ASSISTANT PROFESSOR
YEAR 1
DEVELOPMENT OPPORTUNITIES

Learning and Development Team
Human Resources
Learning & Development Approach

Coaching & Mentoring (20%)
- Formal Mentor and Peer Support
- Head of School support

On the Job Experience (70%)
- Areas of assessment
- Research / Teaching / Engagement & Service

Formal Learning (10%)
- Master Class Series
- CAPSL Lunch Events / Professional Skills / Certificate Academic Practice

Performance Management
- Setting Objectives / Performance Review / Goals
MENTORING

‘Off-line help by one person to another in making significant transitions in knowledge, work or thinking’

Mentoring in Action - Megginson and Clutterbuck

Your Mentor is recommended to be:

- In your Faculty
- Not in your School (unless multi disciplinary)
- Not in your Discipline
- More Senior in the Organisation

Approach

- Help the Assistant Professor to do the right things—guidance on what is expected
- Transfer knowledge, skills, experience
- Support preparation for reviews
- Support Performance Improvement
- Participate in Networking events

Timing

- Regular Meetings set up by the A.P.
- At key intervals, and in between e.g.
  Introductory Meeting:
    To assist people in designing objectives which are to be agreed with their Head Of School

Early Career Mentoring

- The Early Career Mentoring Initiative is a support service aimed at new and recently appointed academics in their first 3 years of service.
- For more information on the mentoring initiative visit our website below:

  https://www.tcd.ie/hr/learning-and-development/mentoring/academic-mentoring/early-career-mentoring.php
PERFORMANCE MANAGEMENT CYCLE

August 2019
Agree Year 2 objectives with Head of School and submit to HR

September—October 2018
Meet your Mentor, Head of School & Discipline
Prepare plans; Set objectives & agree with HOS

July 2018—August 2019
Meet your Mentor; draw up objectives for year 2

November 2018—February 2019
Review progress, document as you go

February—April 2019
Meet your Mentor; Head of School,
self reflection, and complete probation form

Ongoing coaching feedback and personal development
Key Assessment Areas

Research will require excellence, originality, rigour and significance. Measurement will be faculty specific and a balance between qualitative and quantitative.

Teaching will require vision and flair. Measurement will be via feedback; portfolio, awards; innovation; publication of educational texts.

Engagement & Service will require Impact. Measurement will include: invited talks/conferences; external links; memberships; engagement with discipline bodies.
MASTER CLASSES

RESEARCH SUPPORT SYSTEMS AND YOUR METRICS

Setting up your orchid account
Tools resources and methods, Harnessing the H-index

17th October 2018  Speaker Niamh Brennan

TO REGISTER
https://researchsupportsystemsandyour-metrics17thoc.eventbrite.ie

RESEARCH & GRANT ACCOUNT MANAGEMENT

Face time with the key people in FSD who work with Principal Investigators, Project Sponsors / Project Managers to provide a professional post-award management service for both research and capital projects

15th November 2018  Financial Services Division.

TO REGISTER
https://aps-year-1-research-and-grant-management-1.eventbrite.ie

VOICE COACHING

Objectives: Personal Impact with a focus on voice projection
breath control and physical posturing and how to safeguard the vocal chords hours on a daily basis. Delivered by Cathal Quinn, Head of Voice, The Lir Institute,

7th December 2018

TO REGISTER
https://apvoice-coaching-masterclass-7thdec18.eventbrite.ie/

DEVELOPING FLIPPED CLASSROOMS

This masterclass will focus on creating podcasts and using Panopto within Blackboard Working within a team to create and edit a short video and making the video available in a flipped classroom: 13th December 2018

TO REGISTER
https://designingflippedclassroom13-12-18.eventbrite.ie
MASTER CLASSES

DEVELOPING FLIPPED CLASSROOMS

This masterclass will focus on creating podcasts and using Panopto within Blackboard. Working within a team to create and edit a short video and making the video available in a flipped classroom: **13th December 2018**

TO REGISTER

https://designingaflippedclassroom13-12-18.eventbrite.ie

NEW LEARNING TECHNOLOGIES: ON-LINE COMMUNICATION MASTERCLASS

Online Communication & Reflection: This Masterclass covers how to design and create online reflective activities using journals, blogs, discussion boards and wikis in Blackboard. CAPSYL: Centre for Academic Practice: **6th February 2019**

TO REGISTER

https://ap-onlinecommunications-06feb2019.eventbrite.ie

TIME MANAGEMENT & PRIORITISATION

With three distinct areas of work in Research, Teaching and Contribution, planning and prioritisation is the key to success. This Time Management Masterclass is a good opportunity to enhance your existing skills. Delivered by Julia Rowan, Life Coach, **26th March 2019**.

TO REGISTER

https://apsyear1-timemanagement-26thmarch2019.eventbrite.ie
OTHER LEARNING SUPPORTS

ON LINE TRAINING LYNDATCD.IE

All Academic staff can access Lynda.tcd.ie, an online skills development service offering access to an extensive library of high quality video courses (over 5600) in business, technology and creative skills.

CONTACT

Use your name@tcd.ie logon and password to sign in.
A.P. Co-Ordinator
Michael O'Riordan
Email: oriordmi@tcd.ie
Phone: +353 1896 2018

PROFESSIONAL SKILLS FOR RESEARCH LEADERS

This blended learning course is designed to assist independent researchers and academics in the early stages of their careers who wish to develop their leadership, management and engagement skills. It offers Face to Face courses to support the online learning.

CONTACT

www.tcd.ie/hr/learning-and-development/research-leaders/

SPECIAL PURPOSE PROFESSIONAL CERTIFICATE IN ACADEMIC PRACTICE

The Professional Special Purpose Certificate is a level 9 course run through the Centre for Academic Practice and Student Learning. It focuses on professional development in academic practice, integrating four interrelated facets: teaching, learning, research and leadership.

CONTACT

capsl@tcd.ie
353 1 896 3601
www.tcd.ie/CAPSL/professional-development/special-certificate/
Supporting your development as professionals. Vitae resources can help you succeed: Online resources using the Vitae Researcher Development Framework (RDF), including a range of materials for use by and with researchers.

YOUR HR 2019

YOUR HR Manager series and seminars for all staff.

Human Resources are hosting a programme of specialised HR Seminars for all staff in 2019

Starting January 2019

C.A.P.S.L.—LUNCHTIME

CAPSL supports the professional development of academic staff and those supporting teaching and learning in Trinity throughout their career. They offer a wide variety of research-led programmes, workshops, consultancies and...
Leading a step change in institutional provision

Our website hosts a range of materials for use by and with research staff. In addition, we offer resources aimed at those who support and influence their career choices and lead initiatives to promote improvements to researchers’ working conditions and career structures.

Improving employment conditions and careers for researchers

- The European Charter and Code for Researchers and the UK Concordat to Support the Career Development of Researchers: principles for employing researchers
  [www.vitae.ac.uk/concordat](http://www.vitae.ac.uk/concordat)
- We support member institutions to engage in the HR Excellence in Research Award, recognising commitment to enhancing the careers of researchers
  [www.vitae.ac.uk/hrxcellence](http://www.vitae.ac.uk/hrxcellence)
- Vitae leads on biennial UK-wide surveys to capture data on the experiences of research staff
  [www.vitae.ac.uk/cros](http://www.vitae.ac.uk/cros)
- Actions for All: ten actions to improve diversity and equality for research staff
  [www.vitae.ac.uk/actionsforall](http://www.vitae.ac.uk/actionsforall)

Find development programmes for use with research staff in our library of resources
[www.vitae.ac.uk/resource-library](http://www.vitae.ac.uk/resource-library)

- Preparing for leadership
- Research staff futures
  - Enhancing professional effectiveness
  - Introducing impact and engagement
  - Progressing your academic career
- Managing your career

Coming soon
- First-time academic leadership
Resources and opportunities for research staff

Highlights:
- Online advice www.vitae.ac.uk/researchers
- Online resources using the Vitae Researcher Development Framework (RDF), include:
  - RDF lenses focus on attributes to develop in a specific context. Upcoming titles: knowledge exchange and the independent researcher www.vitae.ac.uk/RDFlenses
  - Advice sheets covering each of the 63 RDF descriptors www.vitae.ac.uk/RDmembers
  - Vitae RDF Planner: our online app for researchers to manage their own career development www.vitae.ac.uk/rdfplanner
- Over 150 researcher career stories, including 40 from former research staff who have moved on from an academic research path www.vitae.ac.uk/career-stories
- The Researcher on Placement: ideas and tips for finding and completing a successful internship www.vitae.ac.uk/researcheronplacement
- Infographics on researcher careers by discipline www.vitae.ac.uk/PhD-destinations
- PDP ROC: online course to help researchers get started in career planning www.vitae.ac.uk/pdproc
- Outcomes from the 2014 Vitae Research Staff Conference www.vitae.ac.uk/RS2014
- Providing a collective voice for research staff across the UK, in association with the UK Research Staff Association (UKRSA) www.vitae.ac.uk/ukrsa

Support for research directors and PIs in their role with researchers

Highlights:
- Every Researcher Counts resources to support equality and diversity. Includes accompanying ECU guidance www.vitae.ac.uk/erc
- Guide to supporting researchers on placement www.vitae.ac.uk/placement-support
- PI video case studies on mentoring research staff www.vitae.ac.uk/Plmentoring
- Guide to having career conversations with researchers: advice for PIs www.vitae.ac.uk/career-conversations
- Connections CPD events www.vitae.ac.uk/events
- Vitae Member Community online social platform www.vitae.ac.uk/community

For more information about Vitae resources for research staff, please visit www.vitae.ac.uk/researchers

Some resources are only available to those from Vitae member organisations
OTHER LEARNING OPPORTUNITIES

IT SERVICES TRAINING

IT Services provides support for teaching and learning in lecture theatres other supports including Blackboard Learn, Panapto and a video capture/production service. See full range of services: www.tcd.ie/itservices/staff/

SAFETY, HEALTH & WELFARE TRAINING

For Information on the content, purpose or suitability of Safety Health and Welfare training or to book a place on any of our safety training courses visit the University Safety Health and Welfare web site www.tcd.ie/estatesandfacilities/health-and-safety/.

CONTACT

Phone: Ext. 2000
www.tcd.ie/itservices/staff/teaching.php
ASSISTANT DEVELOPMENT PROGRAMME

NEXT STEPS:

SETTING OBJECTIVES

Download objectives form
https://www.tcd.ie/hr/learning-and-development/asst-prof-development/performance-management.php

CONTACT

Your Head of School, and your Mentor

GET A MENTOR

The Early Career Mentoring Initiative is a support service aimed at new and recently appointed academics in their first 3 years of service. This is a great opportunity to benefit from the advice and support of a senior academic colleague.

CONTACT

www.tcd.ie/hr/learning-and-development/mentoring/

YOUR RSS PROFILE

Register for RSS and get started filling in your RSS profile / downloading / connecting from ORCHID.
https://tcdlocalportal.tcd.ie/pls/pls/registration/

CONTACT

www.tcd.ie/research/dean/rss/

PROBATION

All employees in Trinity are subject to probation, including staff on Academic grades, and this process is managed in line with the Probationary and Review Procedures for Academic Staff.

CONTACT

www.tcd.ie/hr/spr/probations/prob-for-aca-staff.php
Thank You

For further information contact your
Programme Co-Ordinator,
Michael O'Riordan,
Learning and Development Specialist
oriordmi@tcd.ie

Louise Power,
Learning and Development Manager, Ext 1964
Email: lpower@tcd.ie

Learning and Development Team,
Ext 2580
Email: staffdev@tcd.ie