ASSISTANT PROFESSOR
DEVELOPMENT PROGRAMME
2018

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 set objectives; and work through teaching & research plans;
  - to prepare for review

Getting a Mentor:

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

Step 1

September—November 2017
Meet your Mentor, Head of School & Discipline
Prepare plans; Set objectives & agree with HOS

Step 2

November 2017—February 2018
Review programme, document as you go

Step 3

Ongoing coaching, feedback and personal

Step 4

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

Step 5

August 2018
Agree Year 2 objectives with Head of School and submit to HR

Probation/Perf Review

Agree year 2

Set objectives & plans

Meet your Mentor; Head of School, self reflection, and complete probation

Set objectives & agree with HOS

Review programme, document as you go
AREAS FOR ASSESSMENT

Key Assessment Areas

Teaching
Contribution and Scholarly Activity
Research

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

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.
MASTER CLASSES

HARNESSING THE H-INDEX

Speaker Niamh Brennan
5th October 2017 Completed
6th November 2017 Completed

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 2017 Completed

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: December 2017 completed.
Next Masterclass
12th March 2018

CONTACT

A.P. Co-Ordinator
Michael O’Riordan
Email: oriordmi@tcd.ie
Phone: +353 1896 2018
## MASTER CLASSES

### 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 |
| Date: 12th February 2018 |

### INDUSTRY PARTNERING - BUILDING AND MAINTAINING RELATIONS WITH PARTNERS

| Date: March 2018—TBC |

### 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. |
| 13th April 2018 |

### VOICE COACHING

| And Voice Protection for Lecturing — to be confirmed 2018 |

---

### CONTACT

#### Programme Co-Ordinator
Michael O’Riordan
Email: oriordmi@tcd.ie
Phone: +353 1896 2018

#### To register
ON LINE TRAINING LYNDACOM

All Academic staff can access Lynda.com, 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
Programme Co-Ordinator
Michael O’Riordan
Email: oriordmi@tcd.ie
Phone: +353 1896 2018

NEW LEARNING TECHNOLOGIES

2018—to be confirmed

CONTACT
A.P. Co-Ordinator
Michael O’Riordan
Email: oriordmi@tcd.ie
Phone: +353 1896 2580

STORYTELLING FOR IMPACT

You will gain insight into the tools / techniques in impactful storytelling / narrative and work with Science Gallery Dublin team members as well as expert mentors to craft narratives for your work and experiment with different formats for different audiences.

CONTACT
A.P. Co-Ordinator
Michael O’Riordan
Email: oriordmi@tcd.ie
Phone: +353 1896 2580
ON LINE TRAINING  [LYNDA.TCD.IE](http://lynda.com)

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

---

STUDENT PASTORAL CARE AND SUPPORTS

E.g. careers/student learning supports

Date: March 2018—tbc

---

CONTACT

Programme Co-Ordinator
Michael O’Riordan
Email: oriordmi@tcd.ie
Phone: +353 1896 2018
2018 Seminar series for all staff.

YOURTRINITY DAY

Expo of all services for staff in the University

VENUE

Sept 2018: Public Hall
10:00 – 16:30

GENERAL LEARNING CATALOGUE

Full learning and development programme. Online Resources—Vitae; Lynda.com

YOURHR MANAGER SERIES

https://www.tcd.ie/hr/our-services/yourhr/research-management-series.php

CONTACT

Staffdev@tcd.ie

PROFESSIONAL SKILLS FOR RESEARCH LEADERS

https://www.tcd.ie/hr/our-services/learning-and-development/

CONTACT

Michael O’Riordan oriordmi@tcd.ie; Extn 2018
OTHER LEARNING OPPORTUNITIES

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. We offer a wide variety of research-led programmes, workshops, consultancies and events in academic practice and

CONTACT

capsl@tcd.ie
353 1 896 3601

SPECIAL PURPOSE PROFESSIONAL CERTIFICATE IN ACADEMIC PRACTICE

https://www.tcd.ie/CAPSL/

CONTACT

capsl@tcd.ie
353 1 896 3601

IT SERVICES TRAINING

IT Services also provides support for teaching and learning in a number of lecture theatres and seminar rooms on and off campus, and also provides a video capture/production service and a photographic service.

CONTACT

A-Z list of services or browse the full service catalogue
https://www.tcd.ie/itservices/training/course_listing.php
ASSISTANT DEVELOPMENT PROGRAMME

NEXT STEPS:

SETTING OBJECTIVES

Form: https://www.tcd.ie/hr/our-services/learning-and-development/
Return by date: 10th November 2017

GET A MENTOR

Important part of your development Programme. Talk to your Head of School.

YOUR RSS PROFILE

Register for RSS and get started filling in your RSS profile / downloading / connecting from ORCHID.
Access via the local home page (https://www.tcd.ie/local/)

PROBATION

You will be using the data from the RSS profile to output to a CV as part of your probation application.

CONTACT

Your Head of School, and your Mentor

https://www.tcd.ie/research/dean/rss/
hrprob@tcd.ie
Thank You

For further information contact your Programme Co-Ordinator,
Michael O’Riordan,
Learning and Development Specialist