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## **Review Procedures for Clinical Staff for Promotion to Clinical Professor, Clinical Associate Professor and Clinical Senior Lecturer Grades**

### **1. Scope**

1.1 These procedures apply to all applications for promotion for clinical staff to

- Clinical Professor
- Clinical Associate Professor
- Clinical Senior Lecturer

### **2. Implementation**

The clinical staff promotions round shall normally run annually subject to Board approval. This procedure supersedes the Review Procedures for Promotion (Procedure No. 46f).

### **3. Eligibility**

3.1 To be eligible to be considered for promotion to as described under 1. above candidates must have passed probation as a permanent hospital consultant before applying for promotion, if relevant.

3.2 Candidates may submit no more than two applications for promotion to a given grade in the same three-year period. Each application shall be judged on its own merits, regardless of the outcome of any application in previous year(s).

## **4. Candidates for Promotion**

### **4.1 Candidates for Promotion to Clinical Professor**

#### **Definition of Clinical Professor**

A Clinical Professor is an acknowledged title of esteem within the Faculty of Health Sciences and applies to hospital-based staff who provide part-time unremunerated teaching at undergraduate or postgraduate level in the Faculty of Health Sciences.

#### **Qualification and Experience**

An applicant **must** be a senior clinician with a consultant contract, or equivalent, in a hospital associated with Trinity College Dublin. Candidates must have discharged their one year probation as a permanent hospital consultant before applying for promotion.

Clinical Professors will hold a registered professional qualification in the field in which they teach or supervise, as well as a higher academic degree or professional diploma related to specialist higher training awarded by examination from a recognised university or one of the Royal Colleges.

In addition, they will have an international reputation in their field and will be expected to play a leadership role within the College, their clinical discipline, and their own teaching hospital appropriate to the level of the appointment.

#### **Clinical Professorship Criteria**

##### **Research and Scholarship**

Candidates should demonstrate a strong track record and current evidence of research and scholarship as evidenced by a significant proportion of activity being in the last 5 years.

Credit will be given for higher degree. Candidates should preferably possess a higher research degree (MSc, MCh, MD, ScD or PhD).

**Publications:** Candidates should generally have published in the range of 40 peer-reviewed publications in international journals of good standing. A significant number of these should be as First or Senior Author. Weighting will be given for publication in high impact journals or which have had a substantial impact in a field

e.g. as assessed by the total number of citations received on the ISI Science citation index. Other forms of publication (e.g. including books, book chapters or policy documents of national/international importance) will also be considered.

**Research income:** It is desirable that the candidate has generated research income, preferably as peer-reviewed grant funding and should provide details of all grant or other research funding secured. Research income attracted into Trinity is preferentially weighted.

**Postgraduate supervision:** Candidates should preferably have a track record in mentorship and supervision of postgraduate research students including MD /PhD students in the last 5 years with evidence of former students and mentees progressing to senior positions in the field.

### **Teaching**

Candidates should have a track record of contributing to undergraduate or postgraduate teaching.

Credit will be given for lectures, tutorials, journal clubs and clinical bedside teaching.

Quantitative assessment of contributions can be determined based on the number of hours teaching conducted per annum. Student feedback can be used to give an indication of the quality of the candidates teaching.

Additional credit will be given for:

- Development of new modules/courses
- Development of new teaching methodologies
- Contributions to School course committees
- Scholarly publications relating to teaching
- Service as external examiner

### **Service to College (including service via the hospital)**

Candidates should have a track record of service to the college/hospital and credit will be given for:

- Service on College or Hospital committees
- Officer position on Hospital Committees
- Service as Clinical Director
- Development of new or enhanced services
- Service as an internal examiner for research degrees
- Service on Ethics Committees
- Examiner in College hospital

### **Engagement with Discipline/Society**

Candidates should have a track record of service to the discipline/society and be acknowledged as a national or international expert in their field.

Examples of activity for which credit will be given:

- Contribution to CPD programmes
- Contribution to public awareness events
- Contribution to the development of their clinical speciality
- Contribution to training in their clinical speciality, e.g., as national Specialty Director
- Contribution to development of particular services at a level of excellence in their given speciality
- Contribution to National/International Societies (Member, Council Member, Officer)
- Contribution to National/International working groups
- Organisation of scientific/medical conferences or workshops
- Production of reports for government or international bodies
- Service as a referee for Journals
- Service as Journal Editor or on Journal Editorial Boards

- Service on committees for reviewing grants for funding agencies
- Outreach activities

**Note:** This is a heavily weighted category and candidates **must** give a clear, concise description to the committee of the nature and importance of their contributions and of their standing at a national and international level.

## **4.2 Candidates for Promotion to Clinical Associate Professor**

### **Definition of Clinical Associate Professor**

A Clinical Associate Professor is an acknowledged title of esteem within the Faculty of Health Sciences. Clinical Associate Professors are hospital based staff who provide part-time unremunerated teaching at undergraduate or postgraduate level within the Faculty of Health Sciences.

### **Qualification and Experience**

A candidate will be a senior clinician with a consultant contract (or equivalent in other Schools in the Faculty) in a hospital associated with College, or institutions affiliated to the Schools in the Faculty. The applicant is expected to have research, teaching and a leadership record superior to a Clinical Senior Lecturer and will have held the title of Clinical Senior Lecturer for five years. In exceptional circumstances, a candidate for promotion may be considered at an earlier stage subject to the approval of Head of Discipline and Head of School. The promotion will be seen as a step towards achieving full Clinical Professor status.

Clinical Associate Professors will hold a registered professional qualification in the field in which they teach or supervise, as well as a higher academic degree or professional diploma related to specialist higher training awarded by examination from a recognised university or one of the Royal Colleges. In addition, they will have an international reputation in their field and will be expected to play a leadership role within the College, their clinical discipline, and their own practice appropriate to the level of the appointment and the School to which they are associated.

## **Clinical Associate Professor Criteria**

### **Research and Scholarship**

Candidates should demonstrate a strong track record and current evidence of research and scholarship as evidenced by a significant proportion of activity being in the last 5 years.

Credit will be given for a higher degree. Candidates should preferably possess a higher research degree (MSc, MCh, MD, ScD or PhD).

**Publications:** Candidates should generally have published in the range of 20 peer-reviewed publications in international journals of good standing. A significant number of these should be as First or Senior Author. Weighting will be given for publication in high impact journals or which have had a substantial impact in a field e.g. as assessed by the total number of citations received on the ISI Science citation index. Other forms of publication (e.g. including books, book chapters or policy documents of national/international importance) will also be considered.

**Research income:** It is desirable that the candidate has generated research income, preferably as peer-reviewed grant funding and should provide details of all grant or other research funding secured. Research income attracted into Trinity is preferentially weighted.

**Postgraduate supervision:** Candidates should preferably have a track record in mentorship and supervision of postgraduate research students, including MD / PhD students, in the last 5 years.

### **Teaching**

Candidates should have a track record of contributing to undergraduate or postgraduate teaching.

Credit will be given for lectures, tutorials, journal clubs and clinical bedside teaching.

Quantitative assessment of contributions can be determined based on the number of hours teaching conducted per annum. Student feedback can be used to give an indication of the quality of the candidates teaching.

Additional credit will be given for:

- Development of new modules/courses
- Development of new teaching methodologies
- Contributions to School course committees
- Scholarly publications relating to teaching
- Service as external examiner

### **Service to College (including service via the hospital)**

Candidates should have a track record of service to the college/hospital and credit will be given for:

- Service on College or Hospital committees in a senior capacity
- Development of new or enhanced services
- Service as an internal examiner for research degrees
- Service on Ethics Committees
- Examiner in College hospital for clinical exams

### **Engagement with Discipline/Society**

Candidates should have a track record of service to the discipline/society and be acknowledged as a national and/or international expert in their field.

Examples of activity for which credit will be given:

- Contribution to CPD programmes
- Contribution to public awareness events
- Contribution to the development of their clinical speciality
- Contribution to training in their clinical speciality
- Contribution to development of particular services at a level of excellence in their given speciality
- Contribution to National/International Societies (Member, Council Member, Officer)

- Contribution to National/International working groups
- Organisation of scientific/medical conferences or workshops
- Production of reports for government or international bodies
- Service as a referee for Journals
- Service as Journal Editor or on Journal Editorial Boards
- Service on committees for reviewing grants for funding agencies
- Outreach activities

**Note:** This is a heavily weighted category and candidates will have to give a very clear description to the committee of the nature and importance of their contributions and of their standing at a national and international level.

#### **4.3 Candidates for Promotion to Clinical Senior Lecturer**

##### **Definition of Clinical Senior Lecturer**

Clinical Senior Lecturer is an acknowledged title of esteem within the Faculty of Health Sciences. Clinical Senior Lecturers are usually, but not always, hospital based staff who usually provide part-time unremunerated teaching at undergraduate or postgraduate level within the Faculty of Health Sciences.

##### **Qualification and Experience**

The candidate will be a senior clinician with a medical or dental consultant contract, or equivalent, in a hospital associated with the College. In addition, high value clinical personnel in a hospital associated with the College, or institutions affiliated to the Schools in the Faculty of Health Sciences, are also eligible for direct nomination by a Head of School to this title.

There is an expectation that Clinical Lecturers with suitable expertise and experience will apply for promotion to Clinical Senior Lecturer and, in such circumstances, the Senior Promotions Committee may take into account professional qualifications in the field in which they teach or supervise and their research experience relative to their profession.

Clinical Senior Lecturers will hold a registered professional qualification in the field in which they teach or supervise as well as a higher academic degree or professional diploma related to specialist higher training awarded by examination from a recognised university or one of the Royal Colleges. They must demonstrate a commitment to research and scholarship in their field with a proven track record of publication. All new medical and dental consultant posts in hospitals associated with the College can be appointed at Clinical Senior Lecturer level providing there is College representation on the appointment committee.

Clinical Lecturers will be eligible to apply for promotion to the Clinical Senior Lecturer after three years on their existing grade subject to meeting the standards of that title.

## **Clinical Senior Lecturer Criteria**

### **Research and Scholarship**

Candidates should demonstrate a strong track record and current evidence of research and scholarship as evidenced by a significant proportion of activity being in the last 5 years.

Credit will be given for higher degree: Candidates should preferably possess a higher research degree (MSc, MCh, MD or PhD). Due credit will be given for high quality research experience in the United States of America where a higher degree may not be the norm.

**Publications:** Candidates should generally have published in the range of 10 peer-reviewed publications in international journals of good standing. A significant number of these should be as First or Senior Author. Weighting will be given for publication in high impact journals or which have had a substantial impact in a field. Other forms of publication (e.g. including books, book chapters or policy documents of national/international importance) will also be considered.

**Research income:** It is desirable that the candidate has generated research income, preferably as peer-reviewed grant funding. Candidates should provide details of all

grant or other research funding secured. Research income attracted into Trinity is preferentially weighted.

**Postgraduate supervision:** It is desirable that candidates have track record in mentorship and supervision of postgraduate research students and research by medical graduates.

### **Teaching**

Candidates should have a track record of contributing to undergraduate or postgraduate teaching.

Credit will be given for lectures, tutorials, journal clubs and clinical bedside teaching.

Quantitative assessment of contributions can be determined based on the number of hours teaching conducted per annum. Student feedback can be used to give an indication of the quality of the candidate's teaching.

Additional credit will be given for:

- Development of new modules/courses
- Development of new teaching methodologies
- Contributions to School course committees
- Scholarly publications relating to teaching

### **Service to College (including service via the hospital)**

Candidates should have a track record of service to the college/hospital.

Credit will be given for:

- Service on College or Hospital committees
- Service as an internal examiner for research degrees
- Examiner in college hospital for medical exams

### **Engagement with Discipline/Society**

Candidates should have a track record of service to the discipline/society in one or more of the categories below.

Examples of activity for which credit will be given:

- Contribution to CPD programmes
- Contribution to the development of their clinical speciality
- Contribution to training in their clinical speciality
- Contribution to development of particular services in their given speciality
- Contribution to public awareness events
- Contribution to National/International Societies (Member, Council Member, Officer)
- Contribution to National/International working groups
- Organisation of scientific/medical conferences or workshops
- Production of reports for government or international bodies
- Service as a referee for Journals
- Service as Journal Editor or on Journal Editorial Boards
- Service on committees for reviewing grants for funding agencies
- Service as external examiner

**Note:** This is a heavily weighted category and candidates will have to give a very clear description to the committee of the nature and importance of their contributions.

## **5. Governance**

5.1 At the start of the academic year Board shall approve the initiation of the timeline<sup>1</sup> for the Clinical Staff promotions process. The Provost will propose the membership of the Faculty Review Committee and the Senior Academic Promotions Committee (Clinical Staff) to Council for approval.

5.2 There are two stages of assessment for clinical staff promotions:

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<sup>1</sup> For timeline see Appendix 1, *Indicative Timeline for Clinical Staff Promotions*

- 5.2.1 The Faculty Review Committee shall consider the applications of all those within the Faculty who have applied for promotion as outlined in 1. above. The Faculty Review Committee shall forward those applications which, have achieved the threshold outlined in 5. below for consideration to the Senior Academic Promotions Committee (Clinical Staff).
- 5.2.2 The Senior Academic Promotions Committee (Clinical Staff) shall review applications for promotion as outlined in 1. above that have first been considered and forwarded by the Faculty Review Committee. The Senior Academic Promotions Committee (Clinical Staff) has responsibility for maintaining an overall consistency in the procedure.
- 5.3 The Senior Academic Promotions Committee (Clinical Staff) brings its recommendations for promotion to Council for approval and Board for noting.
- 5.4 It may also make recommendations to the University Council on relevant matters of policy and procedures pertaining to Clinical Promotions.

#### **5.5 Membership - Faculty Review Committee**

The Provost proposes the Chair and membership of the Faculty Review Committee to Council for approval, 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 all members from those specified in 1, 2 & 11 including a minimum of 2 from 3-10 below must be present and where possible 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 (external) - distinguished academic (or Clinician)	no	3 years
<b>2</b>	Dean of the Faculty of Health Sciences	no	Ex officio
<b>3-10</b>	*Professors in the Faculty (Professor of/in) reflecting a range of disciplinary interests across the Schools x 2 to 8 members	yes	3 years
<b>11</b>	Member nominated by IFUT/ASA x 1	yes	3 years
<b>12</b>	Secretary: Director of HR (or nominee)	no	In attendance
<b>13</b>	In attendance: Faculty HR Partner	no	In attendance

### 5.6 Membership – Senior Academic Promotions Committee (Clinical Staff)

The Provost proposes the membership of the Senior Academic Promotions Committee (Clinical Staff) 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, all members from those specified in 1-8 below must be present and where possible 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 (Clinical Staff)</b>	<b>Scoring Responsibility</b>	<b>Membership Term</b>
<b>1</b>	Chair: Provost (or nominee)	no	Ex officio
<b>2</b>	Chair (external) of the Faculty Review Committee	yes	Ex officio
<b>3</b>	Dean of the Faculty of Health Sciences	yes	Ex officio
<b>4-6</b>	*Professors in the Faculty (Professors Of/In) x 3 members - reflecting a range of interdisciplinary interests	yes	3 years
<b>7</b>	External member x 1 – distinguished academic (or clinician)	Yes	3 years
<b>8</b>	Member nominated by NFSA/ASA x 1	yes	3 years
<b>9</b>	Secretary: Director of HR (or nominee)	no	In attendance

*\*Different Professors in the Faculty will serve on the membership of the Senior Academic Promotions Committee (Clinical Staff) as per 5.6 above to those listed above in 5.5. Faculty Review Committee.*

## 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 (including service via the hospital)
- Engagement with Discipline/Society

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

Grade/Title	Research and Scholarship (%)	Teaching (%)	Service to College (includes service via the hospital) (%)	Engagement with Discipline / Society (%)
<b>Clinical Professor</b>	30%	20%	20%	30%
<b>Clinical Associate Professor</b>	30%	20%	20%	30%
<b>Clinical Senior Lecturer</b>	30%	20%	20%	30%

6.3 The Faculty Review Committees and the Senior Academic Promotions Committee (Clinical Staff) shall apply a Threshold scoring methodology. Committees would expect to see a rising trajectory, particularly for promotion to a Clinical Professor and Clinical Associate Professor. The table in Appendix 3, *Examples of Scoring Methodology* 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 (Clinical Staff) for promotion, a candidate must achieve a threshold score as detailed in Appendix 3, *Examples of Scoring Methodology* of at least 'clear evidence' in all categories and an 'outstanding evidence' score in at least one of the four categories of Research & Scholarship, Teaching, Service to College (includes service via the hospital) and Engagement with Discipline/Society.

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<sup>2</sup> For more details see Appendix 2, *Definitions and Criteria*

- 6.5 In order to be recommended by the Senior Academic Promotions Committee (Clinical Staff) for promotion, a candidate must achieve a threshold score as detailed in Appendix 3, *Examples of Scoring Methodology* of at least 'clear evidence' in all criteria and an 'outstanding evidence' score in at least one of the four categories of Research & Scholarship, Teaching, Service to College (includes service via the hospital) and Engagement with Discipline/Society.
- 6.6 Special Circumstances (personal or professional) are considerations which the Faculty Review Committee and the Senior Academic Promotions Committee (Clinical Staff) take into account. The process assesses a candidate's merit relative to their opportunity to accrue that merit. See Appendix 4, *Guidelines and Application Form for Special Circumstances* for further details.

## **7. Roles and Responsibilities<sup>3</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.
- 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

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<sup>3</sup> For more details see Appendix 5, *Role and Responsibilities of Chairs and Secretaries of School Review Committees and Senior Academic Promotions Committee (Clinical Staff)*.

presented to the Faculty Review Committee for review and agreement. Following review, the Committee will agree on a singled agreed score for each candidate. There is no quota. The agreed shortlist of those who have reached the threshold shall be forwarded to the Senior Academic Promotions Committee (Clinical Staff).

#### **7.7 Senior Academic Promotions Committee (Clinical Staff)**

Prior to the meeting of the Senior Academic Promotions Committee (Clinical Staff), each scoring member of the Committee shall review and score the shortlisted applications (including references) 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 (Clinical Staff) for review and to agree a collective score for each of the applications for promotion. The Senior Academic Promotions Committee (Clinical Staff) shall not receive the scores from the Faculty Review Committee's evaluation of the applications.

The Senior Promotions Committee will make appropriate recommendations to the Council and Board of the College.

### **8. External Referees**

8.1 The role of an external referee on the Senior Academic Promotions Committee (Clinical Staff) 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 special circumstances.

8.2 Each complete application to the Senior Academic Promotions Committee (Clinical Staff) 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 second list of four external referees shall be provided by the Head of School, in consultation with the relevant members of senior staff.

- 8.4 The Faculty Dean shall rank the names of all eight external referees on a combined list. The two highest ranked referees shall be approached; should they be unavailable, written references shall be sought from the next highest ranked referees on the combined 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 (Clinical Staff).
- 8.6 Applications which do not include sufficient external references shall be deemed ineligible for consideration by the Senior Academic Promotions Committee (Clinical Staff) in the current round and a resubmitted application shall be considered in the following year by the Senior Academic Promotions Committee (Clinical Staff) subject to the receipt of at least two external references.
- 8.7 All possible efforts shall be made by the Secretary to the Senior Academic Promotions Committee (Clinical Staff) to obtain referees' reports.

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

- 8.8.1 They should not normally be , or have been, collaborators or co-authors with the candidate (within the past 7 years).
- 8.8.2 They should not be, or have been, the candidate's PhD / MD or postdoctoral supervisor, or vice versa.

**9. Feedback**

- 9.1 The purpose of feedback is to provide an unsuccessful candidate with a clear sense of what they would need to do in order to raise the level of their 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 Committee prior to completion of its work. Written feedback on all unsuccessful candidates based on the relevant Committee's minutes shall be provided to the unsuccessful candidates. The written feedback shall be provided as soon as possible after candidates have been informed of the outcome of their application.

9.3 All unsuccessful candidates shall be given 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, but more work required in specified areas.
  - Candidate on a positive trajectory for promotion, but more work required in specified areas.
  - Significantly more work required in specified areas if promotion to be sought in the future.

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 Dean is responsible for providing feedback to unsuccessful candidates. The Faculty HR Partner shall provide written feedback on all unsuccessful candidates based on the minutes of the Faculty Review Committee meeting. The documentation prescribed under 8.3 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 (Clinical Staff) – Feedback to unsuccessful candidates**

Following the Senior Academic Promotions Committee (Clinical Staff) stage, the Chair, or their nominee, of the Senior Academic Promotions Committee (Clinical Staff) 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 (Clinical Staff) meeting. The Secretary of the Senior Academic

Promotions Committee (Clinical Staff) shall provide the documentation prescribed under 8.3 above. The 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 Appeals Committee**

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

The only ground for appeal shall be an alleged material breach of the terms of the Review Procedures for Clinical Staff for Promotion to Clinical Professor, Clinical Associate Professor and Clinical Senior Lecturer Grades. Appeals can be made in relation to decisions and recommendations made by the Faculty Review Committee and by the Senior Academic Promotions Committee (Clinical Staff). 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 Committee or of the Senior Academic Promotions Committee (Clinical Staff). 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.
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## Appendix 1: Indicative Timeline for Clinical Staff Promotions

<p>The Provost shall seek the approval of Board for the promotions</p> <p>The Provost and Faculty Dean shall propose the membership of the Faculty Review Committee and the Senior Academic Promotions Committee (Clinical Staff) to Council for approval</p>	<p>September, in the year of call or following the first available meeting of Board and Council</p>
<p>Open Call for Promotion Applications</p>	<p>October</p>
<p>Deadline for Submission of documentation from candidates</p>	<p>Mid-November</p>
<p>Approval of External Referees by Faculty Dean</p>	<p>January</p>
<p>Meeting of the Faculty Review Committee to consider applications after receipt of references</p>	<p>No later than the end of March</p>
<p>Final Date for receipt of Appeal arising from decision of Faculty Review Committee</p>	<p>4 working weeks from date on letter of outcome on application.</p>
<p>Meeting of Senior Academic Promotions Committee (Clinical Staff)</p>	<p>May</p>
<p>Final Date for receipt of Appeal arising from recommendation of Senior Academic Promotion Committee (Clinical Staff)</p>	<p>4 working weeks from date on letter of outcome on application</p>
<p>Meetings of Council and Board to note and approve recommendations for promotion.</p>	<p>June</p>
<p>Implementation of award</p>	<p>1 October following June approval</p>

## Appendix 2: Definitions and Criteria

### Criteria

**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.

**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 undergraduate students during clinical attachments
- Supervising postgraduate students to completion.

**Service to College (including service via the hospital)** 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 / preceptor;

- 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 College's/Hospital's mission statement.

Societal engagement unrelated to the mission statement of the College/Hospital 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 3. Examples of scoring methodology

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

- Research and scholarship
- Teaching
- Service to College (includes service via the hospital)
- 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 (Clinical Staff) 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 category. In order to be recommended by the Senior Academic Promotions Committee (Clinical Staff) 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 the four categories research and scholarship and/or teaching, Service to College (includes service via the hospital), Engagement with Discipline/Society criteria.

**For promotion to the grades of Clinical Professor, Clinical Associate Professor and Clinical Senior Lecturer**

The weightings to be used for promotion to Clinical Professor, Clinical Associate Professor and Clinical Senior Lecturer are as follows:

**Weightings**

Grade/Title	Research and Scholarship (%)	Teaching (%)	Service to College (includes service via the hospital) (%)	Engagement with Discipline / Society (%)
Clinical Professor, Clinical Associate Professor, Clinical Senior Lecturer	30%	20%	20%	30%

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 Clinical Professor, Clinical Associate Professor and Clinical Senior Lecturer.

		Research & Scholarship	Teaching	Service to College (includes service via the hospital)	Engagement with Discipline /Society
Performance Descriptor	<b>Weighting (%)</b>	<b>30</b>	<b>20</b>	<b>20</b>	<b>30</b>
		<b>Scoring range</b>	<b>Scoring range</b>	<b>Scoring range</b>	<b>Scoring range</b>
	Clearly Unsatisfactory	1-5	1-3	1-3	1-5
	Insufficient Evidence	6-11	4-7	4-7	6-11
	<b>↓ THRESHOLD ↓</b>				
	Clear Evidence	12-17	8-11	8-11	12-17
	Strong Evidence	18-24	12-17	12-17	18-24
	<b>Required in at least one of the four categories</b>				
	Outstanding Evidence	25-30	18-20	18-20	25-30

The minimum threshold scores are:

<b>Research and Scholarship</b>	<b>Teaching</b>	<b>Service to College</b>	<b>Engagement with Discipline / Society</b>
12	8	8	12

The minimum outstanding evidence scores are:

<b>Research and Scholarship</b>	<b>Teaching</b>	<b>Service to College</b>	<b>Engagement with Discipline / Society</b>
25	18	18	25

## **Appendix 4: Guidelines and Application Form for Special Circumstances**

Special Circumstances (personal or professional) are considerations which the Faculty Review Committee and the Senior Academic Promotion Committee (Clinical Staff) take into account at the time of promotion. The process assesses a candidate's merit relative to their opportunity to accrue that merit.

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

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 Faculty Review Committee and the Senior Academic Promotions Committee (Clinical Staff) to take into account.

This form must be used by all applicants who wish to be considered for Special Circumstances to be taken into account at the time of promotion application.

The Special 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.

## **Information storage**

The information provided shall be kept in accordance with Trinity's Data Protection Policy <https://www.tcd.ie/media/tcd/about/policies/pdfs/Data-Protection-Policy-16122020.pdf> 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 a candidate on their Special Circumstances to the Faculty Review Committee and the Senior Academic Promotion Committee (Clinical Staff) is strictly confidential and shall be disclosed only to the Committee Secretary and the Chair of the Faculty Review Committee. The information shall not be shared with any third party. The Chair shall indicate to the Promotions Committees the probable impact of the Special 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 Manager, HR Staff Performance and Review 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: the Secretary to the promotion committees shall not enter any discussion verbally or informally with a candidate in relation to their special circumstances. All correspondence shall be by e-mail.

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

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

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

<b>To be completed by HR</b>		
<b>Date of Faculty Review Committee</b>	<b>Special Circumstances apply</b>	<b>Special Circumstances do not apply</b>

<b>Signed:</b> _____ [to be signed by relevant Committee Chair]	<b>Date:</b> ____/____/____
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## **Appendix 5: Role and Responsibilities of Chairs and Secretaries of the Faculty Review Committee and Senior Academic Promotions Committee (Clinical Staff)**

### **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 Special Circumstances. If a candidate has indicated that Special Circumstances should be taken into consideration when evaluating their teaching, research, service to College 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 (Clinical Staff) are aware that Special 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 Review Procedures for Clinical Staff for Promotion to Clinical Professor, Clinical Associate Professor and Clinical Senior Lecturer Grades
  - 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 Special 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 (Clinical Staff) 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.

## Policy Revision History

Version	Date	Description	Author
		Policy updated following the approval of the revised Academic Titles in Trinity College Dublin document by HR Committee 27/4/2017 and Board on 24/5/2017. By way of background, Council* meeting of 13 <sup>th</sup> January 2016 approved the proposed changes to the clinical titles to be used in Trinity and the applicable promotions structure. This policy will go to EOG on 04.12.17.	HR

\*Council meeting of 13th January 2016 approved the proposed changes with respect to the clinical titles to be used in Trinity and the applicable promotions structure, as circulated.

### **“Minute from Council meeting of 13th January 2016**

#### **CL/15-16/082 Proposed Revisions to Academic Titles: Clinical Track**

The Provost welcomed Professor P Browne, Head of the School of Medicine, to the meeting. A memorandum from the Head of School of Medicine and the Dean of Health Sciences, dated 6 January 2016, was circulated with a revised document on clinical academic titles.

The Dean of Health Sciences confirmed that since the discussion at the previous meeting of Council (CL/15-16/057), additional consultation had occurred in relation to the appropriate positioning of the Clinical Associate Professor grade (by promotion only). Speaking to the revisions, she noted that two particular changes had been made. Within Section 1.0, rather than referring to the re-designation of Clinical Senior Lecturers as Clinical Associate Professors, the section now refers to Clinical Senior Lecturers being eligible to apply for promotion to the grade of Clinical Associate Professor. Within Section 2.0, the Clinical Associate Professor grade is clearly mapped, as a promotion grade, to the pre-2012 Clinical Senior Lecturer title rather than against the pre-2012 Clinical Professor grade. Professor Browne confirmed that these revisions had been discussed with relevant Board and Council members and were widely supported. If approved the revised titles and the promotion step to Clinical Associate Professor would apply across the Faculty of Health Sciences, as appropriate.

Council noted the further revisions to the document and approved the proposed changes with respect to the clinical titles to be used in Trinity and the applicable promotions structure, as circulated.”