

Faculty Promotion Candidate Workshop

5th 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 Promotions process in UCD is a rolling process – no closing date – apply when ready

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

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

 Committee meets approximately 9 times a year between September and June

 Faculty Promotions Pipeline is incredibly busy. Applications take approximately 11/12 months to process, from submission to final outcome

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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 1st 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.

Faculty Promotion Committee – Current Membership

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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

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

Pre-application conversation with Head of School

Prepare the application

- Pre-application conversation with Head of School
 - Prepare the application
- External Assessors Nomination

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

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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!)

- Pre-application conversation with Head of School
 - 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

Pre-application conversation with candidate

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 <u>neither</u> a Reference <u>nor</u> a Recommendation

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External Assessors Nomination

- 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 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 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 <u>four</u> external assessors for applications to Associate Professor level of which <u>one</u> will be selected

Commentators must nominate <u>five</u> external assessors for applications to Professor and Full Professor level of which <u>two</u> 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		

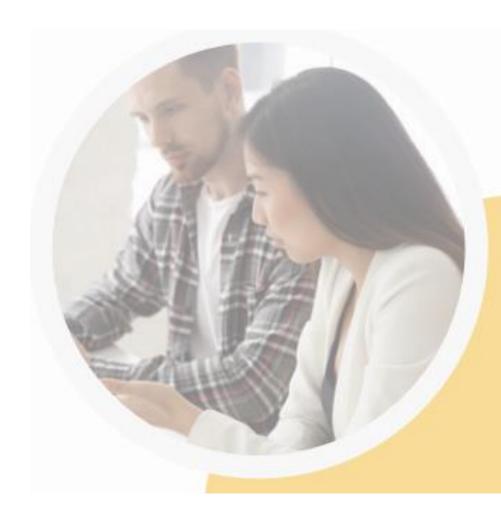
Total number of applications for promotion approved by the President from 1st
September 2018 to 31st
August 2023

Number of applications								
	A&H	В	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	В	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
Female %	76%	88%	63%	83%	79%	72%	77%	Rate
Total %	70%	56%	60%	79%	69%	72%	70%	

Essential Information and Documentation

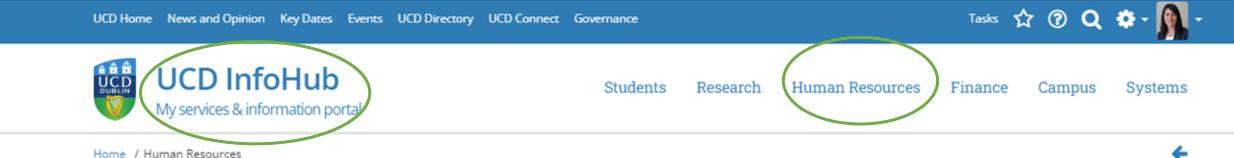
- Latest versions of all documentation are available on the HR website including FAQs and information regarding sample applications and mentoring.
- Must Read Documents:
 - Faculty Promotion Policy
 - Development Framework for Faculty
 - Conflict of Interest Guidelines
- https://www.ucd.ie/hr/promotionsgrading/facultypromotions/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

Infohub System & Faculty Development Workspace

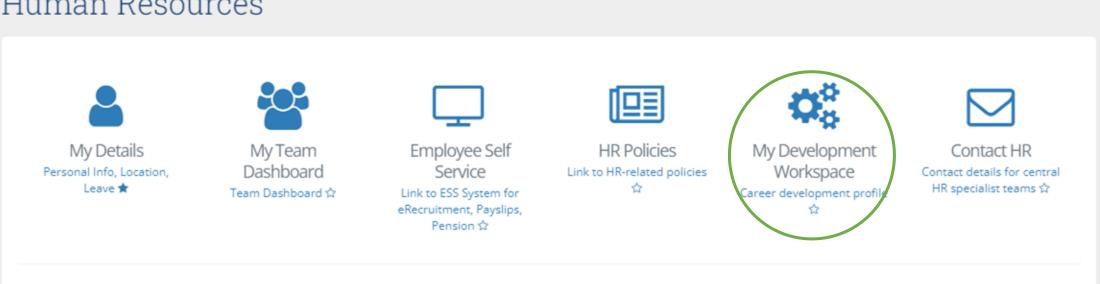


Faculty Development Workspace

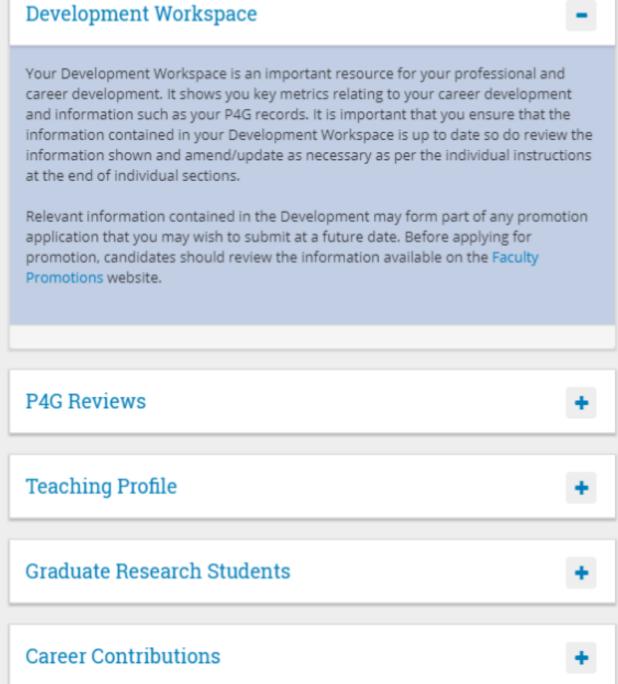




Human Resources



Personal Details Photo: Personnel No: Name: School / Unit: College: Job Title: Scale: Tenured: Email: 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**



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.

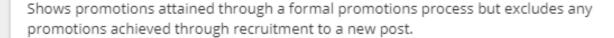
Workspace PDF

Application	ID Pat	hway (Created On	Status	Application

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



Date of Promotion	Promoted To	Promotion Type
		110.5

There are no promotions recorded on the Core HR System for you.

Faculty Dramation Infahuh Cyctam

Faculty Promotion infonub System					
DEVELOPMENT WORKSPACE		Promotion Application			
		Application Details	Verify details contained in this section are correct		
Personal Details	Verify details contained in this field are correct		Student Feedback is pulled from the Banner System and is		
Qualifications	Verify details contained in this field are correct	Student Feedback	automatically excluded in a promotion application. It can be		
Publications			explicitly included at the candidate's discretion		
	Verify details contained in this field are correct. This	Chahamanh	Candidates should complete the dimensions listed in this		

is incorrect the RMS Profile should be updated and will

automatically update in the Infohub System Verify details contained in this field are correct Verify details contained in this field are correct

Research Proposals Verify details contained in this field are correct

Verify details contained in this field are correct

Teaching Profile Verify details contained in this field are correct Research

Scopus Information

Research Grants

Graduate

Students

Nomination Awards, Prizes and Verify details contained in this field are correct. Candidates can also add any Awards, Prizes and Other Achievements

Other Achievements which you feel support an application for promotion. **Career Contributions** Verify any pre populated details are correct. Candidates Share can also add any Career Contributions which you feel support an application for promotion

cation

Statement information is pulled from the RMS system. If information **Achievements** Further

Information

Application

Supporting Document

Assessors who they wish to nominate as potential External **External Assessors**

their application for promotion.

application (if applicable)

application for promotion

This document should

complete and upload to the system

of 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

provide details on previous

Candidates can share applications with a UCD colleague for this 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.

section. Can highlight what has been done since last

Enter details in relation to any Research Sabbaticals or

Extenuating Personal Circumstances relevant to the

employment history. Download document from the link,

Candidates should enter the details of three External

Thank You

