Policy Title:	Senior Lecturer Promotion Application Form
Description:	This application form accompanies the Senior Lecturer Promotions Procedure
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INSTITIÚID OIDEACHAIS

MARINO

INSTITUTE OF EDUCATION

An Associated College of The University of Dublin, Trinity College

SENIOR LECTURER PROMOTION

APPLICATION FORM

CONFIDENTIAL

Application Form for Promotion from Lecturer to Senior Lecturer

NOTE: Supporting material which must be included are an up-to-date, accurate Research profile, teaching portfolio, and evidence of service to MIE and the external discipline/community. A maximum of 25 pages for the Teaching Portfolio, Times New Roman Size 12 point, is acceptable.

SECTION A

1. **Details**

First Name	
Surname	
Department	

2. **Degrees and Professional Qualifications:**

Degrees, etc.	Year of Award	Awarding Institution	Address of Institution

3. Present Post:

4. (a) Date of initial appointment to MIE:

4. (b) Date of appointment to your present grade

4. (c) Please provide details of any documented leave to date, including part-time arrangements, maternity, adoptive, parental, paternity, parents, sick leave, disability-related sick leave, carer's leave and unpaid leave of absence connected with caring during your academic career[1]
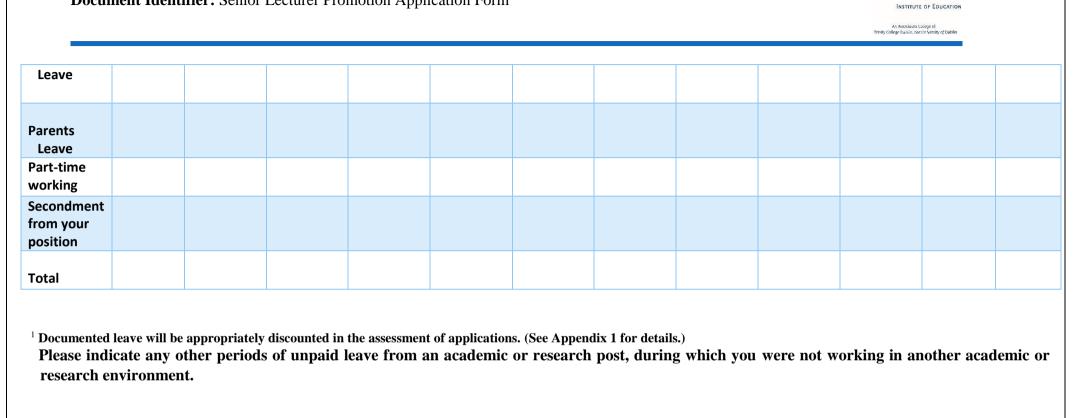
Please complete the following table setting out the number of Maternity/Adoptive Leave taken.

Leave Category	Current Academic Year 20__ - __	Last Academic Year 20__ - __	2 Academic years ago 20__ - __	3 Academic years ago 20__ - __	4 Academic years ago 20__ - __	5 Academic years ago 20__ - __	6 Academic years ago 20__ - __	7 Academic years ago 20__ - __	8 Academic years ago 20__ - __	9 Academic years ago 20__ - __	Before 9 Academic Years	Total no. of weeks
Maternity/ Adoptive leave												

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[1] **Documented leave will be appropriately discounted in the assessment of applications. (See Appendix 1 for details.)**

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Please complete the following table setting out the number of weeks taken as leave relevant to each category in each academic year.

Leave Category	Current Academic Year 20__ - __	Last Academic year 20__ - __	2 Academic years ago 20__ - __	3 Academic years ago 20__ - __	4 Academic years ago 20__ - __	5 Academic years ago 20__ - __	6 Academic years ago 20__ - __	7 Academic years ago 20__ - __	8 Academic years ago 20__ - __	9 Academic years ago 20__ - __	Before 9 Academic Years	Total no. of weeks
Parental leave												
Sick leave												
Disability-related sick leave												
Carer's leave												
Unpaid leave of absence connected with caring												
Paternity												

Leave												
Parents Leave												
Part-time working												
Secondment from your position												
Total												

[1] **Documented leave will be appropriately discounted in the assessment of applications. (See Appendix 1 for details.)**
Please indicate any other periods of unpaid leave from an academic or research post, during which you were not working in another academic or research environment.

Leave Category	Current Academic Year 20__ - __	Last academic year 20__ - __	2 Academic years ago 20__ - __	3 Academic years ago 20__ - __	4 Academic years ago 20__ - __	5 Academic years ago 20__ - __	6 Academic years ago 20__ - __	7 Academic years ago 20__ - __	8 Academic years ago 20__ - __	9 Academic years ago 20__ - __	**Before 9 Academic Years**	**Total no. of weeks**
Other periods of unpaid leave from an												

academic or research post, during which you were not working in another academic or research environment											

1 **Documented leave will be appropriately discounted in the assessment of applications. (See Appendix 1 for details.)**

6. Previous Posts Held (within MIE and external to MIE):

Start Date MM/YY	End Date MM/YY	Post Held	Employer

7. Membership of and role in Professional Bodies

Name of Professional Body	Dates of Membership MM/YY	Role held within the Professional Body

SECTION B

The teaching portfolio and Research profile are supporting material to the formal application. The information in the supporting material must be accurate and up-to-date. Candidates are advised that supporting material may also be included in the application form.

In some cases, it may be that an activity may reasonably be included under more than one heading in an application. It will be for each applicant to determine where to include such information, remembering that information may be cross-referenced but should not be duplicated: the Academic Promotions Committee will not give credit twice for the same activity.

In all cases candidates must indicate clearly their own contribution to any activity that they reference. This includes their precise role as members/leaders of committees, in working groups, editorial roles, securing grant income, etc. It also includes clearly indicating the applicant's portion of any joint research award.

In the event that a significant amount of inaccurate and/or duplicated material is included, the Academic Promotions Committee may decide not to consider the application further.

1. Research and Scholarship

Candidates should complete sub-sections a. and b. and may choose to add an additional commentary in sub-section c.

     a. Substantial Record of Research Outputs

Please complete the following table setting out the number of publications relevant to each code as detailed below. See Appendix 2 for further details of formal publications.

Document Identifier: Senior Lecturer Promotion Application Form

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Number of Publications (by category and year)

Cat.	Current Year 20__	Last year 20__	2 years ago 20__	3 Years ago 20__	4 Years ago 20__	5 Years ago 20__	6 Years ago 20__	7 Years ago 20__	8 Years ago 20__	9 Years ago 20__	Before 9 Years	Total no. of weeks
Original Article in a Peer-Reviewed Journal												
Article in Other Journal												
Review Article in a Peer-Reviewed Journal												
Book Chapter												
Book (authored/co-authored)												
Book, Yearbook or Journal Issue (edited/co-edited)												
Electronic Media/Software/Dataset												
Conference Proceedings (editorship)												
Conference Paper published												

in Proceedings													
Creative Work													
Patent Granted													
Book Reviews													
Peer-reviews conducted for scholarly journals													
Educational Resources													
Other (please indicate)													
Total													

b. You are **<u>required</u>** to submit an up-to-date, accurate list of your publications. For printed publications this should in all cases include page references.

Submitted: ☐

c. You are welcome to provide a commentary on your **Research** profile below **(no more than 1000 words).** If you do not wish to, then please write "None" in the box.

2 Learning, Teaching & Assessment:

In this category, applicants will be required to demonstrate a substantial contribution to teaching, supervision and mentoring of students.

All applicants are required to:

a) Outline the details of their contact hours for the three most recent years in which they taught;

b) Submit an electronic Teaching Portfolio that provides appropriate evidence of performance and demonstrates a critical, reflective approach to teaching, assessment, and the support of student learning, including your teaching philosophy and student evaluations:

- The Teaching Portfolio may not exceed 10 pages, including a maximum of 2 pages for Student feedback on a maximum of two modules, plus a maximum of 15 other pages in Appendices, to make a total of 25 pages. Any information beyond these limits will not be considered. Required font is **Times New Roman Size 12 point.**

2 (a) Contact Hours

You are required to provide a copy of your approved teaching schedule for **the three academic years** prior to the year in which the application is being made. If you were on documented leave for any of the 3 years, you should include the next most recent year(s).

All undergraduate and postgraduate teaching duties for the three years, should be set out in this section:

Class Name e.g. BSc ECE 1/BSc Ed Studies 3	Module Code	Module Title	Contact Hours Per Year				Examination Method
			Lecture	Tutorial	Practical	Other (specify)	

Total/Subtotal Contact Hours					

Supervision of Placement				
Class Name e.g. BSc ECE 1/BSc Ed Studies 3	**Module Code**	**Module Title**	**Number of Students supervised per module**	**Total number of visits**
Totals				

Supervision of dissertation students (undergraduate and postgraduate taught masters)				
Class Name e.g. BSc ECE 4/BSc Ed Studies 4/ MES ECE	Module Code	Module Title	Number of students	Dissertation ECTs & word count
Totals				

Applicants who were on sabbatical, maternity, adoptive, parental, paternity, parents, sick leave, disability-related sick leave carer's or unpaid leave in one or more years of the relevant years should submit the workload information in respect of the years in which they were teaching prior to the last three years and a statement of their teaching duties for those years such that the total number of years for which information is provided is three years.

(b) Teaching Portfolio (E-Portfolio)

The aim of the Teaching Portfolio is to provide an accurate and representative picture of your approach to teaching and the support of student learning.

The Teaching Electronic Portfolio may **not exceed 10 pages**, (maximum 3,000 words or equivalent) with a maximum of **15 other pages** in appendices. Any information beyond these limits will not be considered. Required font is **Times New Roman Size 12 point.**

The Teaching Electronic Portfolio should contain examples of teaching materials, student feedback and other appropriate evidence. The portfolio should include a summary of teaching experience and responsibilities, a reflective statement of teaching philosophy and goals, a brief discussion of teaching methods and strategies, as well as activities undertaken to improve teaching, and a statement of goals and plans for the future.

Please note, there is a total page limit of 25 pages for the Teaching Portfolio, including appendices. Any information beyond 25 pages will not be considered. Required font is **Times New Roman Size 12 point.**

It is essential that evidence is provided to demonstrate excellence in teaching and the support of learning. Please provide appropriate evidence for each aspect.

3. Contribution

For the purpose of assessing contribution, this section is divided into two sub-categories, as follows, which will, however, be considered by the Academic Promotion Committee (APC) in the round:

      a. Service to Marino Institute of Education
          Substantial organisational, leadership or management contributions to the Institute.

      b. Engagement with discipline/society
          Substantial contribution to intellectual, cultural, social or economic life externally to the Institute, at regional, national or international level, including external engagement activities for and on behalf of the Institute that are beyond the confines of academic engagement, i.e. other than purely with other third-level institutions and ideally that advance the Institute's Guiding Principles.

(a) Individual Profile

Provide a brief profile of your contributions and leadership in each of the following areas **(no greater than 2,000 words in total across both areas).**

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[1] Service to Institute

[2] Engagement with discipline/society

SECTION D.

Additional Contextual Information

If you wish, you may provide in the space below any additional contextual information relevant to your application (**no greater than 1000 words**). If you have nothing to add here, please write "None".

2. Referees

Please provide the names of **three referees, one internal and two external**.

Internal Referee 1:

Name:	
Work Address:	
Tel:	
Email Address:	
Relationship to you:	

External Referee 2:

Name:	
Work Address:	
Tel:	
Email Address:	
Relationship to you:	

External Referee 3:

Name:	
Work Address:	
Tel:	
Email Address:	
Relationship to you:	

Referees will be asked to comment on your performance on all three activities, Teaching, Research and Contribution, in so far as they are able to.

Applicant's Signature: _____**Date:** _____

If you have a scanned copy of your signature, Please place it in the box below.

MIE reserves the right to seek further clarification or evidence from an applicant applying for promotion.

Appendix 1

Assessment of applications where leave has been stated

Purpose:

The purpose of this provision is to recognise the way in which some selection criteria will exclude statistically more women and carers, and adapt the criteria accordingly. A staff member, who has experienced time out from their job for maternity, adoptive, parental, sick leave, disability-related sick leave and carer's leave will not be able to produce the same quantity of output as a comparable staff member who has not taken time out.

Where documented leave has been indicated in an application, the Academic Promotions Committee will assess output relative to opportunity, i.e. academic output will be counted on a pro-rata basis for a staff member who has taken such leave.

Application:

The applicant should complete the table under 4(c) setting out the number of weeks taken as leave relevant to each category in each academic year.

The Academic Promotions Committee will adjust their expectations of achievement/output produced by the applicant, in line with the proportion of leave taken.

Specifically, the assessors will apply a multiplier to the achievement/output produced by the applicant for the criteria under the Research and Scholarly Standing category listed below. To adjust for other areas of the application that are less amenable to quantitative analysis, the multiplier will be used, as appropriate, to help inform the overall assessment.

Publications
Postgraduate research students
Research funding obtained

In the specific case of maternity and adoptive leave, the Academic Promotions Committee are required to include an allowance for the individual re-adjusting to work after leave, i.e. one year for each period of maternity/adoptive leave. Allowance for all other leaves will be for actual time on leave.

Worked example:

Candidate A was appointed on 1st September 2006 and therefore is in post for 14 full academic years Candidate A availed of maternity leave in AY 09/10, 10/11 and 11/12. Candidate A has published 16 articles in a peer-reviewed journal since 1st September 2006.

The Academic Promotions Committee will discount 1 year for each maternity leave and adjust the number of years as a Lecturer from 11 to 8 to establish a multiplier ($11 \div 8 = 1.375$). This multiplier will then be applied to the number of publications in order to notionally understand what the candidate would have published had they had not been on maternity leave on 3 occasions during their career to-date (16 publications x 1.375 =22).

The Academic Promotions Committee will now score Candidate A on the basis of an output of 22 articles in peer reviewed journals in accordance with the guidelines set out in Appendix 1.

The same multiplier will be applied to publications in all categories, postgraduate research students and research funding obtained and will be used, as appropriate, to help inform the overall assessment.

Appendix 2

Promotion to Senior Lecturer Scheme Details of Formal Publications

You are invited to submit details of all your formal publications. 'Formal publication' in this context means 'peer-reviewed publication by a recognised publisher'. It excludes publications where there was no peer review, publication on the web alone, except as provided for below at 'Article in a journal', and presentation at a conference when there was no peer review or formal Proceedings published.

Please note that page numbers must be included for all printed publications. This should take the following forms:

Books: total number of pages, e.g. 249pp.

Articles and Chapters: pp.97-116; pp. 123-35; etc.

The following definitions provide details of the types of publications which may be included in your submission to the APC:

Original article in a Peer-Reviewed Journal
A normal peer-reviewed article in a recognised journal. This includes electronic journals, provided the criteria on peer review and recognition in the field apply.

Article in Other Journal
An article in any journal that is not peer-reviewed.

Review article in a Peer-Reviewed Journal
Similar to a normal article. This excludes simple book reviews.

Book Chapter
A formal research article or chapter in a collection of articles/chapters published in book form, usually edited by someone else.

If you also edited the book (including articles by yourself and others) the editorship of the book counts as a separate publication as a whole book.

Book (authored/co-authored)

Book, Yearbook or Journal issue (editor/co-editorship/guest-editorship).
This does not include the fact of being the fixed editor or editorial board member of a journal.

Electronic Media/Software/Dataset

Sole or joint authorship or editorship of original research or pedagogical material on Electronic Media. This excludes games and archive listings of third-party material.

Conference Proceedings (editorship)

Guest or regular editorship of the whole Proceedings of an annual conference of a recognised learned society.

Conference paper published in Proceedings

A peer-reviewed paper delivered at a conference and subsequently published in formal Proceedings.

Creative Work

Published plays performed publicly; Poetry published in a collection by a recognised publisher; Novels or shorts stories published by a recognized publisher; Musical compositions performed publicly.

Patent Granted

Full grant of Patent from a national Patent Office.

Report

Technical, policy or other report prepared for an external body, usually where the author is acting in a professional academic capacity as an independent consultant. In some circumstances there may be restrictions on availability due to requirements of corporate privacy by the sponsor – please provide details as necessary.

Book Reviews

Educational Resources

Curriculum-related and school appropriate materials such as print and electronic textbooks, teacher guides, workbooks, tests, which are intended for general educational use.

Other (please indicate)