Progression from Assistant Lecturer to Lecturer

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INTRODUCTION

1.1 This Policy and Procedure are designed to inform both staff and managers of their responsibilities with regard to progression from Assistant Lecturer to Lecturer, the criteria by which an application is considered and the application process.

1.2 Progression is not a promotion and it is not subject to a competitive process. It does not depend on the availability of vacancies at Lecturer level or the establishment of new posts at Lecturer level for which applicants need to be sought.

1.3 An application will be considered in accordance with the principles of Circular Letter 03/05 and such consideration will be based on whether the applicant can be expected to fulfil the duties of the Lecturer contract. There will be no requirements asked of applicants which are not typically required of those already fulfilling the duties of the Lecturer contract.

1.4 In recognition that the academic manager assigns duties, range and level of teaching, etc. the decisions of the academic manager cannot be used as grounds to refuse progression.

2. PREPARATION FOR PROGRESSION FROM ASSISTANT LECTURER TO LECTURER

TU Dublin must advise staff on appointment (and any existing Assistant Lecturers at the earliest opportunity) of the requirements for Progression.

Human Resources will:

- provide information on the requirements for Progression in the Candidate Brief and Appointment Letter and to all relevant academic staff (i.e. those who have met the qualification and service requirements but who have not yet applied);
- advise a new Assistant Lecturer that this policy and procedure can be found on the HR website;
- recommend to a new Assistant Lecturer that she/he discusses the matter of Progression with their Academic Manager at the earliest opportunity.

The relevant Academic Manager will:

- review the criteria for progression with all Assistant Lecturers in their School identifying their strengths. This should be done shortly after the appointment of new Assistant Lecturers and as soon as possible for all existing Assistant Lecturers;
- agree on the qualification(s) to be obtained by the Assistant Lecturer and confirm this in writing to him/her;
- identify possible opportunities and supports for the Assistant Lecturer engaging in appropriate non-teaching duties, research (where appropriate), scholarship activities and/or other relevant activities;
- schedule further meeting with the Assistant Lecturer to review the first draft of their application in advance of submission to the Progression Panel and provide appropriate feedback in writing;

Where agreement is not reached between the relevant Academic Manager and the Assistant Lecturer on the qualification(s) to be obtained, a submission may be made by either party to the Progression Panel who will decide the most suitable qualification. This decision may be appealed by either party to the Progression Appeals Panel.

3. SERVICE & QUALIFICATIONS CRITERIA

3.1 *'Assistant Lecturers will progress to the grade of Lecturer on completion of one year's service having reached the maximum of the Assistant Lecturer scale subject to a minimum of five years' continuous service in the grade* ***subject to ability, experience, academic qualifications, scholarship and demonstrated performance.*** *Possession of an appropriate defined postgraduate qualification or equivalent shall normally be considered an essential requirement. TU Dublin may award incremental credit for previous service in the Assistant lecturer grade in another institute or university. TU Dublin may require 5 years service in TU Dublin (or previously in DIT, ITB and ITT) before progression is considered.'*

3.2 The requirements set out at 3.1 apply to all Assistant Lecturers with a minimum of 5 years continuous service in the grade and having completed one year on the maximum of the scale. Some of the 5 years service may be acquired in another institute or university but the applicant must have a minimum of 2 years equivalent service in TU Dublin (formerly DIT, ITB and ITT) and the University must satisfy itself that the applicant has met the criteria for progression over the 5 year period.

3.3 '*An Assistant Lecturer with a PhD or equivalent and relevant research experience may be considered for progression after 3 years continuous experience. If successful, such an Assistant Lecturer may be placed on the first point of the Lecturer scale and remain on that point until five years service has been completed.'*

3.4 The requirements set out in 3.3 apply to all Assistant Lecturers with a minimum of 3 years' service and qualified to PhD or equivalent. A minimum of one year's equivalent service is required in TU Dublin (or previously in DIT, ITB and ITT).

3.5 Assistant Lecturers with a PhD or equivalent require 3 years continuous service. This service does not have to follow conferral of PhD or equivalent. Service prior to conferral of PhD or equivalent is acceptable for progression once it is continuous and in the grade.

3.6 Continuous service* as a Permanent/Temporary wholetime Assistant Lecturer and Pro-Rata Part-time Assistant Lecturer (**including equivalent part-time service) in TU Dublin, other Institutes of Technology and universities has been deemed by the Department of Education and Skills to be acceptable for progression.

**Service spent in a lecturing grade i.e. Lecturer, Senior Lecturer I, Senior Lecturer II or Senior Lecturer III in TU Dublin and other Institutes of Technology and/or service spent in a lecturing grade (equivalent or higher to that of an Assistant Lecturer) in a University may be deemed reckonable for the purposes of determining if an applicant meets the Service requirement for Progression.*

*** Equivalent Part-time service only applies to Permanent/Temporary wholetime or Pro-Rata employees who wish to use part-time service prior to December 2001 towards continuous service criteria. Confirmation from the Head of School(s) and relevant Academic Manager will be required in order to ascertain if such part-time service was equivalent i.e. that it was regular service (sustainable for the entire academic year) and that the full range of duties associated with that service were equivalent to the grade of Permanent/Temporary wholetime Assistant Lecturer or Pro-Rata Assistant Lecturer.*

*Service in a Professional, Management and/or Support role following appointment as an Assistant Lecturer to TU Dublin (or previously in DIT, ITB or IT Tallaght) to a position which attracted a salary equal to or higher than the maximum point of the Assistant Lecturer scale for a period of 12 months or more***, will be reckonable towards the service requirement for Progression. The work of the applicant in that role will be recognised by the Progression Panel as appropriate. Where such service is being used to meet the service requirement, the applicant must have returned to their substantive Assistant Lecturer position prior to making their application and if successful, they will progress to the Lecturer grade.*

**** Where service in a Professional, Management and/or Support role is less than 12 months, the applicant's earnings for the duration of the role will be calculated on a pro-rata basis.*

3.7 QUALIFICATIONS

Applicants will be considered under A or B in accordance with which is more advantageous to the applicant.

A Normal Requirements

1. Have obtained a defined Masters* degree since meeting minimum entry requirements
   OR
2. Have obtained the equivalent to 1 above e.g. Professional Accounting Qualification/Membership, Solicitor etc. in addition to obtaining minimum requirements

* A Masters degree must have been obtained by thesis/examination. Eligibility will be based upon official evidence of a defined Masters qualification from a recognised degree awarding authority or an approved equivalent qualification.

*Where an Assistant Lecturer applies for Progression having been awarded a PhD or equivalent and is successful in their application for Progression, where appropriate, the effective date of Progression may be backdated to the date on which they successfully completed a confirmation examination for a PhD or equivalent registered at TU Dublin. Certified evidence of successfully completing a confirmation examination must be provided by the TU Dublin Graduate Research School**. This provision applies for the purpose of Progression only.*

***Certified evidence from other higher educational institutes will be considered on a case by case basis.*

B Special Category

In particular circumstances, the relevant Academic Manager may deem the following as meeting the requirements.

In the case of trade or craft, have at the time of application for progression obtained a relevant primary honours degree (of any class) - achieved since meeting minimum entry requirements plus a minimum of 8 years relevant experience (in industry and/or teaching) obtained since meeting the minimum academic requirements.

OR

In the case of trade or craft, have obtained the appropriate advanced qualification in the relevant trade/craft – achieved since meeting minimum entry requirements (award must be examination and/or assessment based) – plus a minimum of 8 years relevant experience (in industry and/or teaching) obtained since meeting the minimum academic requirements.

4. ACADEMIC CRITERIA

4.1 TU Dublin will approve applications for progression subject to **demonstrated performance, ability, experience, research* and scholarship.**

4.2 Section 4.3 and 4.4 outline **a range of areas** which may be considered both by applicants in their application for progression and by the Progression Panel in assessing applications. **There is no requirement to meet all**

of the headings or subheadings and it is not an exhaustive list. The Progression Panel will consider other activities that an applicant and their Academic Manager considers relevant to the application.

***Relevant research may be counted but is only a specific criterion for the fast track PhD or equivalent progression path.**

In order to progress the applicant should have outputs from the following categories:

- *any four* of the headings under section 4.3 **Demonstrated Performance, Ability and Experience**, plus
- *any one* of the headings from section 4.4 **Research and Scholarship**.

In order to progress via **the fast track PhD or equivalent** progression path the applicant should have outputs from the following categories:

- *any four* of the headings under section 4.3 **Demonstrated Performance, Ability and Experience** plus
- *any two* of the headings from section 4.4 **Research and Scholarship**.

Where a heading is divided into sub-headings, fulfillment of any one sub-heading meets the output requirement of that heading.

4.3 Demonstrated Performance, Ability and Experience

"Note: Issues regarding staff performance etc. that may arise from time to time must be dealt with at the particular time and should not be raised as new issues at this stage in the process." CL IT03/05

- **Teaching Load:** range and level of courses; laboratory and workshops; fieldwork; student numbers;

- **Quality of Teaching:** External Examiners' reports; other recommendations/reports; self-reported fulfillment of QA responsibilities;

- **Teaching Development:**
  - participation in/attendance at courses etc. on teaching development; or
  - completion of the Postgraduate Certificate in Third Level Learning and Teaching or equivalent;

- **Innovation in Teaching and Assessment:**
  - the adoption of new approaches to teaching and assessment; or
  - applications of information and communication technologies to teaching and assessment; or
  - Development of new teaching and learning material;

- **Subject/Course Development:**
  - reviews and revisions of own subjects; or
  - contribution to design, development and introduction of new and existing programmes at all levels including corporate training, CPD; or
  - new pedagogical methodologies illustrative of impact of research/knowledge transfer on teaching;

- **Advising Students:** formal and informal involvement;

- **Supervision of Projects, Assignments, Industrial Placements:**

  - formal and informal involvement; or

- supervision of undergraduate projects; or
- supervision of taught Masters thesis; or
- supervisor or mentor for students participating in national/world skills competitions;

- **Preparation of Students for Competitions:** formal and informal involvement;

- **Department:**
  - routine administration, organisation of class timetables; or
  - organisation of examinations, collation of examination results; or
  - co-ordination of fieldwork, work experience; or
  - formal or informal involvement in taking responsibility for a particular programme or year of programme; or
  - willingness to undertake *ad hoc* tasks;

- **School:**
  - membership of School committees; or
  - formal and informal engagement with Open Days and other school liaison activities; or
  - involvement with course planning and development; or
  - representing Department/School/Institute in course/college promotion; or
  - preparation/delivery of part-time and evening courses;

- **TU Dublin (or previously DIT, ITB or ITT):**
  - member of the Academic Council or any committees; or
  - broader strategic contribution, for example participation in a strategically critical initiative, business development or digital campaign;

- **Professional Bodies:** contribution/involvement with professional body;

- **Subject:** participation in national subject associations and committees;

- **Industry:**
  - liaison with industry; or
  - organisation of industry-linked education and training programmes; or
  - authorised consultancy services; or
  - placement of students or graduates with industry;

- **Sports**: formal and informal involvement in training etc. in TU Dublin (or formally DIT, ITB and ITT) teams.

- **Community:** involvement with the community and or the voluntary sector;

- **Engagement:**
  Engagement with private, public or voluntary/community organizations; e.g. temporary secondment/assignment to a Professional, Management and/or Support role within TU Dublin (or previously DIT, ITB and ITT) following appointment as an Assistant Lecturer

  - Appointment to national or international boards, community/industry partnerships, etc;
  - Joint publications with industry/business/community partners;
  - Leadership/initiation of community engagement initiatives and projects;
  - Appointment to interview boards, manuscript review, editorial boards (membership or reviewer) or academic programme assessment at another HEI etc;
  - Innovation awards/prizes by industry/community;

- Membership of advisory, steering, validation, review boards to HEIs, institutes, centres, or community/industry/business organisations;
- Consultancy or social innovation projects;
- Contribution/involvement with a professional body;
- Membership of sub-committees or technical committees;
- Contributor to professional body guidelines and technical reports;
- Membership of accreditation panels;
- Membership of professional bodies (e.g. RIAI, RICS, CIOB, Engineers Ireland etc);
- Spokesperson for national or international recognised organisation;
- Active role in organizing/participating in public presentations and performances (including those at community or industry-organised events or in collaboration with communities or schools);
- Developing community-based projects in collaboration with partners;
- Developing, co-ordinating/delivering initiatives with primary, second level, community, adult education sectors;
- Establishing and developing links and programmes with other education sectors, e.g. FE sector;
- Developing or teaching on access foundation, bridging and taster programmes;
- Contribution to industry engagement through TU Dublin (previously DIT, ITB and ITT) Corporate Partnership activities;
- Coordinating community-based research in collaboration with community partners;
- Engaging in projects/initiatives that keep specialist/discipline skills up-to-date regardless of context, for example consultation to industry, TU Dublin (previously DIT, ITB and ITT) Professional, Management and Support Services etc

4.4 Research and Scholarship

Research is characterised as *"Research and experimental development (R&D) comprise creative and systematic work undertaken in order to increase the stock of knowledge – including knowledge of humankind, culture and society – and to devise new applications of available knowledge."*[1]

"*Scholarship is not an esoteric appendage; it is at the heart of what the profession is all about…"*[2,3]

- **Publications:** Lead or joint or corresponding author, and/or editor.
  - Articles (published in national/international journals or trade/professional journals)
  - Book chapters, books, monographs and textbooks (single/co-author, edited)
  - Conference papers
  - Case Studies
  - Translations
  - Legal cases – textual analysis
  - National/International Technical Standards e.g. software, telecoms, QA, insurance, food safety, building standards, banking etc.
  - Approved Maps

- **Research Involvement:**
  - Participation in research centre or equivalent activity e.g. applications for research funding supervision of researchers; contribution to seminars, conferences
  - Participation in conferences e.g. chair of a session, presentation (oral or poster), organisation of the event or application for funding for the event
  - Judging a national or international competition (including research assessment, examiner in national and international skills competitions, technical advisor/judge
  - Curating solo or group exhibitions nationally or internationally

- Contributing to winning external income from national or international sources, corporate contracts, licences; responsible for winning internal competitive funding; participation in applications for research funding or community initiatives
- Active international research partnerships (local coordinator, proposer, evaluator)
- Consultancy on a pro-bono basis in the community and voluntary sector

- **Exhibitions, Performances, Prototypes**
  - Technical drawings e.g. architectural drawings, buildings specifications/realisation of buildings or other technical drawings, or project work associated with National/World Skills competitions
  - Generating artefacts, models, prototypes and new applications of technology
  - Software or new applications
  - Artwork/Public Exhibitions: solo or team exhibitions
  - Performance: Musical Performance, Compositions or Adaptations
  - Film, Audio, Animation and/or Broadcast material including scripts
  - Original Design including Visual Communication, interior, furniture, product, engineering, architecture and architectural technology

- **Consultancy/Commissions:** Consultancy/Commissions must be formally approved by the President;
  - External Consultancy either by a firm or some other agency where the expertise is provided on a temporary basis, usually for a fee
  - Public art commissions
  - Policy documents
  - Technical reports

- **Membership of Editorial Boards**
  - Membership of editorial board, editorial advisory board of national/international journal
  - Member of editorial team of book or report series

- **Supervision of Postgraduate students:** Formal and informal involvement

- **Research Funding:**
  - Formal and informal involvement in making an application for and or receiving funding including collaborative publication/funding with community/industry partners
  - Research consultancy/commissions must be formally approved by the President;
  - External income from competitive national or international sources, corporate contracts, licences
  - TU Dublin (previously DIT, ITB and ITT) competitive funding
  - Tendered work, consultancy, commissioned work

- **Patents:**
  - the establishment of Intellectual Property; or
  - registration of patents of the implementation of technology transfer; or
  - Licences, Plant breeding rights etc.

- **Research Leadership:** active member of research team.
  - Principal Investigator or active researcher in a research team or TU Dublin (previously DIT, ITB and ITT) research institute/centre
  - Lead or local coordinator, proposer or evaluator of international research partnerships
  - Member of relevant professional body e.g. appointment to national or international boards, policy review, community engagement initiatives, industry panels etc.

- Appointment to interview boards, manuscript review, editorial boards, academic programme assessment at another HEI etc
- Company formation/spin-out

- **Conferences:**
  - Chairing, organising or contributing to conferences
  - Member of scientific panel/committee
  - Paper published in conference proceedings
  - Oral or poster presentation
  - Competitions e.g. National/World Skills

- **Dissemination of Research and Scholarship:**
  - Articles in non-refereed publications e.g. non-peer review feature length magazine or newspaper articles; professional or trade journals
  - Translations or editing of major works
  - Public lectures/research seminars
  - Book reviews
  - Media interviews, broadcasts, newspaper columns, blogs
  - Keynote speaker
  - Advisor to government, industry, regional/community organisation

- **External Examining:** acting as External Examiner for undergraduate course/subjects, craft courses or FETAC and/or postgraduate research theses

- **Qualifications:** Upgraded qualifications since appointment:
  - Cpd
  - Diplomas
  - Certification
  - Further degree

- **New module/programme development:**
  - at Levels 6 - 10
  - new pedagogical methodologies
  - Involvement with and/or membership of SOLAS/ITAC committees (eg writing/reviewing exam questions, contributing to/reviewing curricula etc.)
  - Teaching/lecturing across both the CAO and Apprenticeship programmes

5. APPLICATION AND APPOINTMENT PROCESS

5.1 An Assistant Lecturer should submit an application as soon as they believes they have met all the criteria required.

5.2 The application form for Progression from Assistant Lecturer is available at link. Both the application and all supporting documentation should be submitted by the applicant to the HR Progression Team.

progression@tudublin.ie

5.3 The applicant should provide appropriate documentation to support their application which shows how their work fits within the particular category **demonstrated performance, ability, experience, research* and scholarship**.

*** Relevant research may be counted but is only a specific criterion for the fast track PhD or equivalent progression path**

5.4 Where the Service and Qualifications Criteria are met, Human Resources will request a report on the applicant from the relevant academic manager having regard to the Academic Criteria. The Report Form is available at link.

5.5 Where there is ambiguity regarding the Service and/or Qualifications criteria **at application stage**, the Progression Panel will make a decision as to whether the Assistant Lecturer meets these criteria having reviewed submissions from Human Resources and the relevant Academic Manager. If the Progression Panel deems that the applicant does not meet these criteria they may appeal this decision to the Progression Appeals Panel.

5.6 Relevant Academic Management are required to provide a comprehensive report and state their recommendation regarding the Assistant Lecturer's application and the supporting rationale.

5.7 In order to facilitate the processing of applications in a timely manner, the Report (signed by relevant Academic Management) should be returned to Human Resources no later than 6 weeks after receipt of the request.

5.8 On receipt of the Report, applications will be tabled for consideration by the Progression Panel at the next scheduled meeting if possible.

5.9 Where an application is approved, Human Resources will notify the successful applicant in writing, copying the relevant Academic Management.

5.10 Human Resources will implement appropriate changes to pay and terms and conditions and the successful applicant will be required to sign a new Lecturer contract of employment. The clause regarding Probationary Period will not apply.

5.11 Where an Assistant Lecturer with a Ph.D. and relevant research experience has progressed after only three years continuous service, the Lecturer will remain on Point (01) of the Lecturer grade until five years continuous service have been completed.

5.12 Where an Assistant Lecturer on a fixed-term contract is approved for progression, theywill progress for the balance of the duration of the fixed-term.

5.13 When Progression is backdated to the 'due-date', overtime/compensation will not be paid for the retrospective reduction in timetabled hours.

5.14 The effective date of progression will be the date in which the candidate meets all of the criteria for progression or the 1st January 2019 whichever is later.

5.15 Deferred decisions that are approved at later dates will be back-dated to the date on which the application was deemed to have met all the criteria as determined by the Progression Panel.

5.16 In the event that an application for Progression is not approved by the Panel, the Panel will complete a Progression Panel Feedback Form at the meeting which will be provided to the unsuccessful applicant. The

feedback will be sufficient for the applicant and relevant Academic Management to understand and appreciate the Progression Panel's view of the requirements that should lead to a successful application.

6. PROGRESSION PANEL

6.1 Membership of the Progression Panel is dependent on the organisational structure of TU Dublin and will be gender balanced.

6.2 A schedule of dates for Progression Panel meetings will be published at the start of each academic year on each Human Resources website.

6.3 The Progression Panel will receive in advance of the meeting:

- an electronic copy of the submission as prepared by the applicant
- details of the applicant's Service and Qualifications
- the Report signed by relevant Academic Management

7. PROGRESSION APPEALS PANEL

7.1 Membership of the Progression Appeals Panel is dependent on the organisational structure of TU Dublin and will be gender balanced.

7.2 In the case where an application is not successful, the Assistant Lecturer may seek a review of the decision by writing to Human Resources.

progression@tudublin.ie

7.3 Appeals must be lodged within three months of notification of the decision from the Progression Panel.

7.4 The Progression Appeals Panel will review the submission provided to the Progression Panel only. No additional evidence will be considered.

7.5 The decision of the Progression Appeals Panel will be conveyed in writing to the applicant and copied to relevant Academic Management.

7.6 Applicants whose submission to the Progression Appeals Panel has been unsuccessful may appeal this decision by means of the agreed Grievance Procedures. They may also make a new application to the Progression Panel including the submission of additional evidence to that which was originallyconsidered.

8. QUERIES

TU Dublin
Contact: Human Resources Manager
E-Mail: progression@tudublin.ie

REFERENCES:

1. OECD (2015), *Frascati Manual 2015: Guidelines for Collecting and Reporting Data on Research and Experimental Development*, The Measurement of Scientific, Technological and Innovation Activities, OECD Publishing, Paris.
2. Ernest L. Boyer, College: The Undergraduate Experience in America (New York: Harper & Row, 1987), 131.
3. Boyer, Ernest L.; Moser, Drew; Ream, Todd C.; Braxton, John M.. Scholarship Reconsidered: Priorities of the Professoriate (p. 65). Wiley.