Dublin City University

Promotion to Associate Professor 2009

Policy and Procedures

1. Introduction

Senior Lecturers whose academic achievements are outstanding in the area of research and who have demonstrated exceptional leadership in teaching and academic management may be deemed suitable for promotion to Associate Professor.

Promotion to Associate Professor is a merit-based system. This means that promotion is awarded to applicants who are deemed to have met the specified criteria and is not restricted by quotas or financial constraints.

To be promoted to Associate Professor, an applicant must demonstrate an outstanding record of academic achievement beyond that expected for satisfactory performance of a Senior Lecturer's duties. He/she should have shown leadership and innovation in research, teaching and programme development and have contributed significantly to the University and its goals through additional internal and/or external activities. Appropriate evidence of internationalisation in teaching, research and publications in leading international journals should be provided.

A period of 3 years will normally be required between promotion to Senior Lecturer and submission of an application for promotion to Associate Professor. An applicant who has been unsuccessful will be required to wait for a period of 2 years prior to submitting a further application.

2. Criteria for Promotion to Associate Professor

Applications are assessed on the following criteria.

(i) Research and Scholarship

Promotion to Associate Professor acknowledges outstanding achievement in the applicant's discipline and reflects the ongoing commitment of the University to the recognition of excellence in research/scholarship. An applicant should be able to demonstrate a scholarly output of a quality which has attracted national and international recognition, and which will normally encompass a number of scholarly monographs/reviews, and a substantial number of articles in leading refereed journals in the field. Evidence of intellectual property contributions may be provided – for example, successful patents, licensing agreements and engagement with external agencies, business and industry. The extent and nature of the output may vary between disciplines and may include other innovative and creative activities regarded as evidence of academic scholarship. In any case, the scholarship should be notable for its originality, importance, impact and contribution to knowledge. In the case of multi-authored articles, the applicant will be expected to be a lead, or the lead, author in a substantial proportion. Particular value will be placed upon evidence of internationalisation in research and publications or equivalent.

(ii) Teaching and Learning
The maintenance and nurturing of excellence in teaching and learning is vitally important to the University’s future. In addition to demonstrating the capacity to deliver high-quality teaching, applicants are invited to provide evidence in a teaching portfolio that they have been involved in advancing the frontiers of teaching and learning and in enhancing teaching quality in the University and elsewhere. This might be in areas such as lecturing, tutoring, pastoral care, or research aimed at advancing teaching and learning within their discipline. Clear evidence of national and international impact should be provided.

(iii) University Service and External Activities
All aspects of service and administration within the School, Faculty and University, together with relevant external activities, will be considered. These include taking responsibility for activities such as leading strategic initiatives, external examination, peer review, public lectures, media interviews, community participation, revenue generation, marketing and promotion, active engagement with external stakeholders and good citizenship.

3. Procedures

Applications shall be submitted to the Director of Human Resources and shall be considered by the Academic Promotions Committee (APC). Provided the evidence submitted by an applicant, and the external assessors’ reports, are deemed to meet the requirements of the University as set out in Section 2, the APC shall recommend that the applicant proceed to the interview stage.

Submission of Applications

Applications may be made at any time during the year.

Applicants are responsible for providing all relevant information and must submit to the Director of Human Resources:

(i) a personal statement of not more than two pages outlining why they consider it appropriate for promotion to be considered at the present time
(ii) a fully completed application form in accordance with the application instructions
(iii) the names of two eminent external assessors of professorial status (the Chair of the Academic Promotions Committee will select one of these).

In addition the following Assessments / References will be sought:

(i) The Dean of the applicant’s Faculty, in consultation with other senior staff, shall nominate two eminent external assessors on behalf of the University. Applicants will be asked to complete an external assessor nomination form for both of the assessors nominated by the Dean of Faculty.

(ii) The Head of the applicant’s School shall be asked by the Director of Human Resources to provide a reference.

Consideration of Applications

Applications and external assessors’ reports are passed to the APC by the Director of Human Resources for consideration by that committee. The APC comprises the Deputy President (Chair), the Dean (or a Professor nominated by the Dean) from each of the Faculties in the University, one Professor from each of the four Faculties (two female and two male)
nominated by the Academic Council, the Vice-President for Learning Innovation, the Vice-President for Research and the Director of Human Resources. It meets on four occasions during the year (normally January, April, July, October) to consider those applications for which a full set of documentation including reports from the assessors has been received. Provided the evidence submitted by an applicant, and the external assessors’ reports, are deemed to meet the requirements of the University as set out in Section 2, the APC shall recommend that the applicant proceed to the interview stage.

In the case of any member of the APC being an applicant, he/she shall not take part in the deliberations of the Committee.

**Interview Stage**

Applicants who proceed to the interview stage shall be interviewed by a board comprising the President or Deputy President, the Dean of the relevant Faculty, two Professors from the APC, the Director of Human Resources and two external members. Prior to final approval of the board, the applicant shall be informed of the names and details of the two external board members. It shall be the responsibility of the applicant to inform the Director of Human Resources if the external member/s is/are not academically appropriate to assess the applicant’s expertise. The APC shall ensure gender representation on the board by co-opting, either internally or externally, as appropriate. If the applicant is successful at interview stage, the APC shall forward to the Governing Authority its recommendation for promotion to Associate Professor.

4. **Equal Opportunities**

In line with the University's equal opportunities policy, the APC and interview board are concerned to ensure that only relevant considerations are taken into account in reaching decisions. Care is taken to ensure that equal opportunity factors are taken into account when each area of activity is considered. When reviewing an applicant's record, consideration shall be given to any special circumstances which may have resulted in a lack of opportunity for an applicant to perform to his/her full potential in any area of activity. For example, time away from work because of family responsibilities for care of children could have delayed career development.

5. **Appeals Procedure**

An appeal may be made to the President in respect only of an alleged irregularity in procedure. The President, in the first instance, shall require the Chair of APC and the Director of Human Resources to discuss the matter with the applicant. If it is not resolved at that level, the President shall nominate an external senior academic to investigate the appeal and make a recommendation on it. In the event that the recommendation is that there was no irregularity, the President shall disallow the appeal. In the event that the recommendation is that there was an irregularity, the President shall refer the application to the Academic Promotions Committee for reconsideration.

An appeal must be made within 10 working days of the applicant being notified of the outcome of the application.