UCD Human Resources

Online Faculty Promotions
Candidate Checklist

Have you?

Reviewed your Development Workspace and ensured that all information in each section is up to date?	
Ensured that the eligibility requirements have been met?	
Consulted with your Head of School on your application for promotion?	
Completed all sections of your application on the online Infohub system?	
Ensured the availability and willingness of your nominated external assessors to undertake the required assessment as part of the Faculty Promotions process?	
Uploaded the completed Employment History document?	
Read the commentary from the Head of School and College Principal or nominated other?	
Responded to the commentary from the Head of School and College Principal?[i]	

This document is intended to supplement, but not replace, the "Faculty Promotions Policy" which remains the primary source of information.Candidates are also advised to visit the HR Website for up to date information.

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[i] If the Candidate has no further comment to make they should indicate this by stating "No Further Comment".