FORM TO BE COMPLETED

APPLICATION FORM FOR PROGRESSION FROM ASSISTANT LECTURER TO LECTURER

SECTION 1- To be completed by the applicant

Name: _____

Department: _____

Educational Qualifications: *(Please give year obtained)*

No of years' service in SETU: _____

No of years in another Institute or University (if applicable): _____

Date reached maximum of Assistant Lecturer Scale: _____

SECTION 6 OF CONTRACT SETS OUT DETAILS OF PROGRESSION

Assistant Lecturers will progress to the grade of Lecturer on completion of one years' service after having reached the maximum of the Assistant Lecturer scale subject to a minimum of five years continuous* service in the grade subject to ability, experience, academic qualifications, scholarship and demonstrated performance. Possession of an appropriate defined post graduate qualification or equivalent shall normally be considered an essential requirement. Institutes may award incremental credit for previous service in the Assistant Lecturer grade in another Institute or University. SETU may require five years' service in SETU before progression is considered.

An Assistant Lecturer with a PhD and relevant research experience may be considered for progression after three years continuous* service. If successful such

an assistant Lecturer may be placed on the first point of the lecturer scale and remain on that point until five years' service have been completed. Progression for Assistant Lecturers shall be irrespective of whether a new post of Lecturer has been established or a vacancy at Lecturer level has occurred.

[For the purposes of the progression policy generally the agreed definition of continuous service is: -

> *Continuous Permanent/Temporary whole time and Pro-Rata service (including equivalent part time service) in the grade of Assistant Lecturer in DIT, other Institutes of Technology and Universities. Periods of absence may be excluded for the purposes of this policy. This amendment to the circular was made by the Department of Education's letter of 25th May 2005.]*

Appendix 2 of CL No. IT 03/05 sets out a range of areas, which may be considered in assessing applicants as part of the progression process.

DEMONSTRATED PERFORMANCE, ABILITY AND EXPERIENCE
Please set out in detail your involvement in and contribution to the following areas. (please use additional sheets if necessary). There is no requirement to meet all of these headings.

Teaching Load: range and level of courses; laboratory and workshops; fieldwork; student numbers: **Quality of Teaching**: External Examiner's reports; other recommendations/reports. **Teaching Development**: participation in/attendance at courses etc. on teaching development. **Innovation in Teaching and Assessment**: the adoption of new approaches to teaching and assessment; applications of information and communication technologies to teaching and assessment.
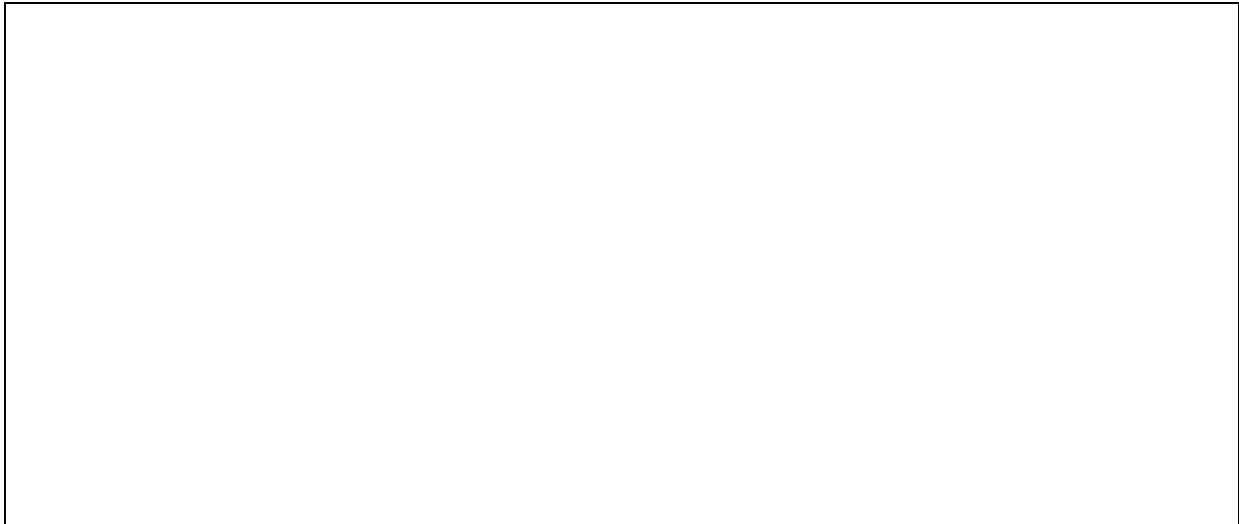
Subject/Course Development: reviews and revisions of own subjects; contribution to design, development and introduction of new and existing programmes.
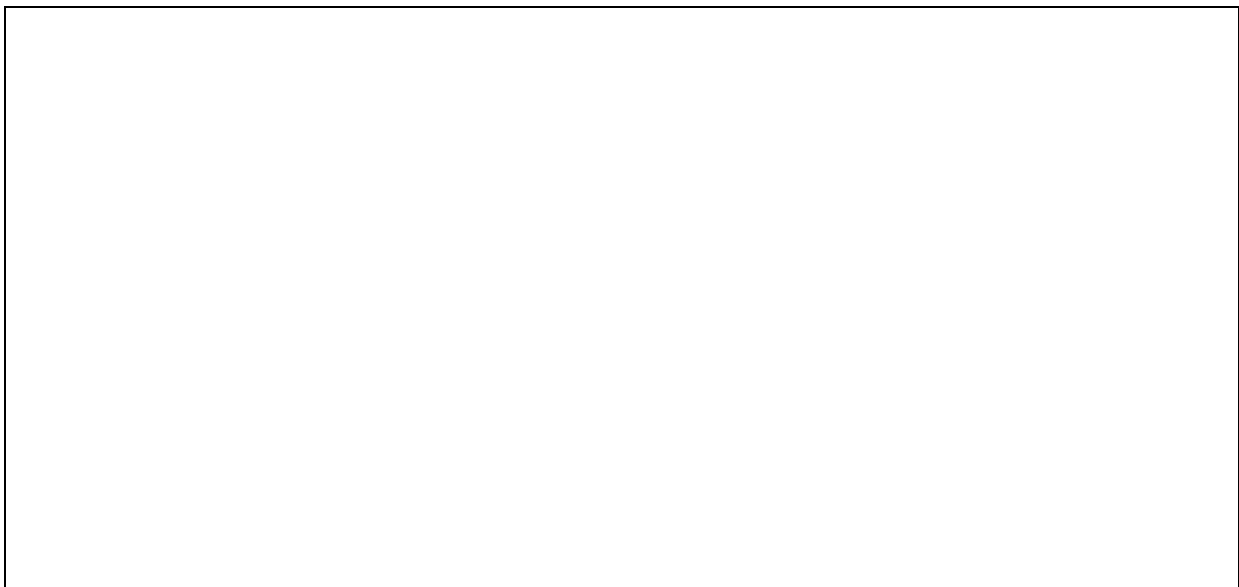

Advising Students: formal and informal involvement. **Supervision of Projects, Assignments, Industrial Placements**: formal and informal involvement. **Preparation of Students for Competitions**: formal and informal involvement.

Department: routine administration, organisation of class timetables; organisation of experience; formal or informal involvement responsibility with a particular programme or year of programme; willingness to undertake ad hoc tasks. **School:** membership of School committees; formal and informal involvement with course planning and development; representing Department/ School/ Institute in course/college promotion; preparation/delivery of part-time and evening courses.

Institute: liaison with industry; organisation of industry – linked education and training programmes; authorised consultancy services; placement of students or graduates with industry. **Sports:** formal and informal involvement in training etc. Institute teams. **Community:** involvement with the community and or the voluntary sector.

RESEARCH AND SCHOLARSHIP

Please set out in detail your involvement in and contribution to any of the above areas you feel applicable and appropriate. (please use additional sheets if necessary)

Publications: research publications **Supervision of postgraduate Students:** formal and informal involvement in making application for and or receiving funding. **Research Funding:** formal and informal involvement in making application for and or receiving funding. **Research Leadership:** active member of research team.

External Examining: acting as External Examiner for undergraduate courses/subjects and or postgraduate research theses.

Conferences: organising and contributing to conferences, conference papers.
Dissemination of Research and Scholarship: public lectures, articles in non-refereed publications, book reviews, broadcasts etc.

SIGNED: _____DATE: _____
         Applicant

To make your application please forward this to the HR Department

SECTION 2   To be completed by the HR Manager

Please state whether the applicant meets the qualification and service requirements for progression.

Signed: - _____   Date_____

        HR Manager

Section 3 Report from the Head of Department

Please report on the applicant's service/performance under the following criteria: -

Experience
Ability
Scholarship
Demonstrated performance

Also see Appendix 2 Guidelines in assessing applicants

Signed _____ date_____

Head of Department

Section 4 - Overall Assessment by Registrar and Head of School

We judge this application to be successful in that the applicant meets the service and qualification requirements for progression. The applicant has also demonstrated a sufficient level of ability, experience and demonstrated performance in the areas listed above to be recommended for appointment at lecturer grade to the Governing Body.

We judge this application not to be successful for the following reasons:

Signed _____ Date_____

     Registrar

Signed_____ Date_____

     Head of School

Ref: 92861

To: **The Director of each Institute of Technology**

        The President of the Dublin Institute of Technology

Circular Letter No. IT 03/05

Arrangements for Progression from Assistant Lecturer to Lecturer

The Minister for Education and Science wishes to inform the management authorities of Institutes of Technology that, following discussions at the Industrial Relations Forum for academic staff in Institutes of Technology, the attached procedures for progression from Assistant Lecturer to Lecturer have now been agreed.

Dissemination of Circular

Copies of this circular should be made available to the appropriate representatives of Lecturers for transmission to individual Lecturers. The Circular may also be viewed on the Department website www.education.ie

Queries in Relation to this Circular Letter

Any queries in relation to this Circular Letter should be referred to Higher Education (Technology & Training) Section at 01-889 2127 or 01-889 2448.

Gerry Murray

Principal Officer

19th April 2005

cc   Secretary/Financial Controller
        Director of Finance DIT
        Human Resources Manager
        Mr. Joe McGarry, Secretary General Council of Directors
        Mr. James Coyle, Senior Human Resources Executive, Council of Directors
        Mr. Peter MacMenamin, TUI.

INSTITUTES OF TECHNOLOGY – PCW – PROGRESSION

Procedure: Progression of Assistant Lecturer to Lecturer Grade by staff with PhD

1. **Purpose**

   To outline the procedure to be followed where an Assistant Lecturer applies for progression to Lecturer grade under the PCW agreement.

   '*An Assistant Lecturer with a PhD and relevant research experience may be considered for progression after 3 years continuous experience*'

2. **Scope**

   Applies to all Assistant Lecturers with a minimum of 3 years' service and qualified to PhD level. A minimum of one year's service is required in SETU in which the applicant is making the application.

3. **Procedure Description**

   NB: The application, verification and reporting procedure may vary from institute to institute. Applicants should therefore follow the procedures as set out by the relevant institute.

3.1 A staff member who wishes to apply for consideration for progression to Lecturer grade, under the PCW agreement, should do so in writing to the Human Resource Manager. The application should set out in detail the basis – and supply supporting documentation where appropriate - on which the application is made having regard to the relevant section in the PCW agreement and other factors deemed appropriate by the staff member.

3.2 The HR Manager will verify that the applicant meets the service and qualification criteria set down in the PCW agreement. See Appendix 1 on qualifications and equivalence.

3.3 The HR Manager will then request a report on the applicant's service/performance from the relevant Head of Department/School, in line with the PCW agreement.

3.4 The application will be assessed in SETU in accordance with the procedures established in SETU [normally by two members of senior management such as Head of School/Department, Secretary/Financial Controller] to assess such applications and signed off as complying with 3.2 and 3.3. If the application is successful, the applicant should be recommended for appointment to Lecturer grade by the Governing Body.

   The application will be considered under the following criteria:

   ➢ Experience including research experience
   ➢ Ability
   ➢ Scholarship
   ➢ Demonstrated Performance

   See Appendix 2 Guidelines in Assessing Applicants

Note: Issues regarding staff performance etc. that may arise from time to time must be dealt with at the particular time and should not be raised as new issues at this stage in the process.

3.5 The applicant will be advised by the HR Manager whether or not a recommendation to progress is to be referred to the Governing Body. Where an application is not successful the applicant should be informed of the specific requirement(s) that must be achieved to be eligible for progression.

3.6 The name of successful applicant will be sent to the Governing Body and recommended for approval.

3.7 In the case where an application is not successful the applicant may seek a review of the decision by making an appeal in writing to the HR Manager. The decision will be reviewed by two senior staff not involved in the original decision [such as Head of School/Department/Registrar]. Where a change is recommended to the original decision, this will be brought to the Governing Body for approval after which the staff member will be advised of the outcome of the appeal. If the original recommendation is upheld, the applicant will be advised of this decision by the HR Manager.

3.8 The applicant will be advised by the HR Manager of the Governing Body's decision.

3.9 Unsuccessful applicants at this stage may appeal the decision using the grievance procedure.

INSTITUTES OF TECHNOLOGY – PCW - PROGRESSION

Procedure: Progression of Assistant Lecturer to Lecturer Grade

1.   Purpose

To outline the procedure to be followed where an Assistant Lecturer applies for progression to Lecturer grade under the PCW agreement.

Assistant Lecturers will progress to the grade of Lecturer on completion of one year's service having reached the maximum of the Assistant Lecturer scale subject to a minimum of five years' continuous service in the grade **subject to ability, experience, academic qualifications, scholarship and demonstrated performance.** *Possession of an appropriate defined postgraduate qualification or equivalent shall normally be considered an essential requirement. Institutes may award incremental credit for previous service in the Assistant lecturer grade in another institute or university. SETU may require 5 years' service in SETU before progression is considered.*

INSTITUTES MUST ADVISE STAFF ON APPOINTMENT OF THE REQUIREMENTS AND AGREE ON THE QUALIFICATION(S) TO BE OBTAINED AND CONFIRM THE ARRANGEMENTS IN WRITING.

2.   Scope

Applies to all Assistant Lecturers with a minimum of 5 years continuous service in the grade and having completed one year on the maximum of the scale. Some of the 5 years' service may be acquired in another institute, university but the applicant must have a minimum of 2 years' service in SETU to which the application has been made and SETU must satisfy itself that the applicant has met the criteria for progression over the 5-year period.

3.   Procedure Description

N.B. The application, verification and reporting procedure may vary from institute to institute. Applicants should therefore follow the procedures as set out by the relevant institute

3.1   A staff member who wishes to apply for consideration for progression to Lecturer grade, under the PCW agreement, should do so in writing to the Human Resource Manager. The application should set out in detail – and supply supporting documentation where appropriate - the basis on which the application is made having regard to the relevant section in the PCW agreement and other factors deemed appropriate by the staff member.

3.2   The HR Manager will verify that the applicant meets the service and qualification criteria set down in the PCW agreement. See Appendix 1 on qualifications and equivalence.

3.3   The HR Manager will then request a report on the applicant's service/performance from the relevant Head of Department/School, in line with the PCW agreement.

3.4   The application will be assessed in SETU in accordance with the procedures established in SETU to assess such applications [normally by two members of senior management such as Head of School/Department, Secretary/Financial Controller] and signed off as complying with 3.2 and 3.3. If the application is successful, the applicant should be recommended for appointment to Lecturer grade by the Governing Body.

The application will be considered under the following criteria:

- ➢ Experience
- ➢ Ability
- ➢ Scholarship
- ➢ Demonstrated Performance

See Appendix 2 Guidelines in Assessing Applicants

Note: Issues regarding staff performance etc. that may arise from time to time must be dealt with at the particular time and should not be raised as new issues at this stage in the process.

3.5   The applicant will be advised by the HR Manager whether or not a recommendation to progress is to be referred to the Governing Body. Where an application is not successful the applicant should be informed of the specific requirement(s) that must be achieved to be eligible for progression.

3.6   The name of successful applicant will be sent to the Governing Body and recommended for approval.

3.7   In the case where an application is not successful the applicant may seek a review of the decision by making an appeal in writing to the HR Manager. The decision will be reviewed by two senior staff not involved in the original decision [such as Head of School/Department/Registrar]. Where a change is recommended to the original decision, this will be brought to the Governing Body for approval after which the staff member will be advised of the outcome of the appeal. If the original recommendation is upheld, the applicant will be advised of this decision by the HR Manager.

3.8   The applicant will be advised by the HR Manager of the Governing Body's decision.

3.9   Unsuccessful applicants at this stage may appeal the decision using the grievance procedure.

APPENDIX 1

INSTITUTES OF TECHNOLOGY

PROGRESSION ASSISTANT LECTURER TO LECTURER

GUIDELINES IN ASSESSING APPLICATIONS

Requirement in PCW
*'Assistant Lecturers will progress to the grade of Lecturer on completion of one year's service having reached the maximum of the Assistant Lecturer scale subject to a minimum of five years' continuous service in the grade **subject to ability, experience, academic qualifications, research, scholarship and demonstrated performance**. Possession of an appropriate defined postgraduate qualification or equivalent shall normally be considered an essential requirement'.*

Qualifications
A   Normal Requirements
1.   Have obtained a defined Master's degree since meeting minimum entry requirements.
2.   Have obtained the equivalent to 1 above e.g. ACA, ACCA, Solicitor etc. in addition to obtaining minimum requirements.

B   Special Category
In particular circumstances, the Director may deem the following as meeting the requirements.

1. In the case of trade or craft, have at the time of application for progression obtained a primary honours degree - achieved since meeting minimum entry requirements plus a minimum of 8 years relevant experience (in industry and/or teaching) obtained since meeting the minimum academic requirements.
2. In the case of trade or craft, have obtained the appropriate advanced qualification in the relevant trade/craft – achieved since meeting minimum entry requirements (award must be examination and/or assessment based) – plus a minimum of 8 years relevant experience (in industry and/or teaching) obtained since meeting the minimum academic requirements.

Note
Individual institutes may consider applicants who were appointed before July 2001, who are in correspondence with SETU but have not yet registered for a defined postgraduate course and do not qualify under the above. Such applicants may be allowed to progress to the Lecturer scale on the following basis: - staff member must formally register for defined course (as set out in A or B above) and on registration will proceed to Lecturer scale, subject to meeting the other requirements for progression. Such staff will proceed up the lecturer scale on condition that they continue to successfully complete the relevant stages of the course. Staff may not proceed beyond the 4th point of the scale until the course has been successfully completed.

APPENDIX 2

INSTITUTES OF TECHNOLOGY

PROGRESSION ASSISTANT LECTURER TO LECTURER

GUIDELINES IN ASSESSING APPLICATIONS

*'Assistant Lecturers will progress to the grade of Lecturer on completion of one year's service having reached the maximum of the Assistant Lecturer scale subject to a minimum of five years' continuous service in the **grade subject to ability, experience, academic qualifications, research, scholarship and demonstrated performance.** Possession of an appropriate defined postgraduate qualification or equivalent shall normally be considered an essential requirement'.*

The following is a range of areas which may be considered both by applicants in their application for progression and by Institutes in assessing applicants. There is no requirement to meet all of these headings.

Demonstrated Performance, Ability and Experience

- **Teaching Load:** - range and level of courses; laboratory and workshops; fieldwork; student numbers.

- **Quality of Teaching:** - External Examiners' reports; other recommendations/reports.

- **Teaching Development:** - participation in/attendance at courses etc. on teaching development.

- **Innovation in Teaching and Assessment:** the adoption of new approaches to teaching and assessment; applications of information and communication technologies to teaching and assessment.

- **Subject/Course Development:** reviews and revisions of own subjects; contribution to design, development and introduction of new and existing programmes.

- **Advising Students:** formal and informal involvement.

- **Supervision of Projects, Assignments, Industrial Placements:** formal and informal involvement.

- **Preparation of Students for Competitions:** formal and informal involvement.

- **Department:** routine administration, organisation of class timetables; organisation of examinations, collation of examination results; co-ordination of fieldwork, work experience; formal or informal involvement responsibility with a particular programme or year of programme; willingness to undertake *ad hoc* tasks.

- **School:** membership of School committees; formal and informal involvement with Open Days and other school liaison activities, involvement with course planning and development; representing Department/School/Institute in course/college promotion; preparation/delivery of part-time and evening courses.

- **Institute:** member of the Academic Council or any committees.

- **Professional Bodies:** contribution/involvement with professional body.

- **Subject:** participation in national subject associations and committees.

- **Industry:** liaison with industry; organisation of industry –linked education and training programmes; authorised consultancy services; placement of students or graduates with industry.

- **Sports**: formal and informal involvement in training etc. Institute teams.
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- **Community:** involvement with the community and or the voluntary sector.

Qualifications

- **Qualifications:** upgraded qualifications since appointment.

Research and Scholarship

- **Publications:** – research publications.

- **Supervision of Postgraduate students:** – formal and informal involvement.

- **Research Funding:** – formal and informal involvement in making application for and or receiving funding.

- **Research Leadership:** active member of research team.

- **External Examining:** acting as External Examiner for undergraduate courses/subjects and or postgraduate research theses.

- **Conferences:** organising and contributing to conferences, conference papers.

- **Dissemination of Research and Scholarship:** public lectures, articles in non-refereed publications, book reviews, broadcasts etc.