



# Faculty Promotion Candidate Workshop

5<sup>th</sup> June 2024

# Faculty Promotion – Topics today

1. Key points of the UCD system
2. Faculty Promotion Committee – Current Membership
  3. How the Committee works
  4. The Role of the Candidate
5. The Roles of the Head of School and College Principal
  6. Nominating External Assessors
  7. Conflict of Interest Guidelines
8. Development Framework for Faculty
  9. Statistics 2017 – 2023
10. Faculty Promotion Infohub System
11. Essential Information and Documentation

# Faculty Promotion – Key Points of the UCD System

- Faculty Promotions process in UCD is a rolling process – no closing date – apply when ready

# Faculty Promotion – Key Points of the UCD System

- Process built on the principle of self-reflection, and with conversation with the Head of School and other colleagues to consider proactively your readiness

# Faculty Promotion – Key Points of the UCD System

- FPC provides feedback on each application, irrespective of the outcome. This is intended to be constructive and to inform a next application

# Faculty Promotion – Key Points of the UCD System

- Committee meets approximately 9 times a year between September and June

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*“Can the committee not move faster?”*



# Faculty Promotions Committee

Name	College / Unit	Term
Professor Colin Scott	Registrar and Deputy President	Ex Officio
Professor Maria Brenner	Health and Agricultural Sciences	2013-2026
Professor Eoin Casey	Engineering and Architecture	2021-2024
Professor Mark Crowe	Health and Agricultural Sciences	2021-2024
Professor Dympna Devine	Social Sciences and Law	2021-2024
Professor Fiona Doohan	Science	2022-2025
Professor Anne Keegan	Business	2021-2024
Professor Gary McGuire	Science	2020-2024
Professor Bettina Migge	Arts and Humanities	2023-2026
Professor Karl Whelan	Social Sciences and Law	2022-2025

- With effect 1<sup>st</sup> September 2023 membership of the FPC is as above.
- Membership is normally for a three year term which may be renewed, in exceptional circumstances, for up to a further 3 years to ensure consistency and continuity.
- Membership of the FPC is subject to review by the President and the Governing Authority.

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When an application is received...

**Is there a *prima facie* case for promotion, according to the *Development Framework for Faculty*?**

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**A feedback letter is sent**



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  - **Every committee member is expected to comment on every application, and to make an initial recommendation**
    - *discussion of each application takes 10-15 minutes on average, but can take much longer*

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  - Every voice has equal weight
- **The final adjudication is by consensus**

# The Role of the Candidate

- **Pre-application conversation with Head of School**

Remember: it's your performance in the aggregate

For Assoc Prof: SUBSTANTIAL

For Prof: OUTSTANDING

For Full Prof: EXCEPTIONAL

You must be at least SATISFACTORY in each category

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- **Read feedback letter from FPC**

**(if it's not the outcome you hoped for, read it in the right frame of mind, if possible!)**

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  - Prepare the application
  - External Assessors Nomination

*Consider quality of individual, quality of institution, geography of institution, mix of genders*

- Feedback from FPC
- **Post-promotion process conversation with Head of School and/or senior colleague**

# The Role of the **Head of School** and College Principal

- **Pre-application conversation with candidate**

# The Role of the **Head of School** and College Principal

- Pre application conversation with candidate

- **Commentary on application –  
providing an objective and non-judgmental assessment  
of the candidate and their achievements  
including relative to others in the field  
and it should be neither a Reference nor a Recommendation**

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- Commentary on application – providing an objective and non-judgmental assessment of the candidate and their achievements, including relative to others in the field and should neither be a Reference nor a Recommendation
  - External Assessors Nomination
- **Post-promotion process conversation with candidate**

**Applications may be returned to commentators where the FPC consider the commentary does not meet these requirements, which may result in a delay in the application!**



# The Role of the Head of School and College Principal

The College Principal's role when providing a commentary on a candidate's application for promotion is to endorse the commentary from the Head of School or when necessary add additional context to that commentary.

The College Principal should also, where applicable, comment on any work undertaken by the candidate within the College.

# Nominating External Assessors

External assessors nominated should be:

- At the level of Full Professor (or equivalent) or, in the case of applications for promotion to Associate Professor, at the level of Professor (or equivalent) at a minimum
- In a leading academic institution (similar ranking to UCD or higher), or have retired from such a position within the past five years
  - A leading academic with an international profile
- Cognisant of the norms within the candidate's academic discipline and be qualified to comment on the candidate's achievements and her/his suitability for promotion
- Have no perceived conflict of interest as specified in the Conflict of Interest guidelines.

# Nominating External Assessors

In addition, external assessor nominations should be:

- Geographically dispersed
- Not all the same gender

Provide clarification as to why each external assessor has been selected particularly if the external assessor is outside the criteria above, as this helps the FPC when ranking the nominations

(eg: an assessor isn't attached to a university; or a megastar in your field is attached to a low-rank university)

# Nominating External Assessors

Candidates must nominate **three** external assessors of which **one** will be selected

Candidates may exclude **two** external assessors

Commentators must nominate **four** external assessors for applications to Associate Professor level of which **one** will be selected

Commentators must nominate **five** external assessors for applications to Professor and Full Professor level of which **two** will be selected

# Conflict of Interest Guidelines

1	Where the External Assessor has had a formal (paid or unpaid) affiliation with the candidate at UCD or elsewhere within the last 5 years e.g. is a former close colleague or associate of the School/Unit or is a past member of a School/Unit/Research Group.
2	Where a Ph.D. or Post-Doctoral Supervisory relationship has existed between the candidate and the External Assessor in either direction.
3	Where there has been close collaboration, including significant co-authorship, co-presentational, co-editorial activities (excluding co-membership of editorial boards) or mentorship between the candidate and the External Assessor within the last 5 years.
4	Where a close personal relationship e.g. friendship, business, professional partnership or family relationship, exists, or has existed, between the candidate and the External Assessor.
5	Where a known professional or personal conflict exists between the candidate and the External Assessor.
6	Where the External Assessor holds strong negative opinions on the work presented or research conducted by the candidate that could prevent her/him from providing a fair and balanced review of the candidate's application.

# Development Framework for Faculty

*(from Sept 1, 2022)*

Categories	Dimensions
Research, Scholarship and Innovation	• Qualifications
	• Publication and Profile
	• Research Funding
	• Research Supervision and Management
	• Research Culture
	• Innovation and Impact
Teaching and Learning	• Facilitated Student Learning
	• Curriculum Design, Assessment and Development
	• Scholarship of Teaching and Learning
	• Enhancement of Practice: Personal and Professional Development
Leadership and Contribution	• Administration and Leadership
	• Recruitment and Outreach
	• Building Community
	• Building Support
	• Professional / Clinical Service
	• Public and Professional Engagement

Total number of applications for promotion approved by the President from 1<sup>st</sup> September 2018 to 31<sup>st</sup> August 2023

Number of applications								
	A&H	B	E&A	H&AS	S	SS&L	Totals	
Male	22	10	34	26	48	29	169	Numbers
Female	25	8	8	42	24	47	154	
Total	47	18	42	68	72	76	323	
Successful applications								
	A&H	B	E&A	H&AS	S	SS&L	Totals	
Male	14	3	20	19	31	21	108	Numbers
Female	19	7	5	35	19	34	119	
Total	33	10	25	54	50	55	227	
Male %	64%	30%	59%	73%	65%	72%	64%	% Success Rate
Female %	76%	88%	63%	83%	79%	72%	77%	
Total %	70%	56%	60%	79%	69%	72%	70%	

# Essential Information and Documentation

- Latest versions of all documentation are available on the HR website including FAQs and information regarding sample applications and mentoring.
- Must Read Documents:
  - Faculty Promotion Policy
  - Development Framework for Faculty
  - Conflict of Interest Guidelines
- <https://www.ucd.ie/hr/promotionsgrading/facultypromotions/>
- Queries: [promotions@ucd.ie](mailto:promotions@ucd.ie)



# **Infohub System & Faculty Development Workspace**



# Faculty Development Workspace



[UCD Home](#) [News and Opinion](#) [Key Dates](#) [Events](#) [UCD Directory](#) [UCD Connect](#) [Governance](#)

Tasks



## UCD InfoHub

My services & information portal

[Students](#)

[Research](#)

[Human Resources](#)

[Finance](#)

[Campus](#)

[Systems](#)

[Home](#) / [Human Resources](#)



## Human Resources



### My Details

Personal Info, Location,  
Leave ★



### My Team Dashboard

Team Dashboard ☆



### Employee Self Service

Link to ESS System for  
eRecruitment, Payslips,  
Pension ☆



### HR Policies

Link to HR-related policies  
☆



### My Development Workspace

Career development profile  
☆



### Contact HR

Contact details for central  
HR specialist teams ☆

## Personal Details



Photo:



Personnel No:

Name:

School / Unit:

College:

Job Title:

Scale:

Tenured:

Email:

20012012@uic.edu

To update information on your RMS Researcher profile, click on the Edit link above if available. If any other information is incorrect please contact [HR Helpdesk](#).

Qualifications



## Development Workspace



Your Development Workspace is an important resource for your professional and career development. It shows you key metrics relating to your career development and information such as your P4G records. It is important that you ensure that the information contained in your Development Workspace is up to date so do review the information shown and amend/update as necessary as per the individual instructions at the end of individual sections.

Relevant information contained in the Development may form part of any promotion application that you may wish to submit at a future date. Before applying for promotion, candidates should review the information available on the [Faculty Promotions](#) website.

P4G Reviews



Teaching Profile



Graduate Research Students



Career Contributions



Research Proposals



Research Grants (Awards) & Budgets Managed



## Promotion Applications



Shows applications submitted through the online system. Use the **Create Application** button below to initiate a new application - button will only appear if you are not already a full professor and/or there is no application in progress as simultaneous applications are not allowed. Ensure your development workspace information is accurate and up to date before you formally submit your application for promotion. Click on the Application ID to view an application on screen.

Workspace PDF

Application ID	Pathway	Created On	Status	Application
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No promotions applications to display.

*Applications should be submitted to HR seven working days prior to the scheduled FPC meeting. Click here for [further information](#) from the HR website.*

## Previous Promotions



Shows promotions attained through a formal promotions process but excludes any promotions achieved through recruitment to a new post.

Date of Promotion	Promoted To	Promotion Type
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There are no promotions recorded on the Core HR System for you.

# Faculty Promotion Infohub System

DEVELOPMENT WORKSPACE		Promotion Application	
Personal Details	Verify details contained in this field are correct	Application Details	Verify details contained in this section are correct
Qualifications	Verify details contained in this field are correct	Student Feedback	Student Feedback is pulled from the Banner System and is automatically excluded in a promotion application. It can be explicitly included at the candidate's discretion
Publications	Verify details contained in this field are correct. This information is pulled from the RMS system. If information is incorrect the RMS Profile should be updated and will automatically update in the Infohub System	Statement of Achievements	Candidates should complete the dimensions listed in this section. Can highlight what has been done since last application (if applicable)
Scopus Information	Verify details contained in this field are correct	Further Information	Enter details in relation to any Research Sabbaticals or Extenuating Personal Circumstances relevant to the application for promotion
Research Proposals	Verify details contained in this field are correct	Supporting Document	This document should provide details on previous employment history. Download document from the link, complete and upload to the system
Research Grants	Verify details contained in this field are correct	Nomination of External Assessors	Candidates should enter the details of three External Assessors who they wish to nominate as potential External Assessors for their application for promotion. Candidates may also enter the details of two External Assessors who they do not wish to be selected as potential assessors for their application for promotion.
Teaching Profile	Verify details contained in this field are correct	Share this Application	Candidates can share applications with a UCD colleague for feedback prior to applying for promotion. Enter UCD Colleague's details in this section. Candidates can also unshare the application. This is not a mandatory field.
Graduate Research Students	Verify details contained in this field are correct		
Awards, Prizes and Other Achievements	Verify details contained in this field are correct. Candidates can also add any Awards, Prizes and Other Achievements which you feel support an application for promotion.		
Career Contributions	Verify any pre populated details are correct. Candidates can also add any Career Contributions which you feel support an application for promotion		

Thank You

