personal Circumstances. If a candidate has indicated that Personal Circumstances should be taken into consideration when evaluating their teaching, research or contribution to engagement with Discipline or Society, the Chair of the Faculty Review Committee and the Committee Secretary shall meet prior to the first meeting of the Faculty Review Committee to assess the case. It shall then be incumbent on the Chair of the Faculty Review Committee to ensure



that the Faculty Review Committee and the Senior Academic Promotions Committee are aware that Personal Circumstances apply to this case (see Appendix 2).

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

1. To ensure all documentation received for each candidate 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 Senior Academic Promotions Review Procedures
  - Minutes of the relevant Faculty Review Committee (where appropriate)
  - The documentation received for each candidate, including references
  - List of all candidates containing: name, School; whether the application is interdisciplinary; a memo as regard to Personal Circumstances; grade for which the candidate has applied.
3. The Secretary of the Faculty Review Committee shall notify all candidates in writing of the decision of the Committee in relation to their application.
4. The Secretary of the Senior Academic Promotions Committee shall notify all candidates in writing of the decision of the Committee in relation to their application.
5. To provide the relevant Chair (or nominee) with the material for feedback as outlined in 9.3.

## Appendix 5 – 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.

## **Appendix 6 – New Online Senior Academic Promotions Application Form**

For details on the online application process please see

<http://www.tcd.ie/hr/spr/promotion-progression/sen-aca-promotions.php>

## Appendix 7 – 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 primary research outputs in your field and how are these evaluated?
  
  
  
  
  
  
  
  
  
  
4. What role do citations indices play in your discipline? Which if any are 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?

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 you confirm that the information provided by the applicant in their Senior Academic Promotion application is accurate to the best of your knowledge.

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

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

Head of School / Other delegated senior academic member of staff  
(Please print name and specify title of the office held)

### Names of External Referees

Please provide the names and contact details of four external referees for this applicant. They should not have been, co-authors with the candidate within the past 7 years:

1. Name: \_\_\_\_\_

Link to Web profile: \_\_\_\_\_

E-mail: \_\_\_\_\_ University: \_\_\_\_\_

2. Name: \_\_\_\_\_

Link to Web profile: \_\_\_\_\_

E-mail: \_\_\_\_\_ University: \_\_\_\_\_

3. Name: \_\_\_\_\_

Link to Web profile: \_\_\_\_\_

E-mail: \_\_\_\_\_ University: \_\_\_\_\_

4. Name: \_\_\_\_\_

Link to Web profile: \_\_\_\_\_

E-mail: \_\_\_\_\_ University: \_\_\_\_\_

**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 confirm 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. Head of School to provide the names of four external referees. These will be provided to the Faculty Dean and should not be shared with the applicant.
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.



## Appendix 8 – Senior Academic Promotions Guidance Criteria

*This is guidance on criteria, setting out examples of evidence that would be required to be successful in an application for promotion. Please note that the final decisions on outcomes of the promotions process is based on merit. The promotions process is a competitive process across all faculties. Please note that this document is supplemental to, and should be read in conjunction with, the senior academic promotions policy.*

### Associate Professor

In terms of **Research & Scholarship** a successful candidate for Associate Professor will be an individual who:

- has developed a research programme of significance;
- demonstrates clear evidence of sustained research output and impact;
- has begun to develop an international reputation for research excellence;
- plays a key role in the development of inter-institutional research collaborations, national and/or international;
- has a track-record of success in research grant applications, in line with opportunities available;
- provides evidence that they are continuing on a trajectory of research excellence.

In terms of **Teaching** a successful candidate for Associate Professor will be an individual who:

- is an experienced academic with an on-going programme of scholarly activities;
- is operating independently and as a senior member of teaching teams;
- has developed successful teaching programmes or has introduced innovations of significance in existing programmes;
- has a demonstrable commitment to enhancing the teaching quality in his/her field;
- has some experience of supervision of research students.

In terms of **Service to the College and Engagement with Discipline/Society**, a successful candidate for Associate Professor will be an individual who:

- has undertaken leadership positions at Discipline, School, Faculty or College level, which may include the role of College Tutor or having acted as a Mentor;
- shows significant contribution to the School, College and field;
- shows strong contribution on outreach activities.

## Professor In

In terms of **Research & Scholarship** a successful candidate for Professor will be an individual who:

- has a substantial and sustained research output and impact;
- has shown strong leadership in research and a clear research focus;
- has a well-developed and recognised international research profile including international research collaborations of significance;
- has been awarded major research grants and has built a research team of significance (where appropriate to the discipline);
- provides evidence that they are continuing on a trajectory of research excellence;
- has made a demonstrable contribution to the research reputation of the College.

In terms of **Teaching** a successful candidate for Professor will be an individual who:

- is an excellent educator who is a dedicated and outstanding teacher and mentor;
- is a senior staff member who has demonstrated a sustained commitment to developing the undergraduate and postgraduate teaching programmes within the School;
- has demonstrated leadership in teaching, including curriculum development and innovation;
- has had an impact on the field through the supervision of PhD students and through the development of research teams (where appropriate to the discipline).

In terms of **Service to the College and Engagement with Discipline/Society**, a successful candidate for Professor will be an individual who:

- has had a key role in developing the discipline nationally and internationally;
- has the vision and leadership skills necessary to oversee the further development of the Discipline;
- is recognised as a thought-leader in the field and has made important and sustained contributions to public debate and/or public engagement;
- has had significant senior leadership and management roles at Discipline, School, Faculty or College level which may include the role of College Tutor or having acted as a Mentor.

## Professor Of

In terms of **Research & Scholarship** a successful candidate for Professor Of will be an individual who

- has demonstrated that they have had a transformational impact on their discipline;
- has shaped the field in a fundamental and enduring manner (this will be evidenced in discipline-appropriate ways and may involve a policy or practice-related impact);
- has made a unique and substantive contribution to the development of the field;
- has a significant track-record of sustained achievement;
- provides evidence that they are continuing on a trajectory of continued research excellence and impact.

A candidate who is seeking promotion to Professor Of will be a research leader, who is an attractor of excellent academics and postgraduate students;

- who has done creative and innovative research;
- who has developed a research team of significance and critical mass (where appropriate to the discipline);
- who has been awarded major research grants (where appropriate to the discipline).

The significance of the candidate's work will be supported by an appropriate dissemination strategy, which will be commensurate with the opportunities in the relevant field. This work may be characterised by high impact in the policy and practice area, with the associated outreach activity.

In terms of **Teaching** the candidate for Professor Of will be an individual who is

- an extraordinary and exceptional educator who has transformed the student experience;
- an educator who inspires, challenges, trains and mentors future scholars and who has had a formative role in educating generations of students in the field;
- an educator who has demonstrated that they have the vision and flair to create new teaching programmes and who has had a sustained involvement in teaching programmes in the discipline;
- an innovator in pedagogy who, through engagement with students, has created a legacy as an exceptional teacher.

In terms of Service to the College and Engagement with Discipline/Society, a successful candidate for Professor Of will be an individual who has had significant leadership and management roles and who has, and is still making, an impact in that regard. It is expected that they will have played a role in the support of students and staff, for example through College Tutorship or as a Mentor. They will have a significant international profile for their contribution to the academy. This work may be characterised by high impact in the policy and practice area, with the associated outreach activity.