



**UNIVERSITY of LIMERICK**

**O L L S C O I L L U I M N I G H**

**Policy and Procedures for Granting Multi-annual Status to Entry-level Academic Staff**

*Approved by Governing Authority 24 January 2012*

## **A. POLICY**

### **1. Purpose of Policy**

- 1.1 The purpose of this policy is to specify the conditions under which the University of Limerick will award multi-annual contracts to academic staff.
- 1.2 A multi-annual contract is a contract of presumed continuous employment.
- 1.3 Multi-annual contracts enable the University to recognise and develop the best talent available to the organisation so that the University will be in a position to ensure that the holders of academic posts have appropriate expertise.

### **2. Policy Statement**

- 2.1 The University is committed to a free and open intellectual atmosphere.
- 2.2 During the course of a five-year fixed-term contract, multi-annual status will be granted to entry-level academic staff (Lecturer below the bar) who demonstrate excellent performance in each of the following three areas:
  - Scholarship and research output;
  - Teaching and curriculum development;
  - Service to the University and the wider community.
- 2.3 This policy covers the granting of multi-annual status to all entry-level academic staff (Lecturer below the bar) recruited after the policy's date of introduction (24/01/2012).
- 2.4 Entry-level academic staff who achieve multi-annual status under these procedures will have the bar removed.

### **3. Equality of Opportunity**

- 3.1 The University of Limerick is an equal opportunities employer and is committed to selection on merit. Consequently, the policy and procedures for the granting of multi-annual status to entry-level academic staff will be equitable and transparent and will seek to treat people in similar circumstances equally and fairly.
- 3.2 Physical disability, gender, marital status, family status, sexual orientation, religious belief or lack of religious belief, age, race or membership of the traveller community will not be a barrier to achieving progression across the merit bar.

#### **4. Frequency of Applications**

- 4.1 Entry-level academic staff (Lecturer below the bar) may apply for multi-annual status every year once they have completed three years' service.
- 4.2 Entry-level academic staff who fail to achieve multi-annual status by the second semester in year five will not have his/her employment contract renewed.

#### **5. University Review Committee**

- 5.1 A University Review Committee will be convened each year in the second semester to consider applications for multi-annual status from entry-level academic staff (Lecturer below the bar).
- 5.2 Members of the University Review Committee must be at or above the level of Senior Lecturer.
- 5.3 The University Review Committee will comprise:
  - Vice President Academic & Registrar (Chair);
  - Vice President Research;
  - Faculty Deans;
  - One nominee of each Faculty Board. In addition, each Faculty will be required to nominate an alternate.
  - Two external academics nominated by the Vice President Academic & Registrar;
  - One member of Governing Authority (non-voting) who is not an employee or student of the University.

A representative of the Human Resources (HR) Division will attend committee meetings.

- 5.4 In the event of a member of the University Review Committee becoming unavailable, the Vice President Academic & Registrar (VPA&R) or his/her nominee may nominate a replacement or determine whether or not the review process should proceed.
- 5.5 When nominating/appointing members to the University Review Committee, due regard will be given to the requirement for gender balance. To ensure gender balance on the Committee, the VPA&R may co-opt up to two additional members (internal or external) to the Committee.

## **B. PROCEDURES**

### **6. Eligibility**

6.1 Entry-level academic staff (Lecturer below the bar) are eligible for consideration for multi-annual status and removal of the bar provided that they have, on the date of application, served a minimum of three years service at Lecturer (below the bar).

6.2 Entry-level academic staff with less than three years service who feel that his/her achievements are of an exceptionally high standard may request that they be considered for multi-annual status and removal of the bar. In such cases, candidates will need the endorsement of his/her Head of Department and Dean. In such cases, the Dean or Head of Department will be excluded from being the internal referee as referred to in section 9.6 below.

### **7. Criteria**

7.1 In considering the candidature of applicants for multi-annual status and removal of the bar, applicants will be assessed under each of the following three broad headings:

- Scholarship and research output;
- Teaching and curriculum development;
- Service to the University and the wider community.

(Examples of evidence are given in Assessment Guidelines for Academic Staff)

Each criterion is assessed and candidates should note that in assessing applications, both qualitative and quantitative measures will be applied. Candidates will be expected to achieve an excellent level of performance under all criteria. Candidates for accelerated progression (less than three years service at Lecturer below the bar) across the merit bar will be expected to achieve an exceptionally high standard of performance under all three criteria.

### **8. Weighting**

<b>Criterion</b>	Research	Teaching	Service
<b>Weighting</b>	40	40	20

## **9. Process**

- 9.1 The multi-annual status assessment process will be conducted each year and will be initiated and completed in semester 2 of the academic year.
- 9.2 The HR Division will invite applications from all eligible entry-level academic staff (Lecturers below the bar). All those expressing an interest in applying will be requested to submit an application form and supporting documentation.
- 9.3 The supporting documentation will include:
1. Current curriculum vitae with details of qualifications and experience
  2. Evidence of high quality teaching as demonstrated in your teaching portfolio (please refer to CTL Teaching Portfolio). Evidence may include; teaching philosophy, teaching performance and effectiveness, assessment and examination of student learning and professional development, past, present and future, and any other evidence the candidate deems appropriate.
  3. Evidence of scholarship and research output, including three actual or pending publications or equivalent as appropriate to your discipline. (If a book is being tendered as a publication, one copy will suffice). Evidence of acceptance will be required in the case of pending publications.
  4. Evidence of service to the University and the wider community.
- 9.4 Applications must be supported by one report (using the official template) from external assessors nominated by the candidate who is a recognised expert in the general discipline of the applicant but are not collaborators (refer to 9.9).
- 9.5 The University will nominate an external assessor to review each application form and supporting documentation. The external assessor will submit his/her assessment of the application to the University Review Committee. The external assessor should be an expert in the candidate's discipline and will not be one of the external assessors who submitted a report on behalf of the candidate.
- 9.6 Applications must also be supported by one complete academic reference from an internal referee who is familiar with the candidates' work.
- 9.7 Candidates will be notified of the closing date for the receipt of applications.
- 9.8 The application form should be submitted electronically. Supporting documentation may be submitted electronically or in hard copy.
- 9.9 Candidates are required to ensure that his/her external assessor and referee submit his/her report and reference in confidence directly to the HR Division. These may be submitted electronically or in hard copy.

- 9.10 Any or all of the academic referees/external assessors may be consulted, as may other appropriate academic referees. In the latter case, the candidate will be notified in advance of the names of the referees to be consulted.
- 9.11 The Head of Department/Dean will be invited to review the candidate's application for multi-annual status and will verify in writing to the University Review Committee the accuracy of the application against the criteria outlined above.
- 9.12 The accuracy of information given in the application must be verifiable against the University's information systems, e.g. research database, class schedules.
- 9.13 The University Review Committee will convene to review the applications. The Committee will decide on which candidates qualify for multi-annual status and which do not.
- 9.14 The HR Division will forward the recommendations of the Committee to the Governing Authority for ratification.

## **10. Feedback**

- 10.1 Where multi-annual status is not recommended, the candidate will be informed of the decision in writing within two weeks. Subsequently, candidates may seek a meeting with the Dean to discuss the result of his/her application. Candidates may seek his/her individual results from HR.
- 10.2 Candidates may also choose to discuss appropriate staff development requirements with his/her Head of Department.

## **11. Review**

- 11.1 A candidate may request the Governing Authority to review a recommendation of the University Review Committee on grounds of manifest departure from this policy and procedures, which affected the outcome for the candidate.
- 11.2 To seek such a review the candidate will indicate in writing to the Corporate Secretary his/her intention to seek a review within one week of notification of the outcome of their application. All recommendations for the granting of multi-annual status to entry-level academic staff submitted to Governing Authority must take account of the timeframe above in order to facilitate a review if required.
- 11.3 The candidate will make a written submission setting out the entire grounds for his/her review request to the Corporate Secretary within twenty (20) working days of the notification of the outcome of their application.
- 11.4 Upon notification of a review request, the Governing Authority will appoint a Review Committee comprising three of its members (none of whom will be a senior officer of the University), one of whom will chair the committee. The members of the Committee will exclude themselves from a Governing Authority decision on the granting of multi-annual status to entry-level academic staff that has been subject to a review by them.
- 11.5 The Review Committee, if satisfied the application falls within the terms of the review as set out above, will determine the conduct of the review. Any such review will be completed within twenty (20) working days. The reasoned determination of the Review Committee will be submitted to Governing Authority and will be provided subsequently to the candidate.
- 11.6 Following receipt of the determination of the Review Committee, the Governing Authority will decide whether or not to approve the granting of multi-annual status to entry-level academic staff and its decision on this matter is final.
- 11.7 Subject to any statutory or any other legal remedy available to the candidates, the result of this review will be final. It will be the responsibility of the Human Resources Division to ensure that no employee shall be subsequently disadvantaged or victimised for exercising their right to seek a review.

## **12. Policy Review**

- 12.1 This policy and procedures will be reviewed at a minimum of every three years.