

Document Identifier: Senior Lecturer Promotions Procedure

Procedure Title:	Senior Lecturer Promotions Procedure
Description:	To document the promotion procedure for the appointment of Senior Lecturers
Author (Position):	Director, Human Resources
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1. Context

MIE values excellence and aims to create an environment in which all staff can achieve their full potential. We recognise that this requires a supportive environment in which excellence is fostered and equality, diversity and inclusion are cherished. It is important that our academic staff are given the opportunity to grow and progress in their academic roles and thus contribute to the mission of the Institute. The Senior Lecturer Promotion procedure allows individuals to avail of promotion within the Institute in a manner that is fair and transparent for all, and that promotes the deeply held values of equality of opportunity within MIE.

Academic staff are recruited with the expectation that they shall, over time, expand their activities in education and research and increase the range and expertise that they bring to the role.

2. Scope

This Procedure covers promotion of academic staff from the position of Lecturer to that of Senior Lecturer.

3. Objectives of the procedure:

Within this procedure MIE wishes to:

- Retain and develop excellent academic staff
- Encourage, recognise and reward achievement
- Ensure promotion is awarded on the basis of performance and achievement
- Support the professional development of academic staff
- Promote the achievement of the goals and objectives of the Strategic Plan
- Maintain high standards and the reputation of MIE.

4. Eligibility:

Candidates for promotion to Senior Lecturer must have been appointed by Governing Body to a permanent position at MIE and have completed probation prior to submitting an application. Candidates for Senior Lecturer will have three or more years of service at Lecturer grade or equivalent (Assistant professor) at MIE or a university of higher education, and will have completed the probationary period in the post.

5. Key Principles:

- All open roles within MIE will be advertised in both the English and Irish language.
- Staff will be emailed to advise them of any open promotional opportunities with the application process and criteria attached.
- Applicants must ensure they meet all criteria to apply for the role. Applications may be rejected if all criteria are not met.
- The basis for determining promotion shall be academic/professional peer review, inclusive of at least one external assessor.
- MIE is committed to equality, diversity and inclusion shall be at the core of the procedure. See [MIE Staff Equality Policy](#).

6. Core Criteria

The successful candidate will have demonstrated substantial achievement in

- research and scholarship,
- teaching and learning,
- service to MIE and engagement with discipline/society.

Research and Scholarship

A substantial record of research outputs, including peer-reviewed publications, recognised for originality, significance and rigour, leading to national or international standing and recognition.

Teaching and Learning

A substantial contribution to quality teaching, supervision and mentoring of students at most or all levels in the Institute.

Service to the Institution

Substantial organisational, leadership or management contributions to the Institute.

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

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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. Ideally this will be in ways that advance the guiding principles of MIE.

The weightings applied to the criteria are as follows:

Grade	Research and Scholarship	Teaching and Learning	Service to MIE	Engagement with Discipline/Society
Senior Lecturer	40%	40%	20%	

Performance Descriptors and Scoring:		Research & Scholarship	Teaching & Learning	Service to MIE & Engagement with Discipline/Society
Performance Indicators	Weighting	40	40	20
		Scoring range	Scoring range	Scoring range
	Clearly Unsatisfactory	1-4	1-4	1-2
	Insufficient Evidence	5-15	5-15	3-7
	↓ Threshold ↓			
	Clear Evidence	16-20	16-20	8-10
	Strong Evidence	21-32	21-32	11-16
	Required in at least one of Research & Scholarship or Teaching & Learning			
	Outstanding Evidence	33-40	33-40	17-20

The minimum threshold scores are:

Research & Scholarship	Teaching & Learning	Service to MIE & Engagement with Discipline/Society
16	16	8

The minimum outstanding evidence scores are:

Research & Scholarship	Teaching & Learning	Service to MIE & Engagement with Discipline/Society
33	33	17

7. Application Process

As and when, promotional roles become available in MIE, candidates who meet all the criteria as specified and wish to apply for promotion will be required to submit their completed application, including a research profile, a teaching portfolio (e-portfolio) and a statement indicating their service to MIE and their engagement with discipline/society. Applications should be effectively presented; thorough yet concise, and comply with the word or length limits where indicated.

8. Academic Promotions Committee (APC) Membership

The composition of the Academic Promotions Committee will be approved by the President.

The Committee will be made up of at least six panellists and will include at least one, preferably two, external assessors including, where possible, one assessor from Trinity College Dublin. The panel will include a Union Nominee who would be nominated jointly by the members of INTO and IFUT and would be at Professor Level in TCD or in another University. The panel will be drawn from:

- a. President (Chair)
- b. Registrar and Vice President Academic
- c. Vice-President Education and Strategic Development
- d. Deans
- e. At least one and preferably two external independent oversight assessors, who have experience of promotions in a Higher Education setting
- f. A Union Nominee who would be nominated jointly by the members of INTO and IFUT and would be at Professor Level in TCD or in another University
- g. The President may, at their discretion, invite additional panellists to the above list.

The Academic Promotions Committee will be supported administratively by HR, and the Director of HR shall be in attendance at all meetings.

9. Conflict of Interest

An Academic Promotions Committee member will excuse themselves from a selection process where it is deemed there is an actual or perceived conflict of interest. This would arise if he/she has currently, or has had within the last ten years, a professional or personal relationship with the candidate that could reasonably call into question an assessor's ability to give an objective assessment of the application. This would include a supervisor/student relationship, and/or close/repeated co-authorship or joint project work. The President will make the final decision in this respect.

10. Selection

Prior to the Academic Promotions Committee meeting, each member of the APC will read each application and contribute to the discussion on each application.

During the meeting the Chair will select a member of the APC to lead the assessment of each application, and following consideration by the full committee, a collective decision will be made as to performance of each candidate under each of the criteria, and marks awarded for same.

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If the candidate has

- a) Surpassed the threshold for promotion in all three areas, and
- b) Has demonstrated outstanding evidence of achievement in Research & Scholarship and/or Teaching & Learning,

then the candidate will be invited to attend for interview.

Where the APC determines that a candidate will not be invited to interview, a member of the APC will be asked to prepare a draft feedback report for consideration and approval by the APC. This report should include a clear rationale for the decision and outline what actions the candidate needs to take in order to ensure that a subsequent application would successfully meet the threshold and progress to the interview and seek referee reports.

11. Role of the Referee

At the time of application, candidates are required to nominate three referees, one internal referee and two external referees. These referees must be able to demonstrate familiarity with standards of excellence in education and are thus qualified to assess the candidate against the criteria. The internal referee should be familiar with the candidate's teaching, research and service contribution, and should be a head of department, Dean or VP within the Institute. The role of the internal referee is to comment on all aspects of the candidate's application over the three broad areas of assessment.

The external referees should be persons with the experience, credibility and critical distance to offer a rigorous assessment of the candidate's publications. The external referees must confirm that there is no conflict of interest, that their review is independent and unbiased, and that they have not been canvassed by or on behalf of the candidate. The external referees must not have:

- Supervised the candidate's doctoral or post-doctoral work
- Directly collaborated or co-authored with the candidate
- Served as a departmental colleague with the candidate
- A close professional or personal relationship with the candidate.

Where it has been agreed that referee reports must be sought, HR will contact these referees and invite them to act as referees for the candidate. Once the referees have agreed to assess the candidate's application, the Director of HR will forward the candidate's application and supporting material to the referees, who will be given 4 weeks to provide a report. The reports will be forwarded to the APC for consideration.

Referees will be required to assess the overall performance of the candidate. They will be invited to provide an independent, unbiased assessment of the level of the candidate's achievements and experience. In addition, referees will be invited to comment on:

- a. Whether there is clear evidence of an upward trajectory and forward-looking scholarly and/or community agenda
- b. How the applicant meets standards for promotion to the relevant level
- c. In the case of the external referees, how the application compares with recent successful applications for promotion to the equivalent level within the referee's own institution/college.

12. Interview

The APC will interview the candidates. At interview candidates will be required to make a presentation and will be expected to make a clear and unequivocal case that their achievements to date and plans for the future appointment at Senior Lecturer level. They will also be asked about their career/scholarly development plan and their commitment to developing and representing Marino both internally and externally.

13. Incomplete Applications

The Interview Panel will not progress incomplete applications. Where an incomplete application is identified by the Interview Panel, this will be referred back to the applicant, who will be invited to address the outstanding issues and re-submit within 7 calendar days.

14. Notes and Records

An agreed note and marking grid will be generated by APC of each application. Notes should be impersonal, factual and clear as to the comment being made. Notes should not compare candidates but should reference back to criteria for selection. Individual notes will be passed to HR and held for a minimum of 12 months. The APC will decide by consensus and an agreed note and marking grid will be prepared for each candidate and will be available on request following the conclusion of the process, including written and oral feedback. All Interview Panelists will sign one copy of marking grid sheet which will be forwarded to HR.

15. Conclusion of the Process

Following the conclusion of the process:

- a. Following the President's approval of the recommendation, candidates will be informed of the decision.
- b. Where the number of eligible candidates exceeds the number of places available, a position(s) will be offered according to the score achieved in the interview process.
- c. Candidates will also be offered the opportunity for oral feedback, normally within 30 days of the notification of the outcome of the application.
- d. The effective date of promotion for successful candidates will be agreed with the President.
- e. Candidates will be appointed to the first point on the scale to which they have been promoted, unless their current salary already exceeds this, in which case they will be appointed to the first point above their current salary.

16. Confidentiality

Confidentiality, by all participants, will be maintained throughout the process. All discussions during the assessment process and any data generated will remain confidential to the members of the Interview Panel and HR. The names of promoted candidates will not be released until the President has approved and all candidates have been advised accordingly.

17. Appeals Process

If a candidate believes the process as applied to them was unfair they may take an appeal within 14 days of their being advised of the outcome of their interview. Appeals by any candidate will only be considered under the following cases:

- i. Evidence of failure to follow in due manner Institute policy and procedures for the consideration of applications for promotion.
- ii. Evidence of unfair or unreasonable application of the criteria for the granting of promotions.

An Appeals Committee of at least three people will be formed with representation from the President, VPS, Deans, INTO and HR not involved as Interview Panellists for the specified role. The committee will

- i. consider whether or not due process has prevailed in the consideration of an application for promotion. Accordingly, an appeal will not be a re-hearing or a general review of the application.
- ii. the appellant is required to specify the grounds of the appeal and to demonstrate why the promotion process was so defective as to influence the decision. The consideration of the Appeals Committee will be confined to the issues raised in the grounds of appeal. The Appeals Committee will consider fresh evidence in support of the appellant's appeal when it is germane to, and substantiates, the alleged defect.
- iii. the Appeal's Committee will determine whether any of the alleged defects could have influenced the outcome. They will have available to them all the materials pertaining to the process.
- iv. the setting of academic standards to be used in the promotion process is a matter for the exclusive competence of the Interview Panel. Nothing in this process shall have the effect of substituting a differing academic judgement arrived at by the Interview Panel for the academic judgement validly arrived at by the Interview Panel.
- v. the Appeals Committee may come to one of the following conclusions:
 - a. No procedural defects. The appeal is not upheld. The Appeals Committee shall provide the appellant with a clear rationale for its decision in writing;
 - b. Procedural defects are found to have occurred, but they are found not to have influenced the outcome. The appeal is not upheld. The Appeals Committee shall provide the appellant with a clear rationale for its decision in writing.

- c. Procedural defects are found to have occurred and they are deemed to have had the potential to influence the outcome. The appeal is upheld. The Appeals Committee shall inform the appellant of its decision and of its consequences in writing. The Appeals Committee is required to ensure that a remedy is put in place and will reconsider the application.

- vi. the President will accept the recommendation of the Appeals Committee.
- vii. at the conclusion of the appeals process, the President will communicate the decision to the appellant, providing a clear basis for the final determination.
- viii. the Appeals Committee recommendations and reports on individual appeals and in general may be made on a majority basis. Where the decisions are not unanimous, the totality of the recommendations will be reflected in the committee's finding or report, inclusive of individual committee members' views, and made available to the appellant on request.
- ix. the applicant has the right to dispute the findings and refer the matter on to the WRC and Labour Court if required, once all internal procedures have been exhausted.

18. Responsibility

The responsibility for maintenance of this policy rests with HR.

19. Related Documents

- 19.1. [Equality Policy](#)
- 19.2. [Employment of People with Disabilities Policy](#)
- 19.3. [Gender Identity and Gender Expression \(Staff\) Policy](#)
- 19.4 [Recruitment policy](#)